

NZQA

New Zealand Qualifications Authority

Mana Tohu Matauranga O Aotearoa

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Change to a PTE's governing member(s)

As part of maintaining registration, a private training establishment (PTE) must notify NZQA of any intended changes to its governing members.

This must be done by a representative of the PTE using the [TEO Online Services](#).

What is a governing member?

Under section 233A of the Education Act 1989, a governing member is defined as:

- any director
- any member occupying a position equivalent to that of a director
- if the establishment is a trust, any trustee
- if the establishment is a partnership, any partner
- any senior manager, defined as either the chief executive officer or person occupying an equivalent position; or any member of staff in charge of academic issues, marketing, administration, finance, student fee trust funds or student services
- any shareholder with a controlling interest in the establishment.

Information NZQA needs for a change to governing member(s)

The notification must include:

- details of the change, including precise details as to when or how the changes will occur
- a completed and signed [fit and proper person statutory declaration](#) for each new governing member
- an updated organisation chart including the proposed new governing member(s).

Notify NZQA of a change to governing member(s)

To submit a change in governing member to NZQA, make an online application using TEO Self Services:

- 1 [Log on](#) to the TEO Self Services using your ESAA user ID and password.
- 2 Select TEO Applications > Create Application.
- 3 Choose Other application.
- 4 Enter the details in the application wizard. Attach all supporting documentation to the application.

What happens next?

NZQA analyses the notification of the change to governing member(s).

Cost

NZQA charges \$150 per hour (GST exclusive) for analysing a change to a PTE's governing member(s).

Further information

If you have any questions, contact [Client Services](#).

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