# Application for Permanent Delivery Site

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| **Application**  Tertiary education organisations (TEOs) must complete this form for each permanent delivery site they propose to use.  The Code[[1]](#footnote-2) requires providers to foster environments that are safe and designed to support positive learning experiences for learners (see Outcome 3 of the Code). TEOs may consider using the information in this application to support Code compliance and self-review practice.  **Degrees**  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) |
| **How to apply:**  Email this form to [qaadmin@nzqa.govt.nz](mailto:qaadmin@nzqa.govt.nz)  An evaluator will contact you if there are any questions. |

## Contact for this application

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

## Organisation details

|  |  |
| --- | --- |
| TEO name |  |
| MoE number |  |

## Delivery site physical address

|  |  |
| --- | --- |
| Line 1 |  |
| Line 2 |  |
| If multi-storey specify level(s) |  |
| Suburb |  |
| City |  |
| Postcode |  |
| Phone number at site |  |
| Contact Name at Site |  |

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

|  |  |
| --- | --- |
| ID / qual ref | Title |
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## Type of site

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| New (additional) site  Replacement site (existing site is being closed).  Address of site being closed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date that site will be closed: DD/MM/YY |

## Learners being transitioned (if applicable)

Good practice includes engaging with learners to ensure the site is suitable for their needs, by way of focus groups, surveys, class discussions.

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| Are any learners transitioning to the new site? |
| No  Yes. Existing relevant QMS Policy will apply; or  Yes. New process and communications will be developed for the transition. |

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| Comments: |

## Suitability of site

Good practice includes, for example, consideration of 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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| Confirm that the learning site is designed and/or suitable to support the intended delivery and ensure positive learning experiences, including for diverse learner groups: |
| Existing relevant QMS Policy will apply; or  New policy/procedure will be developed relevant for this new site. |

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| Comments: |

## Numbers of students and staff on site

For the purposes of delivery site approval, the following requirements apply to all TEOs: [PTE Facilities guidelines](https://www2.nzqa.govt.nz/tertiary/approval-accreditation-and-registration/maintaining-pte-registration/#e3974_heading1)

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

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| The site meets the Facilities Guidelines for learning spaces and toilets |

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| Comments: |

## Legal right to occupy

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| Provide a copy of the document evidencing the legal right to occupy the site (lease/licence agreement) with the owner of the building. |
| Copy attached; or  Explain the right the TEO has to occupy the site for education and training purposes:   |  | | --- | |  | |

## Building Act Compliance

All buildings must comply with the Building Act 2004. Any building with specified systems (such as fire alarms, sprinklers, or lifts) must have a current Building Warrant of Fitness.

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| Confirm |
| The building requires a BWOF. Copy of the current Building Warrant of Fitness (BWOF) attached, or  The building does not require a BWOF. The TEO confirms that the building complies with all relevant Building Act 2004 requirements for the proposed use. |

## Health and Safety Requirements

Good practice includes, for example, pictorial signage, multiple languages, and informing students of necessary procedures as part of Health and Safety induction.

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| 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 staff member with a current First Aid Certificate (Refer to [WorkSafe’s First Aid Requirement](https://www.worksafe.govt.nz/managing-health-and-safety/businesses/general-requirements-for-workplaces/first-aid/#lf-doc-60467))  A first aid kit and other emergency medical equipment. Note: Where Automated External Defibrillator are not at the training site, use the [AED Locations finder and ensure](https://aedlocations.co.nz/) staff and students know the nearest location to access one. |
| Confirm staff, students and visitors will be advised of health and safety requirements of the site, including site orientation or induction, and the use of any special equipment on site: |
| Existing relevant QMS Policy will apply; or  New policy/procedure will be developed relevant for this new site. |

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| Comments: |

## Student records

Good practice includes physical student files (if used) are securely stored with an online backup of electronic copies. PTEs must comply with the [Enrolment and Academic Records Rules 2022](https://www2.nzqa.govt.nz/about-us/rules-fees-policies/nzqa-rules/pte-enrolment-and-academic-records-rules/). The TEO Head Office may maintain student academic records.

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| Confirm: |
| Existing relevant QMS Policy will apply; or  New policy/procedure will be developed relevant for this new site |

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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: |  |

1. [The Tertiary and International Learners Code of Practice](https://www2.nzqa.govt.nz/tertiary/the-code/) [↑](#footnote-ref-2)