

**NZQA's
Specialist Workforce**

**How to:
View & complete an
Offer Pack**

How to: View & complete an Offer Pack

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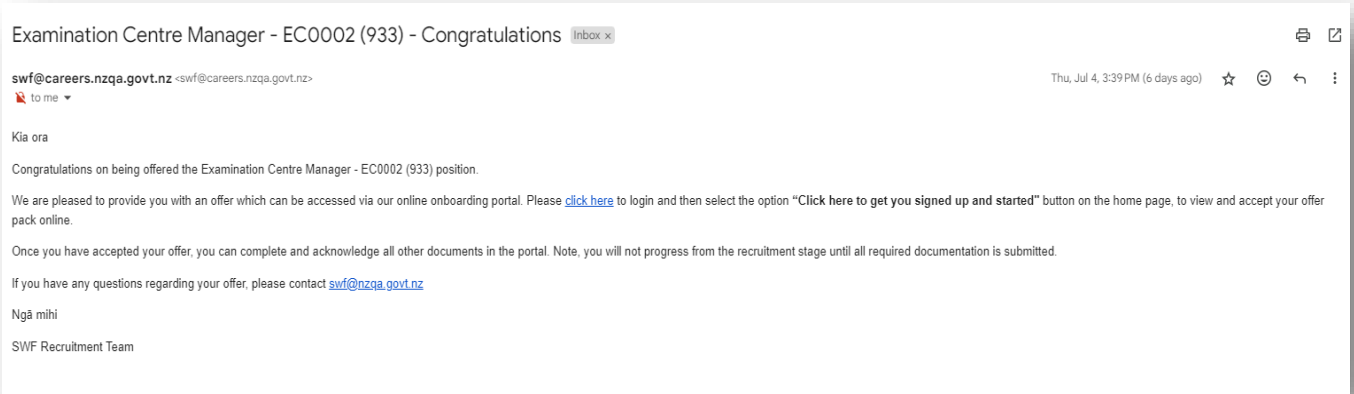
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Viewing the offer pack

If a candidate has been successful in a role, they will receive an email inviting them to view and accept their offer pack online.

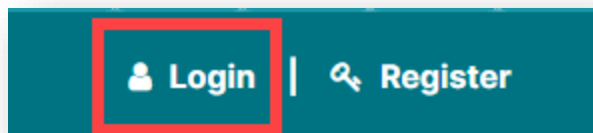
To view the offer letter and required documents, follow the steps below:

1. You will receive an email informing you that you are being offered a role:



2. When you **“click here”** – You will be taken to the homepage of the Specialist Workforce Career Centre.

To view the offer pack, you must click **“Login”** on the top-right hand side of the screen.



If you are using a mobile device - You will need to click the 3 lines on the left to open the menu bar, then Click **“Login”**



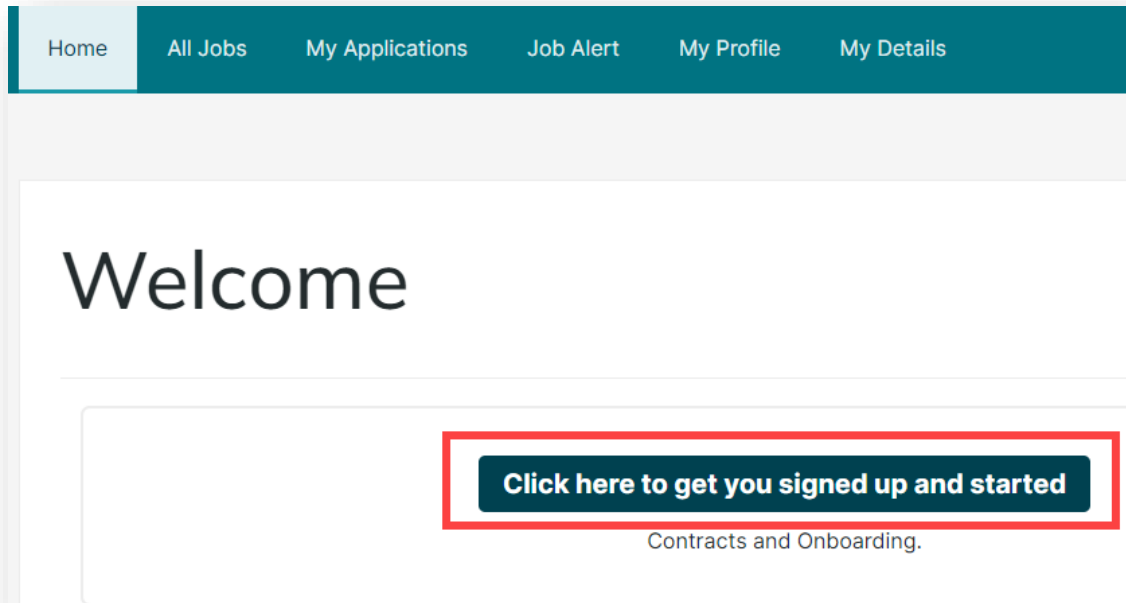
A pop-up box will appear.

Enter your SWF Career Centre login details.

NOTE If you have forgotten your password to login to Career Centre, click **‘Forgot Password’** and follow the prompts that appear on the screen. Ensure that you check the email address that you have entered is correct.

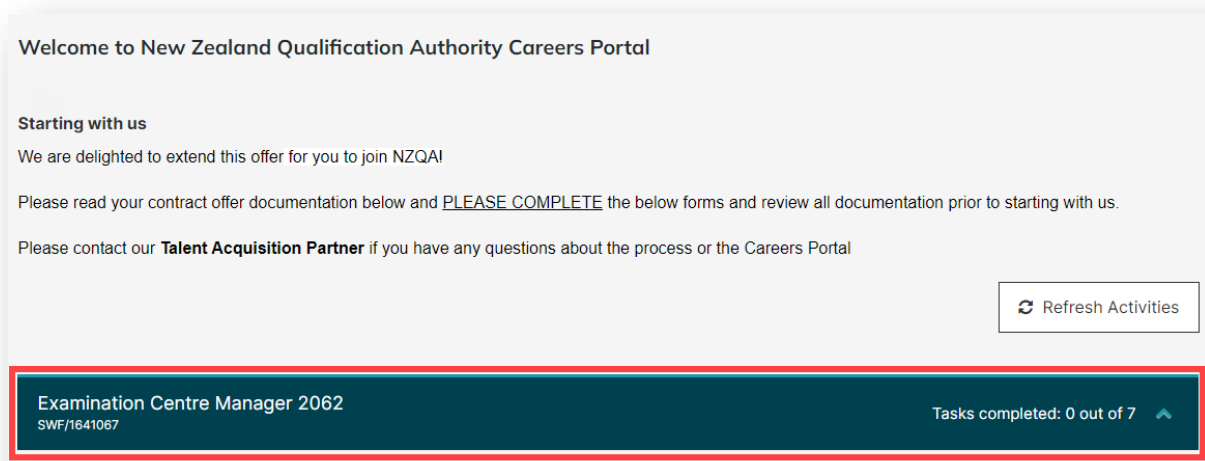
Once logged in, it should automatically lead you to the home page. If it does not, click on the 'Home' tab on the left corner (or from the mobile menu).

Click on the **'Click here to get you signed up and started'**:



This will lead you to the onboarding documents for the role that you have applied for.

3. You are now in the offer portal of the careers centre. This is where you can complete the required documentations for roles that you have been offered.



NOTE: On the right-hand side, under refresh activities, it shows the number of documentations that need to be complete. Depending on the role being offered, there may be a different number of documents to be completed.

Completing the offer pack

Below is an overview on completing your offer pack.

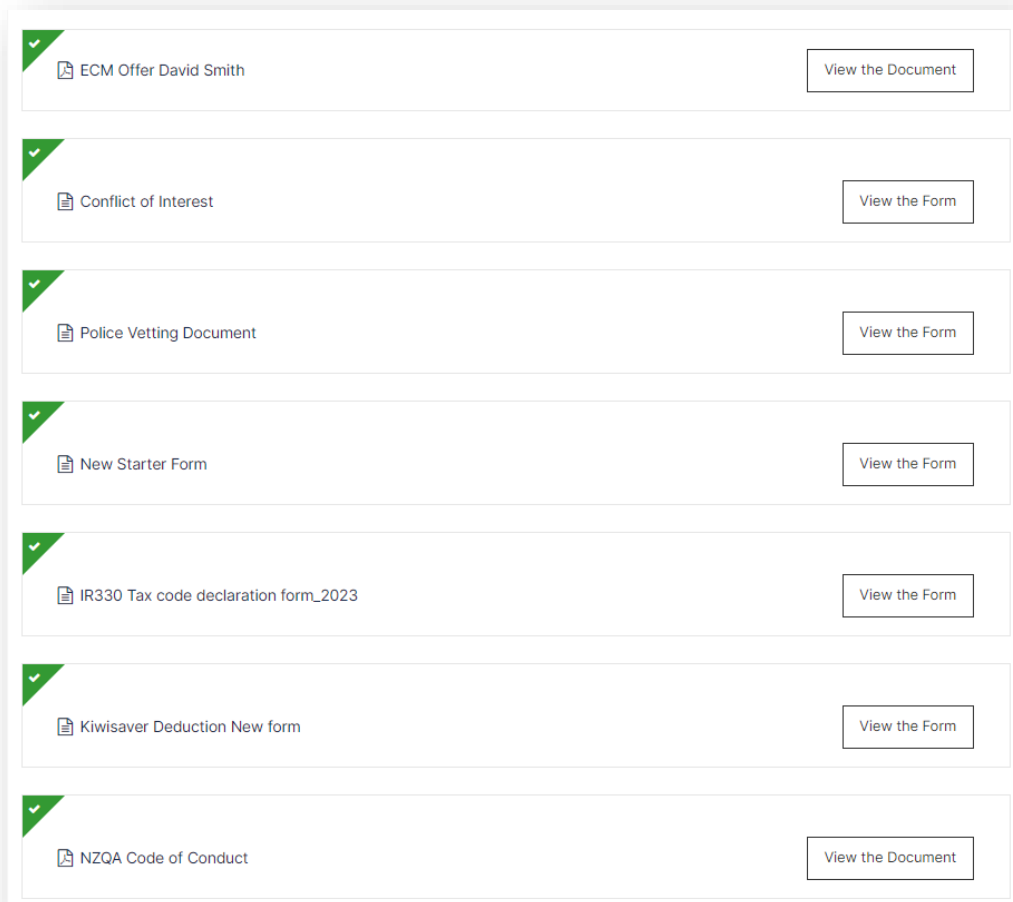
NOTE: Depending on the role being offered, there may be a different number of documents to be completed. The example being used in this document is from our Exam Centre Manager Offer Pack.

1. Click on the role that you have been offered; a list of documents or tasks will appear (if not already displaying).
2. To review or complete the offer pack contents, either select **'start next task'**, **'read and action'**, **'fill out the form'** or **'read the document'**:

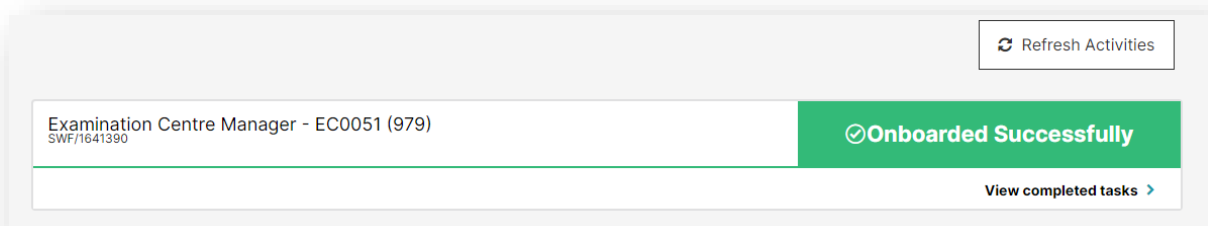
The screenshot displays the 'Examination Centre Manager - EC0051 (979)' application page. At the top, it shows 'SWF/1641390' and 'Tasks completed: 0 out of 8'. A yellow banner instructs the user to 'Finish your application by completing the tasks below.' and features a 'Start Next Task >' button. Below this, a list of tasks is shown, each with a document icon, a name, and an action button. Some tasks also have a time limit indicator.

Task Name	Action	Time Limit
ECM Offer David Smith	Read and Action	
Conflict of Interest	Fill out the Form	15 mins
Police Vetting Document	Fill out the Form	15 mins
New Starter Form	Fill out the Form	15 mins
IR330 Tax code declaration form_2023	Fill out the Form	15 mins
Kiwisaver Deduction New form	Fill out the Form	15 mins
NZQA Code of Conduct	Read the Document	2 mins

- Once a task is completed a green tick will be allocated. Once all tasks are finished, the screen will show as below:



You will be able to see that the onboarding process has been successful as seen in the screenshot below.

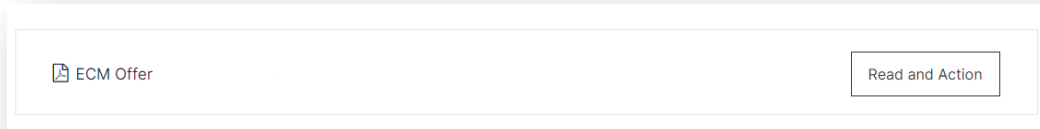


- Once you have successfully completed all your offer pack contents, you will receive an email informing you of your next steps.

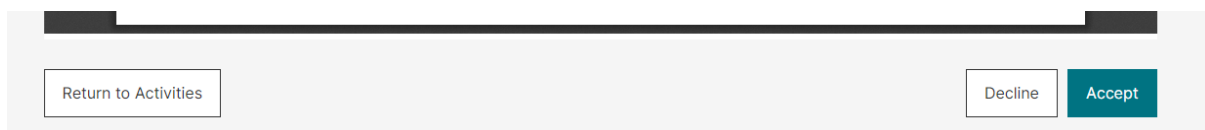
Accepting the offer letter

Below are the steps on how to accept your offer letter.

1. Click on “View the Document”, the offer letter will then appear.



2. After reading your offer letter you can then scroll to the bottom of the page.
3. You will be able to click “Accept”.

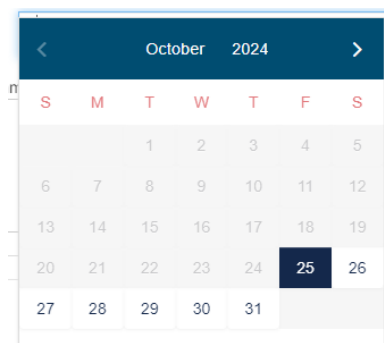


4. A window will pop open requesting your details (your name and date) for acceptance:

 A screenshot of a modal window titled 'My Offer'. The window contains the following elements:

- A title bar with 'My Offer' and a close button (X).
- Instructional text: 'Please provide full name and date for accepting checked documents. Please provide a comment if required.'
- A 'Full name:' label followed by a text input field with a red asterisk to its right.
- A 'Date:' label followed by a date input field with a placeholder 'dd-MMM-yy' and a red asterisk to its right.
- A text area with the placeholder text 'Please provide comments for accepting checked documents.'
- At the bottom, there are two buttons: 'Cancel' and 'I Accept'.

5. Type your name and click on the date to open the calendar to select today’s date.

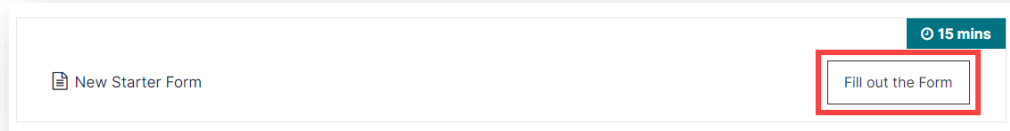


6. If you wish to provide any comments these will be sent to the Recruiter and the Hiring Manager for this role.
7. Once you have clicked on **“I Accept”**, it may take a second to process, but you will be taken back to the offer pack task page to complete the rest of your Onboarding documents.
8. You will receive a copy of the offer letter to your email for your records.

Completing the New Starter form

Below are the steps on how to complete the New Starter form.

1. Click on **“Fill out the form”** on the right-hand side



2. Most of the information should auto-populate from your application form or from previous submissions.

The form will ask you to confirm:

- Name
- Address

NOTE: If you are living outside of New Zealand please enter NZQA Address

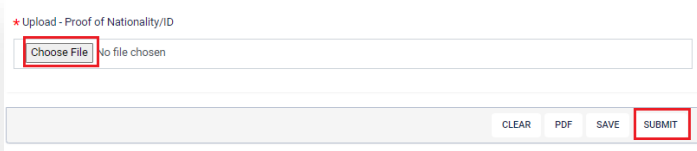
- Date of Birth
- Contact Number

NOTE: If you are living outside of New Zealand please enter NZQA Number:
044633000

Personal Details

<p>Title</p> <input type="text"/>	<p>* First Name(s)</p> <input type="text"/>
<p>Middle Name(s)</p> <input type="text"/>	<p>* Last Name</p> <input type="text"/>
<p>Preferred Name</p> <input type="text"/>	<p>* Date of Birth</p> <input type="text"/> <p><small>Date of birth is required to assist NZQA with Ministry of Justice Checks and/or the Police Vetting Report process. It is also collected in accordance with the Kiwisaver Act 2006 (where applicable) and will be used for verification purposes by NZQA.</small></p>
<p>* Street Address</p> <input type="text"/>	<p>* Suburb</p> <input type="text"/>
<p>* City/Town</p> <input type="text"/>	<p>* Post Code</p> <input type="text"/>
<p>* Phone Type</p> <input type="text" value="Please select:"/>	<p>* Preferred Contact Number</p> <input type="text"/>
<p>* Personal Email Address</p> <input type="text"/>	
<p>* Upload - Proof of Nationality/ID</p>	

3. Once you have completed the above information. You will need to upload a copy of your ID, by clicking “choose file” then once the upload is complete you can then click submit at the bottom of the page



* Upload - Proof of Nationality/ID

Choose File No file chosen

CLEAR PDF SAVE SUBMIT

NOTE: A confirmation screen will then appear – All you do is click “**Confirm**” – if you are having issues submitting the form it means that there are fields with the asterisk (*) that you have not completed. Click “**Return to Activities**” to return to the homepage once the form has been submitted.

Completing the Conflict-of-Interest form

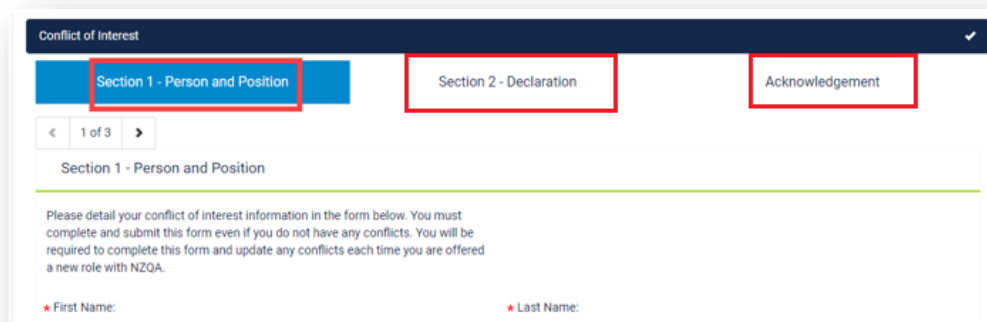
Below are the steps on how to complete the COI form.

1. Click on **‘fill out the form’**
2. There are 3 sections you need to complete as shown in the screenshot below:
 - **Section 1** – Person and Position: The information should auto-populate, all you need to do is click **“Next”**
 - **Section 2** – Declaration: This is where you need to state whether you have a conflict or not.

If you select that you have no conflict – a message will appear informing you of what to do next, which is to complete the acknowledge section before clicking submit

If you select that you have a conflict – a section will appear to indicate what the conflict is and how this will be mitigated

Section 3 – Acknowledgement: You will need to tick the box, that you agree with the statement provided then enter the date by clicking on the calendar icon.



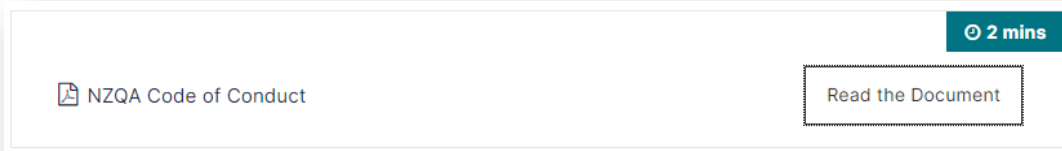
Once you have completed all the required field (*), you then need to click submit on the bottom right-hand corner

NOTE: A confirmation screen will then appear; all you do is click **“Confirm”**. You will be notified once the form has been submitted. Click **“Return to Activities”** to go back to the homepage.

Accepting the Code of Conduct

Below are the steps on how to accept your code of conduct:

1. Click on the “Read the Document”



2. Once you have read the code of conduct, scroll to the bottom of the page and click “Accept”. Once you have clicked accept, it will automatically take you back to the homepage.

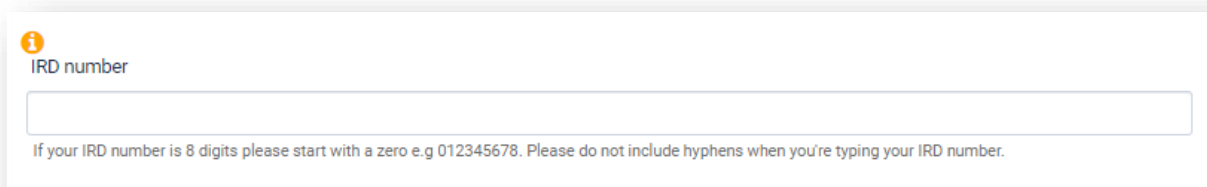
Completing the Tax Declaration

IF: Completing an IR330 Tax form

Below are the steps on how to complete the IR330 Tax form.

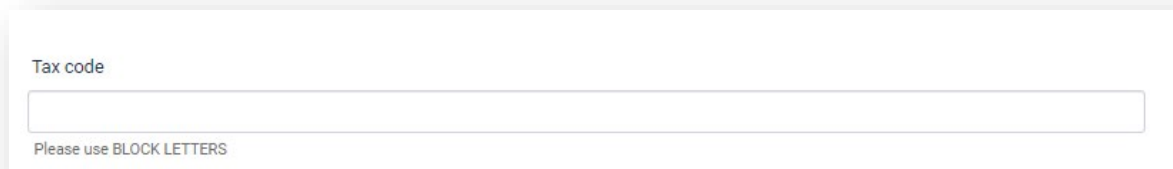
1. Click on **“Fill out the form”**
2. Complete the **“Your Details”** section.
Some information will auto-populate from your application or previously submitted forms.
3. Enter your personal IRD number.

NOTE: When entering your IRD number, please start it with 0 do not use commas or hyphens.



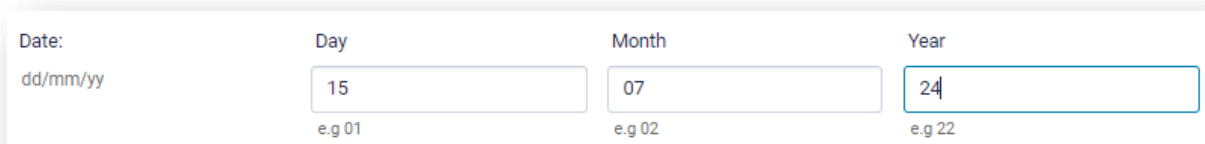
The screenshot shows a form field for the IRD number. It includes an information icon (i) and the label "IRD number". Below the input field is a note: "If your IRD number is 8 digits please start with a zero e.g 012345678. Please do not include hyphens when you're typing your IRD number."

4. Under **“Your Tax code”** section – You must enter your tax code (please refer to the flowchart below if you are unsure of your tax code). Please also use **BLOCK LETTERS** when completing this section.



The screenshot shows a form field for the tax code. It is labeled "Tax code" and includes a note: "Please use BLOCK LETTERS".

5. Under the **“Declaration”** section – You will need to enter the date you have completed the form. Please follow the format shown in the form



The screenshot shows the date input section of the form. It is labeled "Date:" and "dd/mm/yy". There are three input fields: "Day" with the value "15" and example "e.g 01", "Month" with the value "07" and example "e.g 02", and "Year" with the value "24" and example "e.g 22".

Once you have entered the date, scroll down to the bottom of the page and click **“Submit”** on the bottom right-hand side of the page. A confirmation screen will appear all you do is click **“Confirm”**.

IF: Completing an IR330C Tax form (WT Contractors Only)

Below are the steps on how to complete the IR330C Tax form if you are a Withholding Tax Contractor.

1. Click on **“Fill out the form”**
2. Complete the **“Your Details”** section.
Some information will auto-populate from your application or previously submitted forms.
3. Enter your personal IRD number.

NOTE: When entering your IRD number, please start it with 0 do not use commas or hyphens.

4. Complete the ‘Tax Rate’ section and refer to the flow charts available to enter the correct information.
Leave your Tax Code as ‘WT’.

▾ Your tax rate

You must complete a separate Tax rate notification for contractors (IR330C) for each source of contracting income.

Refer to the flowchart on page 2 and enter your tax rate to one decimal point here.

Refer to the flowchart on page 3 and enter your scheduler payment activity number here.

Your tax code will always be:

5. Complete the declaration with your name and date the form.

Completing the KiwiSaver form

Below are the steps on how to complete the KiwiSaver form.

NOTE: There are two submit buttons you click before the form is fully submitted. After completing the option that applies to you, you will need to click the first submit button, a confirmation screen will always appear which you need to click **“Confirm”**.

1. Click on **‘Fill out the form’**
2. You will be asked to select from one of the following options:

↳ KiwiSaver Eligibility

Please choose from the options:

Please select:

Please select:

I am eligible for Kiwisaver deductions

I am on a savings suspension

I wish to opt out of Kiwisaver Deductions

I am not eligible for Kiwisaver (if you are not eligible but wish to enrol, please click on I am eligible for Kiwisaver deductions)

- If you have selected the **“I am eligible for KiwiSaver deduction”** option:

You will need to complete section A (General), section B (Personal Details) and section C (Contribution). Once you have completed all the required information, please click submit on the bottom left-hand side of the page. A confirmation screen will appear, and all you do is click **“Confirm”**. All the information you have filled in this section will transfer over to the actual KiwiSaver form.

NOTE: Where stated, you will need to put a ‘dash’ (-) to indicate your response (e.g. **Your KiwiSaver status, Title and Contribution Rate**)

Section A

General Please put a dash to indicate your situation eg -

1. Are you a KiwiSaver member?	Yes. Go to Question 2	No. Go to Question 3
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2. Are you on a savings suspension?	Yes See note below	No. Go to Question 3
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

If you have a savings suspension notice you must show it to your employer to prevent them making KiwiSaver deductions.
If you have lost your notice, you can get a replacement online at ird.govt.nz from your myIR account

Section B Personal details

Please use BLOCK CAPITALS
You must provide your IRD number, name and address.

3. Your IRD number If you don't know your IRD number or you don't have one, call IRD on 0800 549 472

If your IRD number is 8 digits please start with a zero e.g 012345678

4. Your name

Put a dash to indicate your title

Mr	Mrs	Miss
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Ms	Other	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

IF: selecting “I am on a saving suspension” option:

IMPORTANT: You will need to provide evidence of your savings suspension by emailing this to: swf@nzqa.govt.nz

The same KS2 form will generate. Complete the required fields in Section A and note the comment.

If the comment still applies to you then click submit on the bottom left-hand side of the page. A confirmation screen will appear, and all you do is click “**Confirm**”. All the information you have filled in this section will transfer over to the actual KiwiSaver form. If not, change your eligibility status to reflect your correct situation.

IF: selecting “I wish to opt-out of KiwiSaver deduction” option:

The KiwiSaver Opt-out form will appear. You will need to completed section A (Personal Details), section B (Employment Details) and Option C (Late Opt-out). Once you have completed all the required information, please click submit on the bottom left-hand side of the page. A confirmation screen will appear, and all you do is click “**Confirm**”. All the information you have filled in this section will transfer over to the actual KiwiSaver Opt-out form.

IF: selecting “I am not eligible for KiwiSaver (if you are not eligible but wish to enrol, please click on I am eligible for KiwiSaver deduction” option:

You will be given a “Declaration” option which you will need to select “**I agree**”. Once you have clicked “**I agree**”, you then need to click submit on the bottom right-hand side of the page. A confirmation screen will appear, and all you do is click “**Confirm**”. A blank KiwiSaver form will then appear. Scroll to the bottom of the page to sign the form (your signature might already appear, if the signature does not appear please sign), then click “**Accept/Submit**”.

3. After completing the option that applies to you, you will need to click the first submit button, a confirmation screen will always appear which you need to click “**Confirm**”.

Completing the Police Vetting form

Below are the steps on how to complete the Police Vetting form.

1. Click on “**Fill out the form**”
2. Under “**Candidate Details**” your personal information should auto-populate.
3. Select from the drop-down your current Police Vetting status.

There are two options you can select from:

a) **IF: you have selected ‘I have a valid Police vet with NZQA’**

You will not be required to do anything else other than clicking the submit button at the bottom right-hand side of the form.

Please state your current Police Vetting Status

I have a valid Police Vet with NZQA that has been completed in the last 3 years

No further action required. Please submit this form

b) **IF: you have selected ‘I do not have current police vet with NZQA’**

You will need to download the form – complete it then upload it again.

You will also be given the option to upload a **secondary ID**, as your first ID is required when completing the “**New Starter**” form.

Police Vetting Document ✓

▼ Candidate Details

First Name

Last Name

Email Address

Phone Number

▼ Please download the Police Vet Document and complete the form.

Please [click here](#) for further information.

Police vetting request and consent form NZQA.docx (841 KB) ✗

Download

▼ Please upload document here

Please upload either a completed Police Vetting form with two verified copies of identification, or a copy of your current police vet certificate with NZQA.

Choose File No file chosen

Once you have completed all the required steps, please click submit at the bottom right-hand side of the page. **NOTE:** A confirmation screen will then appear and all you are required to do is click “**Confirm**”. Click on “**Return to Activities**” to return to the homepage”.