

# Tertiary Education Institution (TEI)\* Annual Return Statutory Declaration (SD02)



<b>TEI name:</b>		<b>MoE number:</b>	
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I, the undersigned, for and on behalf of the above TEI, declare to the best of my knowledge and as at the date of this declaration that the above TEI is compliant with the following:

	Yes	No	N/A
<b>Education Act 1989</b> (ITPs and Wānanga only)			
Section 182(2) – Establishment of Academic Boards			
Section 224 – Enrolment of students			
<b>Industry Training and Apprenticeships Act 1992</b> (ITOs only)			
<b>NZQF Programme Approval and Accreditation Rules 2018</b>			
Part 5 – Maintaining programme approval & accreditation			
Part 7 – Use of sub-contractors and English language entry requirements			
<b>Training Scheme Rules 2012</b>			
Part 3 – Maintaining training scheme and micro-credential approval			
Part 4 – Use of sub-contractors			
<b>Consent to Assess Against Standards on the Directory of Assessment Standards Rules 2011</b>			
Part 2 – Maintaining consent and use of sub-contractors			
<b>NZQF Offshore Programme Delivery Rules 2012</b>			
Rule 9 – Requirements to be met to maintain approval			
<b>NZQF Qualification Listing and Operational Rules 2016</b>			
Rule 13 – Responsibilities of qualification developers			
Rule 16 – Award of qualifications			

Where you have indicated that the TEI 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.

\* For the purpose of this declaration, TEI includes Institutes of Technology and Polytechnics (ITPs), Industry Training Organisations (ITOs), Wānanga, and Government Training Establishment (GTEs). It excludes Private Training Establishments (separate form; SD01), universities and schools.

**Chief Executive / Chair of Governing Body**

I, (full name):

(position held at TEI):

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

***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:**

<b>By email</b>	<b>Online</b>	<b>By mail</b>
<a href="mailto:qaadmin@nzqa.govt.nz">qaadmin@nzqa.govt.nz</a>	Upload directly through TEO online services. <a href="http://www.nzqa.govt.nz/login/teo-online-services-for-registered-providers/">http://www.nzqa.govt.nz/login/teo-online-services-for-registered-providers/</a>	Client Services Team Quality Assurance Division NZQA PO Box 160 WELLINGTON 6140