

# Application for New Programme Endorsement

## About this application form

Use this application form to request a Letter of Endorsement from a Workforce Development Council (WDC) for a **new** programme.

For more information about Programme Endorsement, please refer [to our website](#).

## Application process

Please send the following items to [programmes@toimai.nz](mailto:programmes@toimai.nz):

- Completed application form
- Supporting evidence.

Our team aims to review all applications within 20 working days. We will contact you if we require more information.

If your organisation requires *Consent to Assess* for any unit or skills standards included in the Programme, you must make a separate *Consent to Assess Application*.

NZQA makes the final decision on whether a Programme is approved. The process is complete once NZQA has awarded Programme Approval to the applicant organisation.

Include the *Letter of Endorsement* with your NZQA Programme Approval application.

The *Letter of Endorsement* will be valid for six (6) months from the date in the letter.

## Questions

If you have any questions, please email [programmes@toimai.nz](mailto:programmes@toimai.nz).

## Supporting evidence

**Provide statements that will give the reviewer clarity as to how this programme and any supporting evidence will support the consideration questions outlined below.**

**Supporting evidence is expected to be referenced and linked to the consideration.**

Typical examples of evidence include:

- Programme application document
- A description of the Programme development process
- Description of any engagement with the relevant WDC (if applicable)
- A description in the curriculum document about how Māori, Pacific People, and disabled people are supported with teaching, learning, and assessment
- Examples of processes you have as an organisation to support learners eg: literacy support and tutoring support
- Relevant policies and procedures
- Tutor/teacher/assessor job descriptions and professional development plans (as applicable)
- Evidence of industry and stakeholder (including learners) engagement
- Advisory group meeting minutes
- Letters of support from stakeholders.

## NEW programme

### Provider details

Education organisation	
Education organisation number (EDUMIS)	

### Contact person

We may contact you relating to this application.

Name	
Role	
Email	
Phone number	

### Details of the qualification to which the Programme leads

Qualification title	
Qualification number	
Strands (if applicable)	

### Programme details

Programme title	
Provider's reference for this Programme	

Rationale for Programme	
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### Evidence

Commentary against each of the considerations is required to allow the evaluation to occur. Make statements about how your programme addresses these areas.

Include relevant sections of policy or document as evidence providing direct links where appropriate that support your statements.

## Consideration 1 - Ngā Whakamārama – Content

How does the programme ensure access to relevant tools, equipment, applications, or materials?
How does the programme ensure appropriate employer scope of work or work placement opportunities?
How does the programme ensure exposure to, or experience with, relevant methods and practices – flexible delivery methods to meet a diverse range of learner needs?
Evidence of how the programme complies with relevant industry legislation, regulations, or standards (including national regulatory frameworks, health and safety of learners, the impact of applicable international agreements, and potential alignment with international standards)?
Evidence of how the assessment methods adequately reflect or simulate workplace conditions?
Evidence of how you have shown the requirements for staff involved in training and assessment up to date with current industry practice are met?

How does the programme align with the strategic purpose of the qualification, including the industry, target audience, and intended purpose?
Evidence of how all requirements included in the qualification specification and relevant conditions have been met?
Evidence in the programme document of how the assessment standards or outcomes selected align with the qualification Graduate Profile and/or programme learning outcomes?
How does the programme consider emerging technologies and developments?
Evidence of how you confirmed the programme is structured in a coherent way to meet the needs of industry?
How do you ensure the programme meets good practices for assessment and moderation processes?

### Consideration 2 – Mana Tautika mō te hunga ako | Equity for learners

How does the programme influence equitable outcomes for all learners?
How does the programme meet the needs of priority learners and not present barriers?
How does the programme support the individual access needs of a variety of learners?

### Consideration 3 – Torotoronga me te whiriwhiringa | Engagement and consultation

What evidence is there of industry involvement and support in the development process (including evidence of Māori industry and iwi business support)?
What evidence is there of meaningful engagement with iwi / hapū and Pacific communities (relative to industry) and learner demographics?



#### Consideration 4 – Te Ao Māori

How does the programme encompass Te Ao Māori in its approaches to learning and assessment?

How does the programme/ your organisation support the promotion and normalisation of te reo Māori?

#### Consideration 5 – Ngā Akoranga me ngā reo o Te Moana Nui a Kiwa | Pacific Learning and Languages

How does the programme / your organisation ensure you are meeting the learning and assessment needs of Pacific learners in support of the [Action Plan for Pacific Education 2020–2030 – Education in New Zealand](#)

How does the programme / your organisation support the promotion and normalisation of Pacific languages?

## Consideration 6 – Tangata Whaikaha | Disabled People

How does the programme / your organisation consider and engage the principles of Enabling Good Lives?

[Enabling Good Lives - Office for Disability Issues \(odi.govt.nz\)](https://odi.govt.nz)

How does the programme support the individual access needs of disabled learners?

What evidence is there of sector involvement and support in the development process and evidence of meaningful engagement with disabled learners and support organisations?

## Additional Information

Is there anything else we need to consider for your application?