

Private Training Establishment (PTE) Annual Return Statutory Declaration (SD01)



Under Rule 14.3 of the Quality Assurance (including External Evaluation and Review (EER)) Rules 2016 (v3), PTEs are obliged to complete and submit an Annual Return Statutory Declaration (SD01) to demonstrate their compliance with the Education Act 1989 and NZQA Rules.

This must be done within five months of the end of their financial year.

PTE name:		MoE number:	
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I, the undersigned, declare to the best of my knowledge and as at the date of this declaration that the above private training establishment (PTE) is compliant with the following:

	Yes	No	N/A
Education Act 1989			
Section 233(1) – Criteria for registration, which must continue to be met			
Section 232A – Requirements for enrolling international students			
Section 233B – Conditions of registration			
Section 234B – Information that must be given to prospective students			
Sections 234C-235A – Protection of student fees			
Section 235E – Notification to INZ of withdrawal of international students			
Section 236A – Maintenance of student records			
Private Training Establishment Registration Rules 2018			
Part 2 – Requirements for maintaining registration			
PTE Enrolment and Academic Records Rules 2012			
Student Fee Protection Rules 2013			
NZQF Programme Approval and Accreditation Rules 2018			
Part 5 – Requirements for maintaining programme approval & accreditation			
Part 6 – Maintaining the Mātauranga Māori Quality Assurance Mark			
Part 7 – Changes to approved programmes			
Part 8 – Use of sub-contractors and English language entry requirements			
Training Scheme Rules 2012			
Part 3 – Maintaining training scheme approval			
Part 4 – Use of sub-contractors			
Consent to Assess Against Standards on the Directory of Assessment Standards Rules 2011			
Part 2 – Maintaining consent, including use of sub-contractors			
NZQF Offshore Delivery Rules 2012			
Part 2 – Requirements to be met to maintain approval			
NZQF Qualification Listing and Operational Rules 2016			
Rule 13 – Responsibilities of qualification developers			
Rule 16 – Award of qualifications			

Where you have indicated that the PTE is not compliant with any of the above requirements, you are required to attach and submit an explanation of the non-compliance and any action being taken to address it.

Requirement to provide education; section 234 of the Education Act 1989 – Lapse of registration	Yes	No
I declare that the PTE has provided at least one approved programme or training scheme to enrolled students in the 12 months preceding the date of this declaration.		
If no, please elaborate.		

Requirement to provide a list of programmes; section 250B of the Education Act 1989 – Lapse of accreditation	Yes	No
I declare that the PTE has provided all or part of each programme which it has accreditation to provide, in the 12 months preceding the date of this declaration.		
If no, you are required to attach to this declaration a list of programmes which you have not provided in the last 12 months.		

Requirement to provide a list of training schemes; section 251C of the Education Act 1989 – Lapse of training scheme approval	Yes	No
I declare that the PTE has provided all or part of each training scheme which it has approval to provide, in the 12 months preceding the date of this declaration.		
If no, you are required to attach to this declaration a list of training schemes which you have not provided in the last 12 months.		

Chief Executive / Chair of Governing Body	
I, (full name): <input type="text"/>	
(position held at PTE): <input type="text"/>	
solemnly and sincerely declare that the information supplied in this Annual Return Statutory Declaration is true.	
And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.	
Signature	Date
<input type="text"/>	<input type="text"/>

It is an offence under section 111 of the Crimes Act 1961 to make a false declaration where that declaration would amount to perjury if made on oath in a judicial proceeding.

Person authorised to witness declaration

Full name:

State authority by which declaration is witnessed:

(e.g. Justice of the Peace, barrister or solicitor of the High Court, Registrar or Deputy Registrar – refer to section 9 of the Oaths and Declarations Act 1957)

Signature

Date

Return this form to NZQA in one of the following ways:

By email	Online	By mail
qaadmin@nzqa.govt.nz	Upload directly through TEO online services. http://www.nzqa.govt.nz/login/teo-online-services-for-registered-providers/	Client Services Team Quality Assurance Division NZQA PO Box 160 Wellington 6140