# Application for Permanent Delivery Site

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| **Application**  Tertiary Education Organisations (TEO)s must complete this form for each permanent delivery site they propose to use before delivery commences at any such site.  The Code requires providers to continuously review learner wellbeing and safety systems and practices, including those related to learning environments. Providers may use this form as supporting evidence in their annual Code self-review process.  Please [email this form to NZQA Client Services](mailto:qaadmin@nzqa.govt.nz?subject=New%20deliver%20site,%20for%20Category%201%20or%202%20TEO).  An evaluator will contact you if there are any questions. |

## Contact for this application

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| --- | --- | --- | --- |
| Name |  | | |
| Position |  | | |
| Email |  | Phone |  |

## Organisation details

|  |  |
| --- | --- |
| TEO legal name |  |
| Trading As |  |
| MoE number |  |

## Type of site

New (additional) site

Replacement site (existing site is being closed)

## Delivery site physical address

|  |  |  |  |
| --- | --- | --- | --- |
| Line 1 |  | | |
| Line 2 |  | | |
| If multi-storey specify level(s) |  | | |
| Suburb |  | | |
| City |  | Postcode |  |
| Facility Phone number |  | | |

## Brief description of intended use

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| Comments |

## Programmes, micro-credentials / training to be delivered at the site

|  |  |
| --- | --- |
| ID number | Titles |
|  |  |
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**Please note**

Site-specific accreditation is granted for degree programmes at Level 7 and above. Please email Approvals and Accreditation if you plan to change degree programme delivery: [approvals\_accreditation@nzqa.govt.nz](mailto:approvals_accreditation@nzqa.govt.nz)

## Numbers of students and staff on site

|  |  |
| --- | --- |
| Maximum number of students on site | Staff number on site |
|  |  |

## Are any learners transitioning to the new site?

Yes

No

If yes, please describe how learners will be engaged with, to ensure the site is suitable for their needs.

*(Good practice includes focus groups, surveys, class discussions)*

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| Comments |

## Suitability of site

How is the learning site designed to support positive learning experiences, including for diverse learner groups?

*(Good practice includes seating arrangements and spaces that are conducive to small group work, quiet study areas, kupu te reo Māori (and other languages) signage, lounge areas, whare kai/cafeteria, a prayer/mediation/quiet/breast feeding room, toilets for gender diverse, disabled site access and exits, vision impaired resources, etc.)*

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| Comments |

## Legal right to occupy

Please provide a copy of the legal right to occupy the site (lease/licence agreement) with the owner of the building. If not available, please explain the right the TEO has to occupy the site for education and training purposes.

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| Document Attached/Comments |

## Building Warrant of Fitness

Please attach a copy of the current Building Warrant of Fitness for this new delivery site.

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| Document Attached/Comments |

## Health and Safety Requirements

Please confirm the site has:

Working smoke alarms, working fire extinguisher

Exit signage

Escape evacuation plans and other guidance in case of emergency, (accommodating for different learner accessibility and languages, if required).

A first aid kit, defibrillator, and other emergency medical equipment

## How are staff, students and visitors advised of health and safety issues/requirements?

*(Best practice includes pictorial signage, multiple languages, informing students of these procedures as part of Health and Safety induction)*

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| Comments |

## Induction / Orientation

Please share your housekeeping requirements / site induction plan for learners, staff, and visitors.

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| Comments |

## Student records

If applicable, where and how are physical student files securely stored and is there an electronic backup for these online?

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| Comments |

## Acknowledgement

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| We acknowledge and accept that we are obliged to ensure that all permanent delivery sites (including all off-site learning) remain safe and adequate for the education provided, its staff, the number of students enrolled, and for meeting students’ specific needs.  We will operate a safe and legally compliant environment, which includes the equipment we use.  We confirm that all these criteria are met in full in relation to this site, that we will discharge our statutory and regulatory requirements to ensure the safety of all students and staff and to enable our students to succeed. | |
| Signed |  |
| Name |  |
| Position (CEO or delegate) |  |
| Date |  |