# Registration of a new Private Tra... Establishment

A private training establishment (PTE) provides tertiary educatio... institutions (i.e. polytechnic, university, wānanga).

PTEs are covered by and must comply with sections 232D-236 of... Training Establishment Registration Rules 2018.

## What can a PTE do?

An education organisation that is registered as a PTE can apply to:

- have and deliver NZQA-approved programmes, training scheme...
- deliver assessment standards listed on the Directory of Assessm...
- develop and list an NZQA-approved New Zealand qualification.

Some government agencies will only fund training towards NZQA-... training schemes.

## Provider categories and your PTE

New PTEs do not have a category until they have been through an  external...

Following an EER, NZQA gives the PTE a category from one (highest) to four...

Some NZQA applications are only open to category 1 and 2 providers.

See  provider categories for more information.

## Can I enrol international students?

A PTE can apply to become a signatory to the Education (Pastoral Care of Int
This allows PTEs with a category 1 or 2 to enrol international students.

See the  Code of Practice guidelines for more information.

This approval can be withdrawn by NZQA.

## What obligations does a PTE have?

PTEs must initially meet and continue to meet NZQA criteria for regi
Maintaining PTE registration for more information.

All PTEs must also:

- undertake regular self-assessment (i.e. gather targeted inform
  improvements)
- participate in  external evaluation and review (usually once ev

### Specific requirements for PTE registration

Areas with specific requirements include:

- providing and updating fit and proper person forms and conflicts of int
- making the required statutory declarations and annual returns to NZQ
- paying an annual fee to NZQA
- keeping records of enrolments, student achievement and assessment
- maintaining suitable facilities, equipment, staff and student resources
- providing pastoral care and services for students
- developing the capability of staff

- managing and adding suitable delivery sites
- sub-contracting training to another education organisation
- handling student complaints and requests for refunds
- having arrangements for student fee protection
- continued financial viability
- meet any government regulations and legislation that applies to the t professional or vocational standards).

Some of these policies and procedures might be included in the PTE's qualit

# Create a quality management system (QMS)

A quality management system (QMS) shows how your PTE operates. The Q procedures.

The policies and procedures should be complete and understandable, an Your QMS should also cover all relevant aspects of any applicable legislat management tool you use every day.

Looking at your QMS should show someone unfamiliar with your PTE your or you deliver education and training.

See the Guidelines for registration as a PTE for what a QMS needs to cover.

## What does a QMS look like?

It may be one large document that covers all aspects of your organisation each other: i.e.

- Charter document
- Health and safety manual
- Tutor manual
- Administration manual

Either way, you will need a robust document control system in place to kee

## A QMS needs to reflect actual practice

A QMS might meet all requirements but is not put into practice. On the other
informal systems that are not documented.

## How do I develop a QMS?

You choose how to design and record your QMS. It should be appropriate
relevant, to the tikanga and kawa of the organisation.

The design may change as you review your QMS and the organisation matu

## How do I keep my QMS up-to-date?

You must review your QMS regularly to ensure it remains up-to-date.

It is important that you have a plan for reviewing your QMS and review i
updated outside of formal review cycles: i.e.

- A smaller organisation might have one copy of the QMS in circulation
  every six months.
- A larger organisation may decide to review its full QMS over a number
- Some parts may be reviewed more frequently and in more depth.
- New procedures may have a shorter review cycle initially to ensure an

## Make your QMS easy to access and use

Everyone in your PTE must be able to refer to your QMS to find informat
accessible, either electronically or physically.

Give staff a way to provide feedback if they find an error or they have sugge

## What if I want to deliver or assess against ass

PTEs that deliver and assess standards must engage with the standard sett

Each standard is covered by a  Consent and Moderation Requirements docum
to do to get consent to assess a standard, and what that organisation needs

This includes taking part in the moderation system for each standard.

# Ongoing requirements for NZQA-approved ite

Once a PTE has approved programmes, training schemes, micro-credent
continue to meet all the approval or listing criteria.

If the criteria are not met, NZQA can withdraw approval for that item and/or c
of Assessment Standards.

See the guidelines for each item for the criteria and requirements.

# Can I end or lose my registration?

To maintain registration as a PTE you need to deliver at least one NZQA-a
enrolled students every 12 months. If you cannot show you have done this,

## Voluntary de-registration

A PTE can request NZQA to cancel their registration at any time and for any

## Involuntary de-registration

NZQA may find some issues with your PTE through quality assurance proces
about your PTE.

If NZQA finds significant, ongoing or urgent issues with your PTE, NZQA wi
through an action plan.

These issues could relate to:

- programmes
- assessment practice
- moderation
- financial viability
- student fee protection

- Code of Practice and legal breaches
- other quality or legal issues.

If there are multiple and/or significant issues remaining, NZQA may notif
cancelled. You will have a certain amount of time to give a response before

# Guidelines for PTE registration

The Guidelines for registration as a PTE outline what NZQA considers w
and what evidence the PTE needs to provide in an application.

The guidelines provide PTEs with a single document that integrates g

- the requirements for registration outlined in Part 18 of the Educa
- the Private Training Establishment Registration Rules 2018
- further statutory requirements and NZQA rules applying to PTEs

# How do I become a PTE?

NZQA considers each application for registration as a PTE against the
(see above).

NZQA needs to be certain that a PTE will be governed and managed
education and a sound and stable learning environment.

## How do I apply for PTE registration?

Before submitting an application for PTE registration, check the requirement
the Private Training Establishment Registration Rules 2018.

### Submit appropriate supporting information

Submit sufficient and relevant supporting information and/or documents wi
robust and informed decision about your application.

NZQA will review your application when we receive it to ensure it includes a

If key documents are missing or incomplete, NZQA will ask you to resubmit t

If NZQA does not receive the information within the given timeframe, we documents to you.

## The application process

The application for registration must be made by your governing body.

1    Compile an application for registration that meets the *Guidelines for F*
2    Complete the application form (DOC, 214KB) for PTE registration.
3    Complete the Statutory declaration as a fit and proper person and (DOCX, 848KB) for each proposed governing member.
4    Submit your application to NZQA with the signed application and statu supporting documents in hard or electronic format.

If you have questions about this process contact Client Services

# What is the evaluation process?

NZQA decides whether or not to grant an application for registratio thorough analysis of each application to determine whether it satisfie statutory requirements.

NZQA will keep you informed as the application moves through the ev
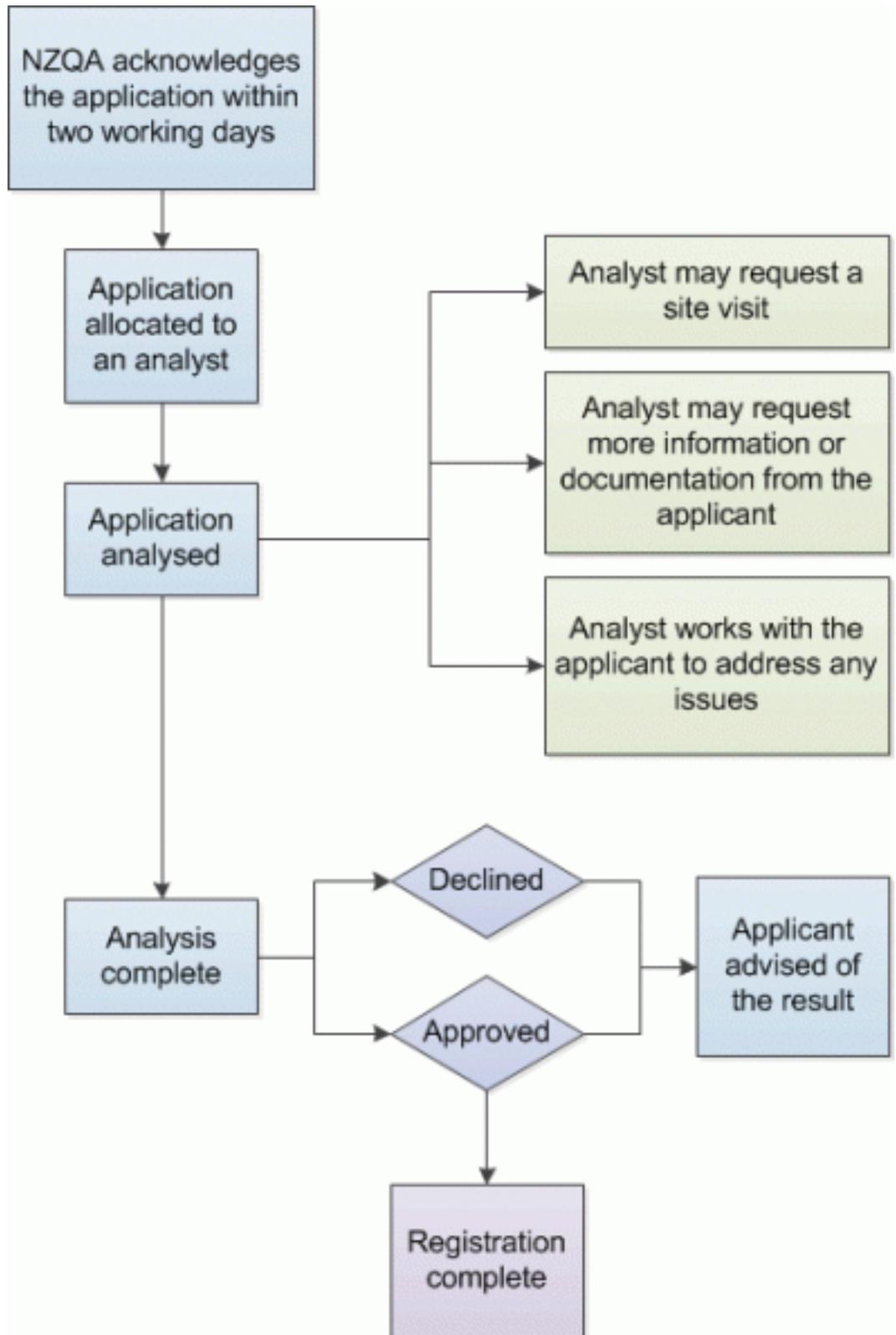
# How long does it take?

NZQA will complete the analysis within six months.

This includes finalising the registration if NZQA approves the applicat

# How much does it cost?

NZQA charges $190 per hour (plus GST) for analysis of an applicati
registration site visit.

These charges will apply whether your application for registration is a

## Ongoing costs of registration

Following registration, there are ongoing costs such as the Annual Registra
services, including analysis of applications, external evaluation and review,

See  Maintaining PTE Registration for more information.

# Further information

If you have any questions or require further information, contact  Clie