

## Guidelines and forms

### Documentation for providers in the tertiary sector

#### Forms

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- [Annual Registration Fee Return Form \(AF01\) \(DOC, 202KB\)](#)
  - [Annual Return Independent Assurance Practitioner's Review Report \(was Chartered Accountant Professional Attestation\)](#)
  - [Annual Return Statutory Declaration \(PDF, 236KB\)](#)
  - [Application for approval of a Training Scheme \(DOC, 157KB\)](#)
  - [Application form for approval of industry training programmes \(DOC, 82KB\)](#)
  - [Application form for listing new and reviewed assessment standards on the Directory of Assessment Standards \(DOCX, 57KB\)](#)
  - [Application form for registration as a Private Training Establishment \(DOC, 234KB\)](#)
  - [Auditor Engagement Letter PT Trustee \(DOC, 38KB\)](#)
  - [Auditor Engagement Letter non-PT Trustee \(DOC, 37KB\)](#)
  - [Audit Opinion PTE \(DOC, 42KB\)](#)
  - [Audit Opinion Trustee \(DOC, 41KB\)](#)
  - [Auditor Engagement Letter - Insurance \(DOC, 38KB\)](#)
  - [Audit Opinion PTE - Insurance \(DOC, 42KB\)](#)
  - [Change of Ownership of a Registered Private Training Establishment - application form \(DOCX, 55KB\)](#)
  - [Code of Practice - application form to become a signatory \(DOCX, 311KB\)](#)
  - [Credit Value Worksheet \(AF02\) \(XLS, 32KB\)](#)
  - [Independent Subject Expert Report \(DOC, 154KB\)](#)
  - [Learning Hours Worksheet \(AF03\)](#)
  - [NCEA Vocational Pathways application form \(DOC, 184KB\)](#)
  - [New Site Attestation form \(DOCX, 68KB\)](#)
  - [PTE Quarterly Attestation \(DOC, 37KB\)](#)
  - [PTE Quarterly Attestation \(PDF, 6.6KB\)](#)
  - [Trustee Quarterly Attestation \(DOCX, 15KB\)](#)
  - [Trustee Quarterly Attestation \(PDF, 12KB\)](#)
  - [PTE Registration \(DOC, 234KB\)](#)
  - [Statutory Declaration as a fit and proper person and of conflicts of interest \(DOCX, 72KB\)](#)

#### Guidelines

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- [Code of Practice - Guidelines for the Education \(Pastoral Care of International Students\) Code of Practice 2016 - Schools \(PDF, 512KB\)](#)
  - [Code of Practice - Guidelines for the Education \(Pastoral Care of International Students\) Code of Practice 2016 - Tertiary \(PDF, 586KB\)](#)
  - [Code of Practice - Critical incident contact list \(PDF, 99KB\)](#)
  - [Code of Practice - Critical incident response plan \(PDF, 266KB\)](#)
  - [Code of Practice - Critical incident response plan diagram \(PDF, 208KB\)](#)
  - [Criteria for Ongoing Registration of PTEs \(PDF, 453KB\)](#)
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[Guidelines for applying for consent to assess standards listed on the Directory of Assessment Standards \(PDF, 476KB\)](#)

[Guidelines for listing assessment standards and consent and moderation requirements on the Directory of Assessment Standards \(PDF, 445KB\)](#)

[Degrees and Related Qualifications: Guidelines for Programme Approval and Accreditation to Provide Programmes \(PDF, 732KB\)](#)

[Guidelines for the monitoring of programmes leading to diplomas, degrees and related qualifications at levels 7 to 10 \(PDF, 304KB\)](#)

[Evaluation Indicators for Industry Training Organisations \(PDF, 64KB\)](#)

[External Quality Assurance of English Foreign Language Provision in Private Training Establishments \(PDF, 76KB\)](#)

[Guidelines for private training establishment registration \(PDF, 630KB\)](#)

[Guidelines for applying for approval of programmes leading to New Zealand qualifications at Levels 1 - 6 on the NZQF and the accreditation of organisations to provide approved programmes \(PDF, 545KB\)](#)

[Guidelines for approval of New Zealand qualifications at levels 1-6 for listing on the New Zealand Qualifications Framework \(PDF, 827KB\)](#)

[Guidelines for programme approval and accreditation of level 7 diploma programmes for tertiary education organisations other than universities \(PDF, 758KB\)](#)

[Guidelines for Providers of Teacher Education Courses and Qualifications that lead to Teacher Registration \(PDF, 134KB\)](#)

[Guidelines to the implementation of the New Zealand Qualifications Framework Offshore Programme Delivery Rules for institutions other than universities \(PDF, 288KB\)](#)

[Guidelines to the Training Scheme Rules 2012 \(PDF, 380KB\)](#)

[Policy and Guidelines for the Conduct of External Evaluation and Review - A supplement for Industry Training Organisations \(PDF, 85KB\)](#)

[Policy and Guidelines for the Conduct of External Evaluation and Review - Supplement for Government Training Establishments \(PDF, 352KB\)](#)

[Policy and Guidelines for the Conduct of External Evaluation and Review \(PDF, 222KB\)](#)

[Quality Assurance Arrangements for Providers of Adult and Community Education \(2005\) \(PDF, 162KB\)](#)

[Student Fee Protection Rules 2013 \(PDF, 147KB\)](#)

[Student Fee Protection Fact Sheet](#)

### **Other documents**

[Background checks on staff teaching adult students \(PDF, 285KB\)](#)

[Bank bond trust deed \(PDF, 266KB\)](#)

[Effective practice guide in preventing and detecting academic fraud \(PDF, 64KB\)](#)

[Effective practice guide in preventing and detecting academic fraud - key messages \(PDF, 21KB\)](#)

[External evaluation and review: The first year \(PDF, 193KB\)](#)

[External evaluation and review: Two years on \(PDF, 728KB\)](#)

[External evaluation and review: Pasifika PTEs \(PDF, 254KB\)](#)

[Evaluation indicators for industry training organisations \(PDF, 64KB\)](#)

[How to maintain registration as a Private Training Establishment \(PDF, 453KB\)](#)

[ITO evaluation indicators \(PDF, 64KB\)](#)

[Rubric descriptors \(PDF, 17KB\)](#)

[Standard Trust Deed for Chartered Accountant and Solicitor Trustees \(PDF, 279KB\)](#)

[Static Trust Deed \(PDF, 255KB\)](#)

[Tertiary Evaluation Indicators \(TEIs\) \(PDF, 515KB\)](#)

[Tertiary Evaluation Indicators \(PDF, 285KB\)](#)

[Using Evaluation to Strengthen Organisational Self-Assessment \(PDF, 195KB\)](#)

[Using Evaluation to Strengthen Organisational Self-assessment - a supplement for Industry Training Organisations \(PDF, 68KB\)](#)

[Consent and Moderation Requirements template \(DOC, 44KB\)](#)

[Assessment standard template \(DOCX, 23KB\)](#)

[Assessment standard change report - template \(DOC, 53KB\)](#)

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