

Suggested Draft

Letter to NZQA seeking extension of Accreditation

(School Letterhead)

Date

SRM

Secondary Assessment and Liaison
NZQA
PO Box 160
WELLINGTON 6140

Dear <NAME>

EXTENSION OF ACCREDITATION

<SCHOOL> wishes to apply to extend its current scope of accreditation to include:

Subfield: Hospitality or
Domain: Visitor Services to Level 2 or
Standards:

The school confirms that contact has been made with the <NAME ITO/SSB> and that compliance with their requirements has been met. A copy of their letter of support is enclosed.

The school will comply with the assessment and moderation requirements of the ITO/SSB for the domain(s) and levels listed.

The school attests that the QMS is regularly up-dated and is on a regular cycle of review.

Yours sincerely

Principal etc

Encl: Letter of support from ITO(s)