**Form 3**

**Micro-credential Accreditation**

Providers’ form to apply for accreditation only.

**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 accreditation’**

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.

**Vocational micro-credentials that include standards**

Providers that do not hold consent to assess for the standards in the micro-credential must request support for consent to assess from the relevant Workforce Development Council(s). If all the standards belong to the same WDC this could be done at the same time as requesting micro-credential support. See each WDC’s website for more information on process.

**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.

**Sections of this form**

[Listing and Approval details 3](#_Toc156916070)

[Accreditation 5](#_Toc156916071)

[Consent to assess 5](#_Toc156916072)

[Delivery 5](#_Toc156916073)

[Assessment 5](#_Toc156916074)

[Staffing 6](#_Toc156916075)

[Facilities 6](#_Toc156916076)

[Educational and physical resources 6](#_Toc156916077)

[Student support services 6](#_Toc156916078)

[Review 7](#_Toc156916079)

[Appendix 1 - Component Descriptor/s Example 8](#_Toc156916080)

# Listing and Approval details

(Copy these details from the listed and approved micro-credential, or attach a copy)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** |  | | | |
| **Developer** |  | | | |
| **Level** |  | | **Credits** |  |
| **ID Number**  **[######]** |  | | **Reporting Code**  **[Ref: ####]** |  |
| **Classification (NZSCED)** | |  | | |
| **Review period** | | (Month Year) | | |
| **Purpose** | |  | | |
| **Outcome** | |  | | |

Standards

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

|  |  |
| --- | --- |
| **Learning Outcomes** | LO 1  LO 2  LO 3  LO 4 |
| **Indicative content** |  |
| **Ngā kaupapa arahi** (THoTK or provider)  (if applicable) |  |
| **Admission** (or link to own policy/delivery details) |  |
| **Credit recognition and transfer, recognition of prior learning** (or link to own policy) |  |
| **Length** (or link to delivery details) |  |
| **Structure** |  |
| **Assessment methods** |  |
| **Completion** |  |

# Accreditation

**See Section 5 of the** [**Micro-credential Guidelines**](https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/micro-credentials/guidelines-training-scheme-micro-credential/) **to complete the form.**

A component descriptor or similar document must be provided.

## Consent to assess

Guidelines Section 5.2

Expressions of Te Hono o Te Kahurangi (THoTK) kaupapa / provider kaupapa can be used to show how the provider meets the consent and moderation requirements.

Indicate the standards’ CMRs if consent to assess is required:

|  |  |
| --- | --- |
| ID/domain | CMR |
|  |  |
|  |  |
|  |  |

## Delivery

Guidelines Section 5.3

Expressions of THoTK kaupapa / provider kaupapa in the delivery approach, modes and methods.

|  |
| --- |
| Approach, mode, and methods |

## Assessment

Guidelines Section 5.4

Expressions of THoTK kaupapa / provider kaupapa supports the chosen assessment tools and activities.

|  |
| --- |
| Assessment materials – tools and activities |

## Staffing

Guidelines Section 5.5

Expressions of THoTK kaupapa / provider kaupapa support Kaiako to deliver the micro-credential. In addition to meeting their roles, responsibilities and experiences.

|  |
| --- |
| Roles and responsibilities, qualifications and experience of delivery staff |

## Facilities

Guidelines Section 5.5

Expressions of THoTK kaupapa / provider kaupapa in the suitability of delivery sites.

|  |
| --- |
| Delivery site/s |

## Educational and physical resources

Guidelines Section 5.5

Expressions of THoTK kaupapa / provider kaupapa for the selection of resources.

|  |
| --- |
| LMS, online and physical resources; materials, equipment, clothing etc |

## Student support services

Guidelines Section 5.5

Expressions of THoTK kaupapa / provider kaupapa to describe the support services available to ākonga.

|  |
| --- |
| Information for students  Learning support/Workplace support etc |

## Review

Guidelines Section 5.6

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

|  |
| --- |
| How organisational capability will be reviewed and developed |

## Appendix 1 - Component Descriptor/s Example

##### Component Title 1

\*Align details with the listed and approved micro-credential

|  |  |  |  |
| --- | --- | --- | --- |
| Level \* |  | Credits\* |  |
| Mode \* |  | Duration (weeks) |  |
| Total learning hours |  | Estimated hours per week |  |
| Learning outcomes \* | On successful completion of this component, learners will be able to…  LO 1:  LO 2: | | |
| Topics \*  (Aligned with indicative content) |  | | |
| Standard(s)  (if applicable) \* |  | | |
| Delivery Methods / Learning Activities | In-house training Sessions, on-job, block courses, lectures, online activities etc | | |
| Resources |  | | |
| Assessment tools and activities | E.g., presentation, test, portfolio (Ensure assessment tools align with LOs and standards) | | |