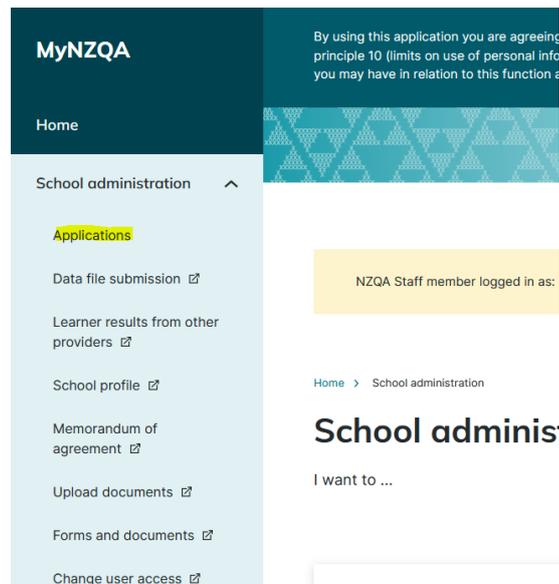


School Third Party Consent – Consented Third Party (MoU) Application Process

1. Create a digital copy of the signed *Memorandum of Understanding (MoU)* between the home school and the external third party
2. Login to the MyNZQA Portal
3. Select “Applications” under the “School administration” drop down on the left-hand side of the screen



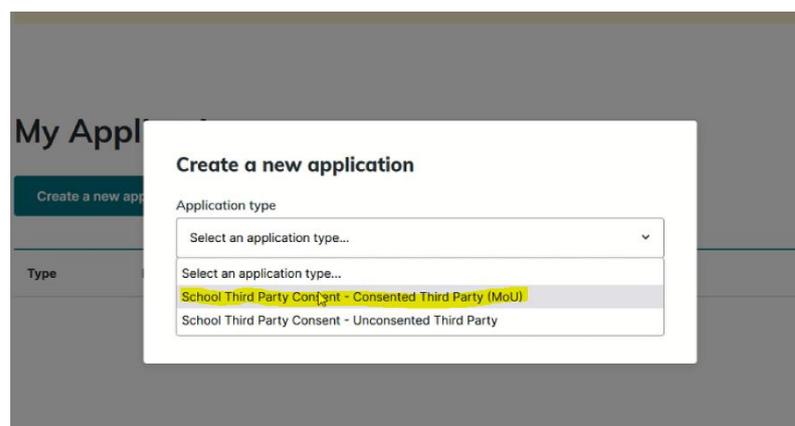
4. Select “Create a new application” from the main window of the screen

My Applications

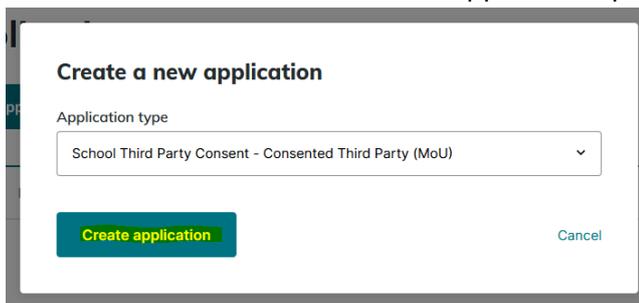
Create a new application

Type	Identifier	Date created ↑	Last updated
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5. Select “School Third Party Consent – Consented Third Party (MoU)” from the dropdown menu in the “Create a new application” pop-up



6. Select “Create application” on the bottom of the “Create new application” pop-up



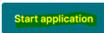
7. Read the information about the application and click “Start application”

Application for approval to use a sub-contractor (consented)

About this form

This application form is used by the school to supply the information required under Rule 8.1 of the CAAS Rules 2022 to NZQA.

[Read rule 8.1 of the CASS Rules 2022](#)



8. Type in any part of the name or provider code of the third party with whom the home school is entering into agreement with, then select the correct provider and location.

Application for approval to use a sub-contractor (consented)

Provider details

Please select the name of the organisation you would like to sub-contract with.

Education provider

- Te Aho o Te Kura Pounamu (498), Wellington
- Te Kura o Te Kao (1), Kaitiaki
- Te Wharekura o Te Rau Aroha (3115), Matamata
- Te Kura o Te Whanau a Apanui (742), Opotiki
- Te Kura o Te Wainui a Rua (559), Ranana
- Te Kura Kaupapa Maori o Te Hirianga (3100), Tokoroa
- Te Kura Kaupapa Maori O Te Matai (2011), Te Puke
- Te Kura Kaupapa Maori o Te Koutu (1153), Rotorua

9. Select “Next Page” on the bottom right of the page

Application for approval to use a sub-contractor (consented)

Provider details

Please select the name of the organisation you would like to sub-contract with.

Education provider

[← Previous page](#)

[Save draft](#)

[Next page →](#)

10. Upload the MoU using the “Upload files” or drag and drop function.

MOU Upload

Under Rule 8.1, to be able to use a consented sub-contractor you need to provide the following information to NZQA. Once you have gathered the relevant information please upload your document(s) below

You need to supply:

- a copy of the sub-contracting agreement which must outline the responsibilities and obligations of the parties
- the duration of the agreement
- the reasons for the arrangement
- confirmation that any advertising and other information provided to prospective learners clearly shows that the study or training involved is provided under a sub-contracting arrangement.

Upload a file

Upload files 

Or drag & drop your file(s) here

11. Once the upload is complete, select “Next Page on the bottom right of the screen

File name	Size	
Kia ora.docx	15 KB	Remove

← Previous page Save draft **Next page →**

12. Check that the information is correct and select how you would like to be notified about the application.

Application for approval to use a sub-contractor (consented)

Review your answers

Check that the information below is correct before you submit your application.

Notification preferences

I would like to be notified about this application by

Email

13. Confirm that the consent holder and the sub-contractor will meet all obligations and that the information provided is correct

Confirmation

I confirm that the consent holder and the sub-contractor will meet all obligations
[Read the consent holder and sub-contractor obligations](#) 

I confirm that all the information in this application is correct

14. Click “Submit application” to complete the process.

Submit application 