

How to submit an initial application for programme approval and accreditation, or training scheme approval online

This application guide takes you through the initial application process.

This applies to private training establishments that need to apply for programme approval and accreditation or training scheme approval by the end of August to maintain registration in 2012.

This also applies to PTEs who need to apply for programme approval and/or accreditation to satisfy Tertiary Education Commission (TEC) funding eligibility.

Getting a login

Your organisation will need a TEO login *with management level access* to use the online service. Someone in your organisation may already have a login. If your organisation needs a login, you can get one by calling the Ministry of Education Service Desk on 0800 422-599 or emailing moe.servicedesk@minedu.govt.nz.

Logging into the NZQA extranet

1. Go to the NZQA website at www.nzqa.govt.nz.
2. Click on the 'Login' button on the top right corner of the web page.
3. Go to 'Tertiary education organisations' under 'Other user logins' and click 'Login'.
4. Enter your user name/ID and password.
5. Read the terms and conditions, then agree to comply with them by ticking the box and clicking 'I agree'.

You now have access to the page for your organisation. This lets you see and edit information about your organisation, and contains links for submitting various types of applications.

Submitting an online application

1. Click 'TEO Applications' to view current and completed applications and submit new ones.
2. Click 'Create Application'. On the page that comes up, you need to select the type of application you are submitting. Click the 'More' button at the bottom of the page to see the full list of application types and a brief explanation of what each application type is for.
3. Select the type of application you would like to submit:
 - Programme approval and accreditation
 - Programme accreditation (note that this must be for an existing approved programme)

If you are applying for training scheme approval, choose 'programme approval' as the type of application.

4. Fill in the required sections and attach a letter from your organisation in PDF form.

See the table below for details about what to enter in each section.

Once you have done this you can review, edit or delete the application.

You can also add additional comments to the application.

5. Click on 'Submit this application'. The final page will ask you to confirm this.

6. Select 'Confirm submit application' and click 'Submit this application'.

A message will confirm the application has been submitted, and allow you to return to the 'TEO Applications' page.

7. NZQA will send an automated email confirming receipt of the initial application to the contact person for the application.

This email can be included with your Investment Plan to prove eligibility for funding from the Tertiary Education Commission (TEC) (for existing TEC-funded organisations only).

You can view or withdraw the application on the 'TEO Applications' page while it is being analysed. The application can no longer be edited once it is submitted.

Note that the section numbers below may change between different types of applications.

Only essential information is needed for this interim application process (e.g. enough for NZQA to group similar applications together for efficient analysis). Full supporting documentation will be requested later.

Section	Details to enter
1: Contact details	Enter the name and details of the key contact person for the application. If NZQA requires more information, this is the person we will contact. An email address is required because auto-generated communications will be sent there.
2: Programme or training scheme overview	Enter the details of the programme or training scheme being applied for. Clearly state if you are applying for programme approval or training scheme approval. <u>Details needed:</u> title, type, level, credits Aim, Content (module headings); Outcome (learning outcomes) entry requirements <u>Note</u> that for programme type equals <i>certificate</i> or <i>diploma</i> and for a training scheme type equals <i>other</i>
3: Assessment standards	<i>This section is only needed if you will be incorporating assessment standards within the programme or training scheme. Indicated N/A in this section if no standards are involved.</i> Enter the details of the standards you wish to assess against. (please list)

4: Qualifications	<p><i>This section only relates to programme approval. Training schemes do not lead to a qualification.</i></p> <p>Identify the qualification(s) the proposed programme leads to. You can search for national qualifications in this section.</p> <p>Qualifications must be current and registered national or New Zealand qualifications.</p>
5: Delivery and assessment	<p><i>This section applies to all types of applications.</i></p> <p>Indicate the intended delivery mode and methods, and assessment methods.</p> <p>For delivery mode, choose one of the following: Face-to-face Distance, or Blended</p> <p>Examples of delivery methods are classroom, lecture, tutorial, workshop, fieldwork, work-based, distance and online.</p> <p>Examples of assessment methods are open book test, written assignment, oral presentation, and practical observation.</p>
6: DAS Consent to Assess	<p><i>This section is only needed if you will be incorporating assessment standards within the programme or training scheme.</i></p> <p>This section lists the assessment standards you have included within the programme for which you do not have to have consent to assess. It also reminds you to apply for consent to assess for those standards.</p>
7: Programme documents	<p>For this initial application all that needs to be attached is a letter. This letter needs to:</p> <ul style="list-style-type: none"> state what your organisation is applying for be in a PDF format be signed by the relevant person from your organisation's management. <p>Note that the initial application cannot be submitted until you have uploaded at least one document.</p>
8: Comments	<p>Add any further comments about the programme or training scheme here.</p> <p>Please identify any urgency for having your full application analysed (e.g. required for TEC funding purposes, required for January 2013 intakes, required for local approval until the qualification becomes a New Zealand Qualification).</p>

Note: The information in the table above can also be found in the online guide at <http://www.nzqa.govt.nz/login/online-teo-applications/online-programme-approval-and-accreditation-application/>