**Micro-credential application form**

Use this form for applying for new micro-credentials or making changes to micro-credentials.

It sets out the data to meet the requirements of the Qualification and Micro-credential Listing and Operational Rules 2022 and the Micro-credential Approval and Accreditation Rules 2022.

Use this form to apply for

* Listing and approval
* Listing, approval, and accreditation (education providers only)
* Accreditation only (education providers including schools and kura)
* Change to Micro-credential

Applicants may request that Te Hono o Te Kahurangi quality assurance is used for assessment of the application. In addition to meeting the requirements of this form, the application should relate to ngā kaupapa o Te Hono o Te Kahurangi. For more information see [Te Hono o Te Kahurangi quality assurance](https://www.nzqa.govt.nz/maori-and-pasifika/te-hono-o-te-kahurangi/) or email [tehono@nzqa.govt.nz](mailto:tehono@nzqa.govt.nz).

Providers that do not hold consent to assess for standards in the micro-credential should apply for micro-credential support from the relevant Workforce Development Council (WDC) at the same time as requesting a letter of support for consent to assess. See each WDC’s website for more information on consent to assess.

**Apply online**

Applications must be made as an ‘Other’ application through the NZQA online [application portal](https://www.nzqa.govt.nz/login/). The name of the application must include the term ‘**micro-credential**’ and specify which type of application is being applied for.

**Using this form**

Please refer to the [Micro-credential Guidelines](https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/micro-credentials/guidelines-training-scheme-micro-credential/) when filling in this form.

Please include this form and all supporting documents with the online application.

**Sections of this form**

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# Type of micro-credential application

(Tick all that apply)

|  |  |
| --- | --- |
| Listing and approval |  |
| Accreditation |  |
| Accreditation with consent to assess |  |
| Micro-credential change **\*** |  |

**\* For changes,** please include a tracked changes version of the micro-credential or training scheme and also complete the relevant sections of this form.

In sections of the form where changes do not apply, state n/a.

# Name and contact details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of institution:** |  | **MoE number:** |  |
| **Contact name and details:** |  | | |

**For changes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Micro-credential ID:** |  | **NZQCF (reporting) code:** |  |

# NZQCF Listing

Refer to Micro-credentials Guidelines Section 3.

## Title

|  |
| --- |
|  |

## Level and credits

|  |  |
| --- | --- |
|  |  |

## Classification (NZSCED)

|  |
| --- |
|  |

## Purpose

|  |
| --- |
| Use, relevance  Target learner group |

## Outcome

|  |
| --- |
| Knowledge, skills, and attributes  Pathways  On successful completion of this micro-credential, learners/ākonga will be able to: … |

## Skill standards / Assessment standards:

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Title | Level | Credit |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Review period

|  |
| --- |
| Month Year |

# Approval

Refer to Micro-credentials Guidelines Section 4.

## Learning outcomes

|  |
| --- |
| Component learning outcomes |

## Need and acceptability

|  |
| --- |
| The content reflects /meet the needs of stakeholders |

## Requirements

#### Admission

|  |
| --- |
| Entry requirements |

#### Credit recognition and transfer, recognition of prior learning

|  |
| --- |
|  |

#### Length

|  |
| --- |
|  |

#### Structure

|  |
| --- |
|  |

#### Assessment methods

|  |
| --- |
|  |

#### Completion

|  |
| --- |
|  |

## Review process

|  |
| --- |
| Planned procedures for review |

# Accreditation

Refer to Micro-credentials Guidelines Section 5.

## Consent to assess

Indicate the standards’ CMRs if consent to assess is required:

|  |  |
| --- | --- |
| ID/domain | CMR |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Delivery

|  |
| --- |
| Approach, mode, and methods  Evidence to meet the CMRfor the standards (if applicable) eg Off-site Practical/Work-Based Components |

## Assessment

|  |
| --- |
| Assessment materials and decisions  Evidence to meet the CMR for the standards (if applicable) |

## Moderation

|  |
| --- |
| Internal and external moderation systems  Pre-assessment moderation of materials  Post-assessment moderation  Evidence to meet the CMR for the standards (if applicable) |

## Resources

#### Staffing

|  |
| --- |
| Qualifications and experience  Evidence to meet the CMR for the standards (if applicable) |

#### Facilities

|  |
| --- |
| Delivery site/s  Evidence to meet the CMR for the standards (if applicable) |

#### Educational and physical resources

|  |
| --- |
| LMS, online and physical resources; materials, equipment, clothing etc  Evidence to meet the CMR for the standards (if applicable) |

#### Student support services

|  |
| --- |
| Information for students  Learning support/Workplace support etc  Evidence to meet the CMR for the standards (if applicable) |

## Review

|  |
| --- |
| How organisational capability will be reviewed and developed  Evidence to meet the CMR for the standards (if applicable) |

# Change to micro-credential

Refer to Micro-credentials Guidelines Section 6.

*Summary of change and rationale*

|  |
| --- |
| Please summarise the changes and confirm the need for the proposed change |

*Impact of change*

|  |
| --- |
| Please describe the consultation with affected stakeholders. |

*Quality assurance*

|  |
| --- |
| Please provide evidence of the education organisation’s internal review and approval of the proposed changes to the micro-credential. |

# Sub-contracting

Sub-contracting of micro-credential delivery can be notified to NZQA (where both parties hold accreditation) or applied for by the accreditation holder (where the sub-contractor does not hold accreditation). See Section 7 of the Micro-credential Guidelines for more information.