

**Applying for a micro-credential to be assessed for equivalency against the NZQF with level and credits**

**Who can have their micro-credential assessed for equivalency?**

Any organisation which is not a New Zealand Tertiary Education Organisation can apply to have their micro-credential assessed for equivalency. This includes employers, government agencies, iwi, community organisations, professional associations and overseas education organisations.

**What to submit with your application**

When you submit your application, you will need to provide: this form, or equivalent documentation that meets the requirements described in this form.

**How to submit your application form**

Once completed send the application form and any other documentation to

[micro-credentials@nzqa.govt.n](mailto:micro-credentials@nzqa.govt.n)z. Payment must be made at the time that the application is submitted.

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| **Name of organisation:** |  |

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| **Contact details**  **Including telephone number and email address** |  |

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| **Title of micro-credential** |  |

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| **Describe the purpose or aim of the micro-credential** |
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| **Describe why there is a need for the micro-credential**  *This could include how you identified that there was a need for your employees to learn a new skill or knowledge.*  *This could include support from industry or employers for the proposed micro-credential: e.g. a request for the micro-credential from an employer to your organisation or identifying a gap in learning that they wanted for their**employees.* |
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| **Describe what types of skills the employee/student will have after they have completed the micro-credential** |
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| **Describe how many hours the employee/student will need to achieve the micro-credential** |
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| **Describe the structure of the micro-credential**  **How will the employees/students learn?**  *Describe whether it’s on-the-job training through practical experience or time with a trainer.*  **Describe how you will know that an employee/student has successfully completed the micro-credential**  Include any documentation which supports the information above |

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| **Comments:** |
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| **Payment for one micro-credential** |
| Payment for this service is a fee of $900 (excluding GST) and must be paid at the time that the application is made.  An additional cost may be required if the application takes longer than four hours to process. This will be charged at the rate of $190 per hour (excluding GST). This additional charge will be sent to you via an invoice for you to pay.  Payment can be made by direct credit to NZQA’s bank account: 02 0536 0370579 00  Please use the following reference when making payment  *Particulars: Micro*  *Reference: name of organisation*  If payment can’t be made by direct credit then contact NZQA ([accountsreceivable@nzqa.govt.nz](mailto:accountsreceivable@nzqa.govt.nz) or 04 463 3178) to arrange payment by another means. |

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| **Payment for between two and a maximum of ten micro-credentials in an application** |
| Payment for this service is a fee of $1820 (excluding GST) and must be paid at the time that the application is made.  An additional cost may be required if your application takes longer than eight hours to process. This will be charged at the rate of $190 per hour (excluding GST). This additional charge will be sent to you via an invoice for you to pay.  Payment can be made by direct credit to NZQA’s bank account: 02 0536 0370579 00  Please use the following reference when making payment  *Particulars: Micro*  *Reference: name of organisation*  If payment can’t be made by direct credit then contact NZQA ([accountsreceivable@nzqa.govt.nz](mailto:accountsreceivable@nzqa.govt.nz) or 04 463 3178) to arrange payment by another means. |