

Application for micro-credential support

When to use this form

Please use this application form to request a *Letter of Support* from Hanga-Aro-Rau for your proposed micro-credential.

Providers need to include a Letter of Support from a WDC with their NZQA micro-credential application.

For more information about micro-credential support visit www.hangaarorau.nz.

Application process

Please send the following items to qualifications@hangaarorau.nz:

- A completed application form
- A completed NZQA application form
- Your supporting evidence.

We aim to review all applications within twenty (20) working days. We will contact you if we require more information.

If your organisation requires Consent to Assess for any unit or skills standards included in the proposed micro-credential, you will need to make a separate Consent to Assess Application.

NZQA makes the final decision about micro-credential applications.

The Letter of Support you receive from us will be valid for six (6) months from the date of the letter.

Further information

If you have any questions, please email qualifications@hangaarorau.nz.

Application date _____

Application type new micro-credential change to an existing micro-credential

Provider details

Education organisation name	
Education organisation number (EDUMIS)	

Your contact details We may contact you regarding your application.

Name	
Role	
Email	
Phone	

Micro-credential details

Micro-credential title			
Level		Credits	

Important considerations

Your application should address the considerations 1. to 4. listed in the tables below.

For each consideration, provide narrative statements or refer to specific sections of supporting evidence.

Examples of evidence include:

- A description of the development process and engagement
- Evidence of industry and stakeholder engagement
- Advisory group meeting minutes, and/or letters of support from stakeholders.
- Diagrams illustrating pathways or relationships.
- Relevant policies and procedures

Please clearly label your attachments.

1. Value

Consideration	Comment
How will the proposed micro-credential add value to industry, learners and community?	Make narrative statements or refer to relevant evidence.

2. Industry need

Consideration	Comment
How does the micro-credential meet an industry need?	Make narrative statements or refer to relevant evidence.
What evidence is there of industry consultation and/or a needs analysis?	

3. Pathways

Consideration	Comment
How does the micro-credential complement an existing skills pathway or address a gap in the pathway?	Make narrative statements or refer to relevant evidence.
Does the micro-credential duplicate all or part of any existing qualifications or micro-credentials?	

4. Structure

Consideration	Comment
How does the micro-credential ensure there are no barriers to completion or participation for learners, particularly Māori, Pacific People or tāngata whaikaha? Note the structure of the micro-credential is broadly considered, but comment from the provider is not required. The substantive structure of the micro-credential is considered by NZQA.	Make narrative statements or refer to relevant evidence.