

# Application for TYPE TWO Programme Endorsement

## About this application form

Use this application form to request a Letter of Endorsement from a Workforce Development Council (WDC) for **Type Two** changes to an approved 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).

## Programme considerations & supporting evidence.

For **Type Two Programme applications**, you only need to provide evidence of the changes made to the programme.

### Please provide statements that:

- Clarify why the changes have occurred
- Show evidence about how the impact of any change on the considerations below has been mitigated.

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

Typical examples of evidence include:

- Programme document – showing tracked changes
- A description of the Programme development process
- Description of any engagement with the relevant WDC (if applicable)
- Evidence of industry and stakeholder (including learners) engagement
- Advisory group meeting minutes
- Examples of processes you have as an organisation to support learners eg: literacy support and tutoring support
- Letters of support from stakeholders.

## TYPE TWO change to an approved 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	
Qualification version number	
Strands (if applicable)	

### Programme details

Programme title	
Provider's reference for this Programme	

Description of Programme change

### Has the Type Two change impacted criteria against the considerations?

Consideration	YES/NO
Ngā Whakamārama – Content	
Mana Tautika mō te hunga ako   Equity for learners	
Torotoronga me te whiriwhiringa   Engagement and consultation.	
Te Ao Māori	
Ngā Akoranga me ngā reo o Te Moana Nui a Kiwa   Pacific Learning and Languages	
Tangata Whaikaha   Disabled People	

**If you have answered ‘Yes’, please provide more detail on the changes and what actions have been taken to address the impact against the consideration.**

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