

## **Tips and hints for submitting a great application**

*This is the transcript of a video 'Handy tips for making a great application'.*

*Donna:* Kia ora, my name is Donna Behl and I'm a Team Leader in Approvals and Accreditation here at NZQA. Our team evaluates applications from Tertiary Education Organisations.

Today I'm here with Campbell and Armi from our evaluation team. We're here to talk about what makes a great application. We want to ensure that the process is as efficient as possible and we don't have to ask applicants for more information. Hopefully this will save time and money.

### **What needs to happen before submitting an application?**

*Campbell:* Well, THE most important thing to do is to read the guidelines. They're available under the providers and partners tab on our website.

*Donna:* Yes, I agree that's really important. What about you Armi?

*Armi:* I always go back to what we call the three Cs. That's making sure that the application is clear, convincing and credible.

*Donna:* Yes, we need people to be confident in their applications. If an application isn't convincing or if we're not 100 per cent clear on what they are trying to say, it takes longer to evaluate and make a decision.

### **What are the main things that make an application meet Armi's Three C test?**

*Campbell:* The main things are that the right application type has been used, it meets the criteria and follows the guidelines, the correct templates have been used, and that the correct supporting documents are attached.

*Armi:* That's right. Reading the guidelines helps applicants establish which documents they need to attach to the application, to make sure the specific criteria have been met.

*Donna:* Yes, and obviously we provide a range of templates for applications. Filling them out correctly saves NZQA and applicants a lot of time and means only the information that is needed and relevant to the criteria is received.

### **What are the main reasons applications are declined?**

*Campbell:* I'd say the main reasons are that they've used the incorrect application type, or have submitted incomplete documentation (that could be the wrong forms or missing documents or information that just isn't convincing).

*Donna:* So to sum up, when applications are declined it is often because the key evaluation questions or specific criteria haven't been answered.

At the end of the day, it's our job to make sure New Zealand qualifications continue to be well regarded and that our learners have a great quality educational experience.

And if people need any help with the application process they can always contact our Client Services team at [qadmin@nzqa.govt.nz](mailto:qadmin@nzqa.govt.nz).