

**Private Training Establishment (PTE) Annual Declaration (AD01)**[[1]](#footnote-1)

|  |  |  |  |
| --- | --- | --- | --- |
| **PTE name:**  |   | **MoE number:**  |   |

I, the undersigned[[2]](#footnote-2), for and on behalf of the above private training establishment (PTE), declare to the best of my knowledge and as at the date of this declaration that the above PTE is compliant with the following:

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Yes**  | **No**  | **N/A**  |
| **Education and Training Act 2020** (the Act) |
| Section 346(1) – Criteria for PTE registration approval, which must continue to be met  |   |   |   |
| Section 348 – Conditions of registration  |   |   |   |
| Section 354 – Information that must be given to prospective students  |   |   |   |
| Sections 355 to 359 and 529 – Protection of student fees  |   |   |   |
| Section 361 – Maintenance of student records  |   |   |   |
| Section 527 – Requirements for enrolling international students  |   |   |   |
| Section 531(1) – Notification to immigration officer of withdrawal from of international students  |   |   |   |
| **Private Training Establishment Registration Rules 2025**  |
| Part 2 – Requirements for maintaining registration  |   |   |   |
| **PTE Enrolment and Academic Records Rules 2022**  |   |   |   |
| **Student Fee Protection Rules 2025**  |   |   |   |
| Rule 8 – Student Fee Protection Mechanism(s) for Providers  |   |   |   |
| Rule 11 – NZQA approval of Suppliers |   |   |   |
| **Programme Approval, Recognition, and Accreditation Rules 2025**  |
| Part 5 – Maintaining programme approval, New Zealand programme recognition and accreditation  |   |   |   |
| Part 7, Rule 20– Use of sub-contractors  |   |   |   |
| Part 7, Rule 22– English language requirements for international students  |   |   |   |
| **Micro-credential[[3]](#footnote-3) Approval and Accreditation Rules 2025**  |
| Part 5 – Maintaining micro-credential approval and accreditation  |   |   |   |
| Part 7, Rule 14– Use of sub-contractors  |   |   |   |
| **Consent to Assess Against Standards on the Directory of Assessment and Skill Standards Rules****2022**  |
| Part 2 – Maintaining consent and approval  |   |   |   |
| **Offshore Programme Delivery Rules 2022**  |
| Rule 9 – Requirements to be met to maintain approval  |   |   |   |
| **Qualification and Micro-credential Listing and Operational Rules 2025**  |
| Rule 15 – Responsibilities of qualification and micro-credential developers  |   |   |   |
| Rule 18 – Award of qualifications (and micro-credentials)  |   |   |   |
| Rule 19 – Reporting the award of qualifications and micro-credentials |  |  |  |

Where you have indicated that the PTE is not compliant with any of the above requirements, you are required to attach and submit an explanation of the non-compliance and any action being taken to address it.

|  |  |  |
| --- | --- | --- |
| **Requirement to provide education; section 352 of the Act – Lapse of registration**  | **Yes**  | **No**  |
| I declare that the PTE has provided at least one approved programme or micro-credential (including training schemes) to enrolled students in the 12 months preceding the date of this declaration.  |   |   |
| If no, please elaborate.  |  |  |

|  |  |  |
| --- | --- | --- |
| **Requirement to provide a list of programmes; section 443 of the Act– Lapse of accreditation**  | **Yes**  | **No**  |
| I declare that the PTE has provided all or part of each programme which it has accreditation to provide, in the 12 months preceding the date of this declaration.  |   |   |
| If no, you are required to attach to this declaration a list of programmes or parts of them which you are accredited to provide but have not provided in the last 12 months, and indicate whether or not NZQA granted a time extension under section 443(2) of the Act.  |

|  |  |  |
| --- | --- | --- |
| **Requirement to provide a list of micro-credentials; section 447 of the Act – Lapse of accreditation to provide approve micro-credential**  | **Yes**  | **No**  |
| I declare that the PTE has provided all or part of each micro-credential which it has approval to provide, in the 12 months preceding the date of this declaration.  |   |   |
| If no, you are required to attach to this declaration a list of micro-credentials which you are accredited to provide but have not provided in the last 12 months, and indicate whether or not NZQA granted a time extension under section 447(2) of the Act. |

|  |
| --- |
| Signature: …………………………………………………………………………………………………………. Name:………………………………………………………………………………………………………………. Position held at PTE: …………………………………………………………………………………………… Date: ……………………………………………………………………………………………  |

**Return this form to NZQA in one of the following ways:**

|  |  |  |
| --- | --- | --- |
| **By email** qaadmin@nzqa.govt.nz  | **Online**Upload directly through TEO online services. [http://www.nzqa.govt.nz/login/teo- online-services-for-registered- providers/](http://www.nzqa.govt.nz/login/teo-online-services-for-registered-providers/)  | **By mail**Client Services Team Quality Assurance Division NZQA PO Box 160 Wellington 6140 |

1. Note: Under Rule 16 of the Quality Assurance (including External Evaluation and Review (EER)) Rules 2022, PTEs must complete and submit an Annual Declaration (AD01) to demonstrate their compliance with the Act and NZQA Rules. This must be done within five months of the end of their financial year. [↑](#footnote-ref-1)
2. Note: this form should be completed by either the Chief Executive or Chair of the Governing Body [↑](#footnote-ref-2)
3. Note: pursuant to Schedule 1 clause 80 of the Act, a training scheme is to be treated as a micro-credential [↑](#footnote-ref-3)