



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

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Guidelines for the transition of TITO programmes to PTEs

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Context

The Reform of Vocational Education (RoVE) aims to create a strong, sustainable, and unified vocational education and training system, capable of delivering the skills that employers and communities need to thrive. Private Training Establishments (PTEs) will continue to play an important role in the new system and remain key players that provide options for employers and learners.

The Role of PTEs in RoVE transitions

In the short term, some PTEs will be considered, alongside other providers, to take on responsibility for trainees in apprenticeships and in the workplace. Transitional Industry Training Organisations (TITOs) have been arranging training to date. However, with the pending disestablishment of TITOs by the end of 2022, their functions, including oversight of work-based trainees, must be transferred elsewhere.

Purpose of these guidelines

The purpose of these guidelines is to provide information to PTEs and TITOs on the NZQA approval process and requirements for the transition of TITO programmes to PTEs.

These guidelines should be read alongside TEC advice on the transition of TITO programmes to PTEs which can be found here: <https://www.tec.govt.nz/rove/wdcs-and-ito-transitions/info-for-ptes/>

Commonly asked questions

Why is NZQA approval required for PTEs to take over TITO programmes?

TITOs have operated within their own legal framework which does not apply to other education providers and which will no longer exist following their disestablishment.

To be able to enrol learners on programmes leading to qualifications listed on the New Zealand Qualifications Framework (NZQF), and to award these qualifications, education providers, including PTEs, require accreditation from NZQA.

PTEs that already hold approval and accreditation for a programme that leads to the same qualification, and includes the same unit standards as that of a TITO programme, do not need to apply for NZQA approval since they already have a programme that trainees can transition to seamlessly.

PTEs will need to engage with TEC to ensure that the existing programme is accurately set up at TEC to ensure that they receive the correct funding for these transitioning learners.

Why do I need accreditation if I'm only 'arranging training', not delivering it?

The concept of arranging training was a unique feature of the TITO system and it has no legal equivalent for education providers. Education providers such as Te Pūkenga, PTEs or Wānanga must have consent to assess and programme accreditation in order to enrol trainees, assess against unit standards and award NZQF qualifications.

Can a PTE be accredited for a TITO programme?

The Education and Training Act 2020 states that accreditation can only be granted for an approved programme.

TITO programmes were approved under a separate regulatory framework and have not been evaluated against the criteria for programme approval that applies to other education organisations

under the NZQF Programme Approval and Accreditation Rules 2021. TITO Programmes are unlikely to meet that approval criteria in their current form.

However, NZQA is committed to supporting the transitions as efficiently as possible so that any impact on trainees is minimised. NZQA will therefore grant temporary programme approval and accreditation for TITO programmes to any PTE that qualifies for the transfer of TITO functions.

The nature of this approval will be temporary until Dec 2023 with the possibility of being extended beyond that date depending on the circumstances. NZQA considers a temporary approval and accreditation to be the most efficient way of supporting seamless transitions for TITOs, learners and employers.

The temporary approvals will allow providers to get up to speed on the delivery of the TITO programmes before deciding on how they would like to manage them in future. .

By then, the reviewed NZQF will also be in place. Decisions on the future structure of qualifications and skills standards will have been made which would inform the development of programmes and qualifications.

NB: PTEs that already hold approval and accreditation for a programme that leads to the same qualification, and includes the same unit standards as that of a TITO programme, do not need to apply for NZQA approval since they already have a programme that trainees can transition to seamlessly.

What will happen to temporary approvals and accreditations in December 2023?

There are several policy decisions that will be made between now and Dec 2022 (the end of the RoVE transition period). Once those are in place, NZQA and providers will be in a better position to determine the next steps for TITO programmes. NZQA will communicate with providers in early 2023 about any actions they need to take with regards to the temporary TITO programme approvals and accreditations. Providers will then have until the end of 2023, to make any necessary changes. NZQA will also consider if any extensions will be necessary at that stage.

What if I want to apply for permanent programme approval and accreditation before then?

Providers taking over arranging training (with TEC approval) may wish to develop their own programmes and to apply for permanent approval and accreditation. NZQA will consider those applications in line with standard process. It should be noted that moving from a temporary programme approval and accreditation to a permanent programme approval and accreditation prior to January 2023 will not change the funding mechanism paid by TEC for that learner.

Do I need to apply for sub-contracting approval when taking over a TITO programme, to account for the existing arrangements with contract assessors and unregistered PTEs?

When applying to NZQA to take over a TITO programme, information about any existing trainer or assessor arrangements will need to be included in the application. As part of the application, NZQA will assess the capability of the PTE to successfully oversee any such arrangement in future. If the PTE is then accredited for the programme, it will also be exempt from the need to apply for sub-contracting approval for any new arrangements as part of that programme.

NZQA will be reviewing its sub-contracting requirements later in 2021 to ensure they are fit for purpose in the context of work-based training, where the assessment is often carried out by work-place assessors. Providers will be consulted as part of this process. At that stage, it will be decided

whether any existing and new arrangements in that space will require separate sub-contracting arrangement.

I'm a contracted assessor for a TITO. What do I need to do?

You need to discuss your options with the TITO who would be able to advise you where their programmes are transitioning to and whether the education provider(s) taking them over will also require the services of contract assessors.

Who can I contact if I have more questions?

Please email programme.transition@nzqa.govt.nz. We will also continue to update this document with additional information based on the questions we receive.

PTE applications for TITO transitions

Which PTEs will be considered to take over TITO programmes?

TEC is working with TITOs to identify and assess PTEs that may be considered to take on TITO programmes. The initial shortlisting criteria requires a PTE that:

- Is registered with NZQA
- Has a current EER category of 1 or 2 (or hasn't yet had an EER)
- Has accreditation to deliver programmes for qualifications developed by the relevant TITO
- Meets TEC financial viability requirements
- Has relevant industry support and relationships
- Has a track record of working with the relevant industry
- Has a track record of working with work-based learners
- Is currently working with employers from the relevant industry
- Has capability to take on arranging training in line with the success factors identified by the relevant industry and employers
- Has appropriate geographical coverage to deliver arranging training activities.

NB: Only PTEs identified by TITOs and approved by TEC for the transitions would be able to apply to NZQA for the relevant approval and accreditation.

More information on this stage of the process is available on the TEC website:

<https://www.tec.govt.nz/rove/wdcs-and-ito-transitions/info-for-ptes/>

Only PTEs that are already registered will be considered for taking on arranging training functions. If an unregistered PTE is interested in taking on these functions, they will need to get TITO and TEC support in the first instance before applying for PTE registration. Any unregistered PTE considering registration should refer to relevant guidance on the NZQA website:

<https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/registration-of-a-new-pte/>

When to contact NZQA?

TITOs who are planning on transitioning any of their programmes to PTEs should contact NZQA as soon as possible to signal their plans. Please email programme.transition@nzqa.govt.nz.

Once an agreement is reached between a TITO and a PTE, and TEC has approved the proposal in principle, the PTE must submit an application to NZQA for accreditation for the relevant TITO programme.

Who should make the application?

Since the PTE is the entity seeking accreditation, applications must be made by the PTE through the NZQA portal. The application will need to contain evidence of TITO and TEC support for the transfer.

What should be included in the application?

The application should include:

- Completed application (please use the NZQA online TEO portal). Follow the guidance in Appendix I of this document.
- Letter of support from the relevant TITO.
- Confirmation from TEC that it supports the transfer as part of the TITO's transition plan.
- All relevant evidence to support the information in the application form (the application form specifies what constitutes appropriate evidence).

How can we provide evidence that TEC support the transition if they have not yet approved the TITO transition plan?

When NZQA receives an application from a PTE for a programme transition, NZQA will check with TEC to ensure that the relevant TITO has submitted its transition plan and has TEC support for the proposed transition.

This would be sufficient for NZQA to proceed with the evaluation of the application, in the absence of a formal decision by the TEC Board.

NZQA and TEC are working closely to support the transition of all trainees. Some NZQA and TEC approvals are mutually dependent but by keeping each other informed, we will ensure that decisions are made in a timely way.

What is the cost of the application?

The standard cost for the evaluation of applications for accreditation is NZ\$190.00 per hour, excluding GST. This type of application takes approximately 5 hours, although that could vary depending on the programme and whether all necessary information is provided with the application.

How long will the application process take?

The standard processing for applications for accreditation is up to 30 working days for Category 1 PTEs, and up to 45 working days for Category 2 PTEs. This process could be quicker depending on the quality of the application. It is recommended that PTEs make contact with NZQA to discuss their intentions as early as possible.

Appendix I: Guidance on applying for temporary approval and accreditation for a transitional programme

To make an application to seek temporary approval and accreditation for a transitional programme, please follow the normal process for a programme approval and accreditation application:

<https://www.nzqa.govt.nz/login/online-teo-applications/online-programme-approval-and-accreditation-application/>

Please complete one application for each programme.

Section 1: Contact details

- Contact for this application.

Section 2: Programme overview

- Specify the PIT (programme of industry training) title and NZQA number if you have it.
- Include 'Transitional' in the title

Section 3: Assessment standards

- Enter the unit standards. You must have the consent to assess required.

If you do not have all of the necessary consent to assess against the components of the qualification, you will need to make a separate application for consent to assess.

Section 4: Qualifications

- Specify the qualification/s

Section 5: Delivery and assessment

- Insert "N/A" (This will be covered by the supporting documents.)

Section 6: Consent to assess

- This section will confirm you have consent for the unit standards. If you are applying for consent in a concurrent application, please note this in the comments)

Section 7: Application documents

- Letter of support from the relevant TITO
- Confirmation from TEC that it supports the transfer
- Evidence of support from relevant industry including consultation with employers and industry representatives
- Evidence of prior experience of working with the relevant industry, when and in what capacity
- Evidence of previous delivery of training to work-based learners
- Evidence of geographical coverage to ensure that learners on the programme can be supported to complete their studies
- Arrangements with unregistered education providers or contract assessors, with the scope of each arrangement and how long it is currently contracted to be in place for
- Number of learners currently enrolled in the programme
- Locations of learners, including regions and number of employers
- Updated organisational chart

- Statutory declaration as a fit and proper person and completed conflict of interest form for each new governing member¹
- Updated QMS, adapted for the management of work-based training.

Section 8: Comments

- Please explain how you are going to manage the programme following the transition. You can describe the internal processes that will be put in place to support employer(s) and trainees and monitor their progress.
- Are any current TITO employees transferring to work at your PTE?
- Is new site approval going to be required?

¹ A governing member is:

- (a) any director:
- (b) any member occupying a position equivalent to that of a director:
- (c) if the establishment is a trust, any trustee:
- (d) if the establishment is a partnership, any partner:
- (e) any senior manager:
- (f) any shareholder with a controlling interest in the establishment

The forms are available on the [NZQA website](#).