**APPLICATION FORM**

**For approval to list New Zealand Certificates at Levels 1-6 and diploma at Levels 5-7 on the NZQCF**

|  |  |
| --- | --- |
| **Qualification developer:** |  |
| **MoE No.** |  |

|  |  |  |
| --- | --- | --- |
| **Proposed Qualification Title** | **Level** | **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please attach a draft qualification document for each of the new qualifications.

|  |
| --- |
| **Stakeholder Profile for Qualification(s)** (not required for WDCs) |
| Stakeholder name(Individual, group or organisation) | Reason for Inclusion(Why they are appropriate, credible, representative) | Nature of involvement(What contribution they made to the initial development process) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Duplication Check**

List any NZQCF qualifications that are substantially similar to the proposed qualification(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref | Version | Title | Level | Credits |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Supporting document checklist**

**For new qualifications**

* this completed application form
* a summary of the stakeholder profile and needs analysis (WDCs)
* separate documents for each qualification, in the approved Word template
* additional supporting documents (other than WDCs) including stakeholder profile and needs analysis reports; WDC or other qualification developer engagement if applicable; regulatory bodies engagement and provider consultation; and completed and signed attestations from key stakeholders.

**For reviewed qualifications**

* this completed application form
* Review report in the approved Word template (not for publication)
* reviewed qualifications documents: tracked change versions and clean finals
* any new qualification documents
* Change report in the approved Word template (for publication) that includes:
* a table showing the outcomes of the review
* each qualification included in the review along with a recommendation for any change to these qualifications, including the proposed date for a change to qualification status
* a summary of any new qualifications needed
* a summary of the review process, consultation with stakeholders and their support for the changes.
* additional supporting documents (other than WDCs) evidence of consultation with stakeholders and their support for the changes