

Application for registration of new unit standards and/or for changes to existing unit standards on the NQF

NZQA Use Only Application Id

Name of standard setting body (SSB)

Contact for this set of unit standards

Position

Postal address

Post code

Street address

Post code

Email address

Telephone

Landline	0
Mobile	0

Name of unit standard writer (or compiler of application)

Standards submitted for evaluation

New	<input type="text"/>	Review (Register)	<input type="text"/>	Review (Expire)	<input type="text"/>
Revision	<input type="text"/>	Rollover	<input type="text"/>	Revision & Rollover	<input type="text"/>
Expiring (Change to expiry date)	<input type="text"/>	Reinstatement (Expired)	<input type="text"/>	Total*	0

*for Total cell to update automatically, please use the tab key to navigate between cells

Is registration of these unit standards dependent on an AMAP application being approved?	Select
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Associated Accreditation and Moderation Action Plan	ID	<input type="text"/>	Version	<input type="text"/>
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Supporting documentation for new, reviewed, and revised unit standards	Attached
<ul style="list-style-type: none"> List of unit standards (writer's reference, domain, title, level, credits grouped within subfield) – <i>required only for new unit standards that are not listed in a change report</i> 	Select
<ul style="list-style-type: none"> Completed 'Checklist for the Evaluation of Unit Standards' 	<input type="checkbox"/>
<ul style="list-style-type: none"> Electronic copies of unit standards 	<input type="checkbox"/>
<ul style="list-style-type: none"> Copies of the registered versions of the unit standards annotated (by hand or electronically) to indicate the changes. If tracked changes have been used, please submit 'original showing markup' 	<input type="checkbox"/>

Supporting documentation for new, reviewed, and revised unit standards	Attached
<ul style="list-style-type: none"> Diagram illustrating relationship among unit standards that specify prerequisites or recommended unit standards in entry information 	Select

Additional supporting documentation for changes to registered unit standards	Attached
<ul style="list-style-type: none"> Electronic copy of change report (<i>Review, Revision, Rollover</i>, or combined <i>Revision and Rollover</i> report for publication on NZQA website) 	<input type="checkbox"/>

Checklist for Rollover of unit standards	Checked by	
<i>Tick box for compliance, or include explanatory comments in covering letter if required</i>	SSB	NZQA
<ul style="list-style-type: none"> References to other unit standards and prerequisites are accurate 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Relevant acts, codes, or regulations are included with formal names and date of enactment and are accurate 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All the unit standards in the subfield or domains in this application are being rolled over, revised, or reviewed 	<input type="checkbox"/>	<input type="checkbox"/>

*Note For unit standards that are only being rolled over (ie new planned review date is the only change being made), there is no need to submit copies of the unit standard documents.
If any references are found to be inaccurate or out-of-date, the application will be returned to the SSB for updating and resubmission as a combined Revision and Rollover.
If submitting application via email, hard copies of documentation are not required.*

I confirm that

1 these unit standards, including proposed changes to registered unit standards, have been endorsed by the SSB as fit for purpose	<input type="checkbox"/>
2 if the assessment of the current versions of unit standards has highlighted any difficulties in the interpretation of the unit standards, amendments have been made that address the difficulties (<i>evidence available on request</i>)	<input type="checkbox"/>
3 these unit standards fall within the Gazetted scope of the ITO; OR for NZQA developed unit standards, unit standards do not fall within the Gazetted scope of an ITO	<input type="checkbox"/>
4 appropriate consultation has taken place of which evidence is available on request	<input type="checkbox"/>
5 unit standards have been quality assured by the SSB against the registration criteria and have undergone an edit	<input type="checkbox"/>

Preferred correspondence mode

I would prefer to receive the outcome of the evaluation electronically (email only); OR	<input type="checkbox"/>
I would prefer to receive hard and electronic copies of the evaluation	<input type="checkbox"/>

Signed

Date

Please print, sign and scan this form if submitting the whole application by email

Name

Please return this form and all required documentation to

Team Leader – Administration
 Framework Registration
 New Zealand Qualifications Authority
 PO Box 160
 Wellington 6140

or via email
dawn.fletcher@nzqa.govt.nz