**Form 1**

**Micro-credential Listing and Approval**

Developers’ form to apply for listing and approval, or to make changes.

**Using this form**

Please refer to the [Micro-credential Guidelines](https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/micro-credentials/guidelines-training-scheme-micro-credential/) when filling in this form.

**Apply online**

Apply as an ‘Other’ application type through the NZQA [application portal](https://www.nzqa.govt.nz/login/).

In the application name include ‘micro-credential listing and approval’.

Upload this form and all supporting documents.

**\* For changes,** please include a tracked changed version of the micro-credential and a cover letter explaining the changes.

**Te Hono o Te Kahurangi quality assurance**

Applicants may request that Te Hono o Te Kahurangi quality assurance is used for assessment of the application. In addition to meeting the requirements of this form, the application should relate to ngā kaupapa o Te Hono o Te Kahurangi. For more information see [Te Hono o Te Kahurangi quality assurance](https://www.nzqa.govt.nz/maori-and-pasifika/te-hono-o-te-kahurangi/) or email [tehono@nzqa.govt.nz](mailto:tehono@nzqa.govt.nz).

Expressions of ngā kaupapa o Te Hono o Te Kahurangi can be used in all facets of this micro-credential application. Applicants may choose to express their own mātāpono in the application as well.

**Title (Micro-Credential)**

**Level, credits**

**Micro-credential number** (if known/NZQA to complete)

**Reporting Code** (If known/NZQA to complete)

**TEO Name (MOE ####)**

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# Listing

## Title

Guidelines Section 3.1

|  |
| --- |
|  |

## Level and credits

Guidelines Section 3.2

|  |  |
| --- | --- |
|  |  |

## Classification (NZSCED)

Guidelines Section 3.3

|  |
| --- |
|  |

## Purpose

Guidelines Section 3.4

For Te Hono o Te Kahurangi applications, providers can use this section to describe their strategic direction; community aspirations and guiding kaupapa.

|  |
| --- |
| The purpose of this micro-credential is |

## Outcome

Guidelines Section 3.4

For Te Hono o Te Kahurangi applications, the skills and knowledge may include te ao Māori practices and contexts.

|  |
| --- |
| On successful completion of this micro-credential, learners/ākonga will be able to: … |

## Assessment standards

Guidelines Section 3.5

Expressions of THoTK kaupapa / provider kaupapa may guide the decision to select assessment standards in the micro-credential.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Title | Level | Credit | Version |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

[Micro-credentials do not have to include skill standards or unit standards if suitable standards do not exist. Delete table if this is the case.]

## Review period

Guidelines Section 3.6

|  |
| --- |
| Month Year |

# Approval

## Learning outcomes

Guidelines Section 4.1

For Te Hono o Te Kahurangi applications, the skills and knowledge can include te ao Māori practices and contexts, and meeting the needs of whānau, hapu, iwi and hāpori.

|  |
| --- |
| The specific knowledge, skills, understanding and attitudes a learner will achieve on completion of the micro-credential or through each component of the micro-credential if there is more than one. |

## Need and acceptability

Guidelines Section 4.2

Expressions of THoTK kaupapa / provider kaupapa are evidenced in the stakeholder support for this micro-credential.

|  |
| --- |
| Provide an overview of stakeholder support and demand |

## Admission

Guidelines Section 4.3

Expressions of THoTK kaupapa / provider kaupapa ensure ākonga are well supported by provider regulations and policies.

(If no specific requirements are stated, provider policies apply and will be checked at accreditation.)

|  |
| --- |
| Entry requirements |

## Credit recognition and transfer, recognition of prior learning

(If no specific requirements are stated, provider policies apply and will be checked at accreditation.)

|  |
| --- |
|  |

## Length and Structure

Guidelines Section 4.3

Expressions of THoTK kaupapa / provider kaupapa is purposeful to the length and structure of the micro-credential.

|  |
| --- |
| **Length**  This micro-credential requires a minimum of ### hours of learning and assessment.  (If no specific requirements for length, provider’s delivery will be checked at accreditation.)  **Structure**  This micro-credential has # components:        And is intended to be delivered in the following order (if applicable)  See details in - APPENDIX 1 - COMPONENT DESCRIPTOR |

## Assessment methods

Guidelines Section 4.3

Expressions of THoTK kaupapa / provider kaupapa support the chosen assessment methods.

Providers must meet the requirements of the CMR (if applicable)

|  |
| --- |
| Pre-assessment moderation  Post-assessment moderation |

## Completion

Guidelines Section 4.3

Expressions of THoTK kaupapa / provider kaupapa support ākonga to meet the requirements to complete the micro-credential.

|  |
| --- |
| All components must be completed to be awarded this micro-credential. |

## Review process

Guidelines Section 4.4

Expressions of THoTK kaupapa / provider Kaupapa guide the review policy and procedures.

|  |
| --- |
|  |

## Appendix 1 - Component Descriptor/s Example

##### Component Title 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** |  | **Credits** |  |
| **Mode (if applicable)** |  | **Duration (if applicable)** |  |
| **Learning outcomes** | On successful completion of this component, learners will be able to…  LO 1:  LO 2: | | |
| **Topics**  **(Indicative content)** |  | | |
| **Ngā kaupapa arahi (THoTK or provider)**  **(if applicable)** |  | | |
| **Methods (optional)** | Include recommended delivery and/or assessment methods if applicable | | |
| **Standard(s) (if applicable)** |  | | |