Private Training Establishment (PTE) request to recommence delivery

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| **1. PTE Details** | |
| PTE Legal Name |  |
| MoE [Edumis] Number |  |

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| **2. Proposed date to recommence delivery** | |
| Date to become active | From DD MM 202\_ |

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| **3. Programmes** |
| List programmes and/or training schemes which are intended to be delivered initially. |
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| List programmes and/or training schemes which will not be delivered initially.  And if required, request a further extension for programmes and/or training schemes to be delivered later.  *Note: A notification to NZQA will also be required when recommencing the delivery of these programmes/training schemes.*  *If the proposed delivery includes degrees, NZQA will contact you directly.* |
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| **NZQA comments:** |

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| **4. Staffing** |
| *You must engage sufficient staff to meet all responsibilities to students.*  Please provide a list of all academic staff per programme or training scheme, including their qualifications and experience.  *If the proposed delivery includes degrees, NZQA will contact you directly.* |
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| List of other staff, including administrative and support staff. |
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| **NZQA comments:** |

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| **5. Delivery sites** |
| Please provide a list of all delivery sites, including the head office.  If a new delivery site is intended, submit a new site attestation form (Category 1 and 2 PTEs) or a new site application (Category 3 and 4 PTEs) for all new permanent delivery sites.  *Information available on:* [*https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/delivery-sites-l1-6-l7/*](https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/delivery-sites-l1-6-l7/) |
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| Provide a list of any temporary delivery sites, including all relevant information.  *Information available on:* [*https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/delivery-sites-l1-6-l7/#heading2-1*](https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/delivery-sites-l1-6-l7/#heading2-1) |
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| **NZQA Comments:** |

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| **6. Resources** |
| Provide reviewed programme and/or training scheme documentation to confirm that all teaching and learning resources have been reviewed, are current and available to support the delivery of the listed programme(s) and/or training scheme(s).  Please ensure review includes considerations to:   * Qualification review status * Unit standard review status (if relevant) * Programme structure * Assessments   *Note: significant changes (type 2 - application) will require NZQA approval prior to commencing delivery.*  *Notify NZQA of any minor changes (type 1) made to the programme and/or training scheme.*  *For providers with degree approval and accreditation, evidence of programme review must also address ongoing research activity.* |
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| **NZQA Comments:** |

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| **7. Code** |
| The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) applies from 1 January 2022.  Confirm that your organisation has addressed the new Code.  This means you have undertaken a gap analysis and:   * reviewed current practice against the new Code * identified any gaps and planned to address them.   See <https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/providers-signatories/> for more information.  A gap analysis tool is available at:  <https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/Code-implementation-tools/Gap-Analysis-Toolkit.docx> |
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| **NZQA Comments:** |

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| **8.** **Administration** | **Yes/No/Comments** |
| The PTE is responsible for ensuring public information in its online profile is kept up to date.  Please confirm that the TEO online profile has been checked and all information is current. |  |
| Submit an Annual Return Statutory Declaration  [*https://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/statutory-declarations/*](https://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/statutory-declarations/) |  |
| The PTE must ensure that it remains financially sustainable and able to meet its financial commitments.  Provide a financial forecast for the next three years, including student numbers, income, costs, tax etc  Provide a risk assessment, including any risk of not achieving the business plan, and mitigation taken to reduce these risks. |  |
| Submit a current organisation chart.  Note: A Fit and Proper Person Statutory Declaration and Conflict of Interest form must also be submitted for any new governing members.  [*https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/maintaining-pte-registration/statutory-declarations-as-a-fit-and-proper-person-and-of-conflicts-of-interest/*](https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/maintaining-pte-registration/statutory-declarations-as-a-fit-and-proper-person-and-of-conflicts-of-interest/) |  |
| If applicable, confirm that Immigration New Zealand has been informed of your intention to recommence delivery. |  |
| If applicable, confirm that the Tertiary Education Commission has been advised of your intention to recommence delivery. |  |
| If applicable, confirm that StudyLink has been advised of your intention to recommence delivery. |  |
| **NZQA comments:** | |

Please also note, NZQA expects –

* the organisation QMS is updated to reflect any changes
* SFP processes are in place and are being used

EER will notify your organisation's active status and contact you to schedule your EER if relevant.

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| **Signed by Chief Executive / Chair of Governing Body** |
| Name:  Position held at PTE:  Signature: Date: |