

How to Guide: Accessing and submitting your TEO self-review summary report on the NZQA Provider Portal

Introduction

The TEO self-review summary report summarises the findings of your annual organisational self-review including your review of learner wellbeing and safety practices required by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code).

The purpose of this guide is to explain how to log into the TEO self-review portal and complete your TEO self-review submission for the first time.

Please note:

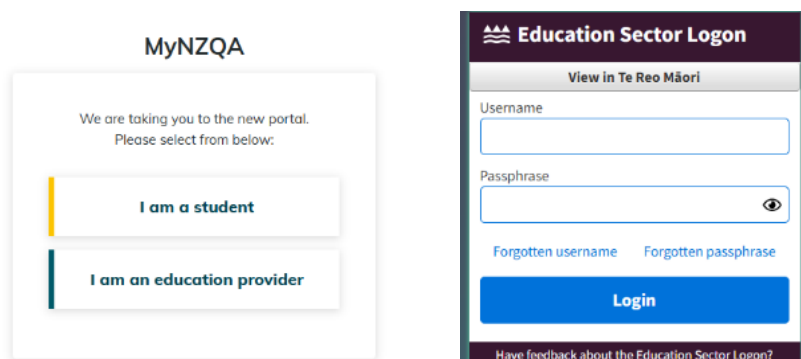
- You will only be able to access the portal template **10 weeks prior to your submission date**. You will be notified by email when your organisation is able to access the portal.
- You will need to be classified as a **TEO Management Representative** against your Education Sector Login, or ESL to log into the TEO portal.

A **video recording demonstrating how to access the portal** and submitting the TEO self-review summary report has been uploaded to our website. You can also view the video [here](#). Each heading in this document is also hyperlinked to the relevant part of the video.

Accessing the Portal

Tertiary Education Organisations (TEOs) will submit their self-review summary report through the NZQA TEO portal (myNZQA).

You can access the TEO portal on this link [Log in to NZQA - NZQA](#) *

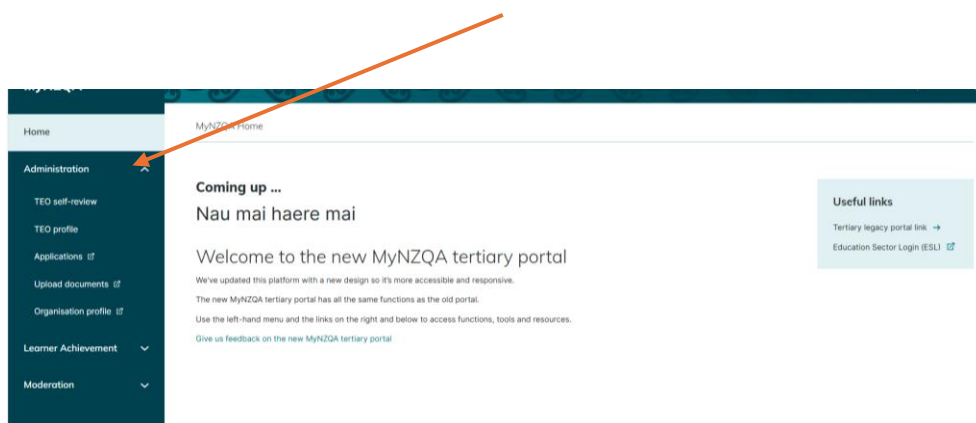


If you need to request access, please contact your organisation's ESL delegated authoriser. If you are unsure who your delegated authoriser is, you can contact the

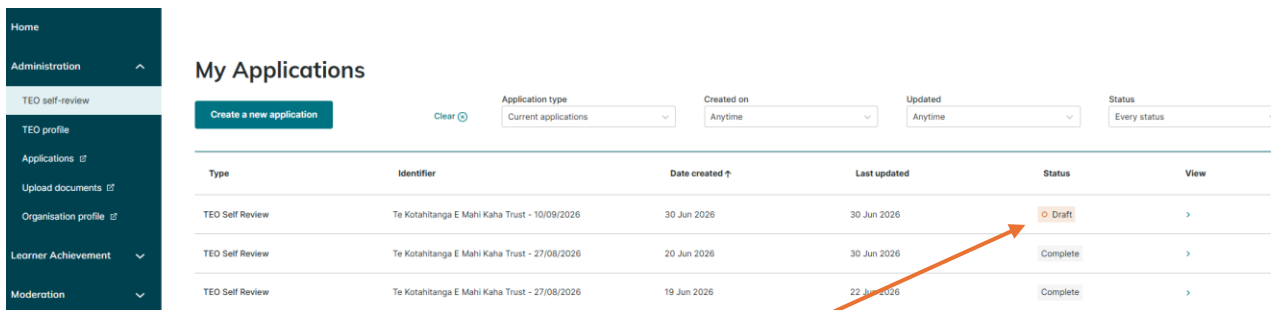
Ministry of Education's Education Service Desk by emailing service.desk@education.govt.nz

MyNZQA Homepage

Once logged in you will be taken to the MyNZQA homepage. On the left-hand side of the page, you will see the Administration tab.



Drop down the administration menu and click TEO Self-Review.



Click on the line that shows a 'draft' status.

This will take you to the Information page '**About This Form**' page.

About this form

- On this page there's information about the Form.
- Further down the page there's a link to the NZQA website if you require further information about TEO Self Review.

The screenshot shows the 'TEO self-review' page. On the left is a dark teal sidebar with a menu: Home, Administration (expanded), TEO self-review (selected), TEO profile, Applications (with an external link icon), Upload documents (with an external link icon), Organisation profile (with an external link icon), Learner Achievement (expanded), and Moderation (expanded). The main content area has the title 'TEO self-review' and a sub-header 'About this form'. Below this, it states: 'The Quality Assurance of Tertiary Education Providers Rules describe the purpose of TEO self-review being for your organisation to understand:'. A bulleted list follows: 'the quality of education or training (or both) provided.', 'the effectiveness of your quality assurance systems and practice and', and 'the outcomes achieved by learners.'. A light blue box contains a summary: 'This self-review summary report summarises the findings of your annual organisational self-review including your review of learner wellbeing and safety practices required in Section 8.2 of the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)'. Below this is a link: 'For more information visit the NZQA website.' At the bottom right of the main content area is a teal button labeled 'Continue my application'. On the right side of the page is a 'Form progress' section with a vertical timeline of steps: 'About this form' (active, with a teal circle), 'TEO Profile', 'TEO Information', 'Equivalent Full-Time Students', 'Initiatives', 'Thematic questions', 'Quality Improvement Plan', 'Attestation', and 'Review and send'.

- When you are ready, click on the box that says, '**Continue my Application.**'

TEO Profile, TEO Details page

The screenshot shows the 'TEO self-review' form. At the top, a header bar contains the text 'TEO name User0596', a 'Profile' icon, and a 'Log out' icon. Below this, the main heading is 'TEO self-review', followed by 'TEO profile' and 'TEO details'. The 'TEO details' section includes a 'TEO name' field, a 'Ministry of Education number' field, and 'Submitter's details' which consist of 'First name *' and 'Last name *' text boxes, and an 'Email address *' text box. A note below these fields states: 'Use the right email address. The submitter's email address will be used for all communications regarding this TEO self-review.' At the bottom of the form are three buttons: 'Previous page', 'Save progress', and 'Next page'. On the right side, a 'Form progress' section shows a vertical list of steps: 'About this form', 'TEO profile', 'TEO information', 'Equivalent Full-Time Students', 'Initiatives', 'Thematic questions', 'Quality Improvement Plan', 'Attestation', and 'Review and send'. The 'TEO profile' step is currently selected and highlighted. Two callout boxes with arrows point to specific elements: one points to the header bar with the text 'Your organisation's name and Ministry of Education (MoE) number will appear in the header.', and the other points to the 'Form progress' section with the text 'On the right-hand side of this page, you can track the progress of your application.'

On this page you need to enter the submitter's first and last name and email address. **It is important that the correct person's contact information is provided. The submitter's email address will be used for all communications regarding your TEO self-review summary report submission.**

Please Note:

- The pages need to be completed in chronological order.
- You can go back to any page that you have saved but not forward.
- It is important that you fill in and complete every box.
- If you do not populate each box, you will not be able to progress to the next page.
- **Save your progress as you work your way through the form as each page can time out within 10-15 minutes.**

When you are ready, click next page.

Two buttons are shown: 'Save progress' and 'Next page' with a right-pointing arrow.

TEO information page

TEO name
User0596

Profile

Log

TEO self-review

TEO Information

Activity summary

This is a summary of TEO quality assurance activities held by NZQA from the last 14 months

Activity	Met	Partially met	Not met
NZQA monitoring outcomes	0	0	0

Activity	Approved	Withdrawn	Not approved
Programme application numbers and outcomes	1	1	0

Current information

Total approved programmes	2
Current active delivery sites	1
Conditions	0

Date collected: 2026-06-30
Period covered: 14 months

What significant changes impacted your organisation over the last year? *

x

Form progress

- About this form
- TEO Profile
- TEO Information
- Equivalent Full-Time Students
- Initiatives
- Thematic questions
- Quality Improvement Plan
- Attestation
- Review and send

← Previous page

Save progress

Next page →

The “**Activity summary**” section of the page will be populated with information NZQA holds in our database about your TEO for the preceding 14 months.

- At the bottom of this page is a box where you will be asked to share any significant changes that have impacted your organisation over the last calendar year.
- Examples of significant changes might include: new delivery sites, new delivery options or a new senior leadership structure.
- If there have not been any significant changes over the last calendar year, simply write ‘none’ in the box.

When you are ready, click next page.

Save progress

Next page →

Equivalent Full-Time Students page

NZQA is requesting that TEOs share information on both international and domestic student enrolments, both funded and unfunded. We refer to these as “equivalent full-time students” or EFTS.



TEO self-review

Equivalent Full-Time Students

Please complete this page

- using EFTS data from your student management system, or
- calculate EFTS for courses with credits using the worksheet.

If you do not have a student in a particular category, please put 0.

[Download the worksheet](#)

International students

Previous full year (January - December) *

Current year to date *

Domestic unfunded students

Previous full year (January - December) *

Current year to date *

Funded students

Previous full year (January - December) *

Current year to date *

Total EFTS

Previous full year (January - December) *

Current year to date *

Total Completed EFTS ?

Previous full year (January - December) *

Total number of students

Previous full year (January - December) *

Current year to date *

Navigation buttons: Previous page, Save progress, Next page

Form progress

[About this form](#)

[TEO Profile](#)

[TEO Information](#)

[Equivalent Full-Time Students](#)

[Initiatives](#)

[Thematic questions](#)

[Quality Improvement Plan](#)

[Attestation](#)

[Review and send](#)

If you are not sure how to calculate EFTS click on the link '**Download the worksheet**' to automatically translate student numbers on credit bearing courses into EFTS.

If you are unsure about what constitutes an EFTS click on the question mark after Total Completed EFTS.

- You can pull EFTS data from your student management system or calculate EFTS for courses with credits if you cannot get the relevant data from your student management system.
- If you use this option, you will need to transfer the information from the worksheet manually into the portal boxes.
- If you do not have any students in a particular category, put the number '0'.

Remember to save your progress as you go and you must populate all the boxes to progress to the next page. When you are ready, click next page.

Initiatives page

Here you are asked to list the key initiatives that your organisation has undertaken in the previous 12 months to improve practice in the areas of teaching and learning; assessment; and learner wellbeing and safety. You can share your successes and challenges in relation to these three areas.



TEQ self-review

Initiatives

List the key initiatives your organisation undertook in the previous year to improve, highlighting your successes and challenges. Please fill in at least one for each topic of:

- Teaching and learning
- Assessment
- Learner safety and wellbeing

Key initiatives

Topic*

Select...

What did you do? *

e.g. Improved quality of staff teaching practice

Describe the successes/ challenges*

Topic*

Select...

What did you do? *

e.g. Improved quality of staff teaching practice

Describe the successes/ challenges*

Topic *

Select...

What did you do? *

e.g. Improved quality of staff teaching practice

Describe the successes/ challenges*

Add initiative +

Form progress

- About this form
- TEQ profile
- TEQ information
- Equivalent Full-Time Students
- **Initiatives**
- Thematic questions
- Quality Improvement Plan
- Attestation
- Review and send

Where it says, “**Key initiatives, Topic*;**” there is a drop-down menu for you to use for each of teaching and learning; assessment; and learner wellbeing and safety.

In the box that says, ‘**What did you do?**’ you must include at least one initiative for each of the three categories, teaching and learning; assessment; and learner wellbeing and safety.

Highlight and describe your successes and challenges regarding these three categories.

Note: There is a 2000 maximum character limit for each large box.

- NZQA is looking for a high-level summary of your initiatives.
- Your organisation will have the opportunity to expand on this information during the annual discussion with the TEQ self-review evaluator.
- There is a box called ‘Add initiative’ if you want to add more information.

Remember to save your progress as you go along.

When you are ready, click next page.

Save progress

Next page →

Thematic Questions page

The thematic question each TEO will respond to for the July 2026 to July 2027 review period is, **'Use of generative AI in delivery and assessment'**.

You are asked to tell us about:

- the opportunities you identified
- activities you undertook
- outcomes from these activities related to generative AI
- any other comments on the theme

Note: There are four boxes to populate, with a **2000 maximum character limit** for each large box.

The screenshot shows the 'TEO self-review' form. At the top right, there is a header with 'TEO name User0596', a 'Profile' icon, and a 'Log out' button. The main section is titled 'Thematic questions' and includes the instruction: 'Please provide a brief summary of your organisation's actions in relation to the following theme.' Below this, the specific theme is 'Use of generative AI in delivery and assessment:'. There are four large text input boxes for the following questions: 'What opportunities did you identify?', 'What activities have you undertaken?', 'What were the outcomes of these activities?', and 'Any other comments on the theme'. To the right of the input boxes is a 'Form progress' sidebar with a vertical list of steps: 'About this form', 'TEO Profile', 'TEO Information', 'Equivalent Full-Time Students', 'Initiatives', 'Thematic questions' (which is highlighted with a blue dot), 'Quality Improvement Plan', 'Attestation', and 'Review and send'. At the bottom of the form, there are three buttons: 'Previous page', 'Save progress', and 'Next page'.

Examples could include data privacy, academic integrity and cognitive dependency (use of AI tools that might impact learner engagement and/or critical thinking abilities).

Other examples may relate to; Assessment design, virtual reality learning tools and / or assessments, Ai assisted pre and post moderation, assessment marking.

Examples of some of the more commonly used AI tools are: ChatGPT, Claude, Co-Pilot and Gemini.

If you do not use generative AI in your organisation, please note this in each of the boxes. **Remember to save your progress as you go along.**

When you are ready, click next page.

Save progress

Next page →

Quality Improvement Plan page

You will be asked to share a minimum of 3 and maximum of 10 priority actions from your Quality Improvement Plan that you identified through your organisational self-review and have prioritised for the upcoming year.

The screenshot shows the 'TEO self-review' page. At the top, there's a header with 'TEO name User0395', 'Profile', and 'Log out'. Below this is the 'Quality Improvement Plan' section with the instruction 'Upload your Quality Improvement Plan'. A dashed box contains an 'Upload file' button and the text 'Or drag & drop your files here'. To the right, a 'Form progress' sidebar lists steps: 'About this form', 'TEO Profile', 'TEO information', 'Equivalent Full-Time Students', 'Initiatives', 'Thematic questions', 'Quality Improvement Plan' (current), 'Attachment', and 'Review and send'. The main form area is titled 'Identify at least 3 (up to 10) priority actions from your Quality Improvement Plan. Quality Improvement Plan priority actions'. It contains three identical sets of input fields: 'What is the opportunity or problem?', 'What action are you taking?', 'Proposed completion date' (with a date picker), and 'Expected impact'. At the bottom right of the form is a button labeled 'Add new priority action'.

You can upload your organisation's quality improvement plan or drag and drop your files into the box provided.

There is a limit of 5 megabytes and no more than 2 documents.

Note: it might take a moment for your file to upload.

Outline your opportunity or problem and what action you are taking. Then indicate a proposed completion date for these actions and the outcomes you expect to achieve alongside how you will know that they have been met.

There is the opportunity to add more than 3 priority actions by using the '**Add new priority Action**' tab.

Remember to save your progress as you go along.

When you are ready, click next page.

Save progress

Next page →

Attestation page

This is where you will attest that your organisation is compliant with:

- [Education and Training Act 2020 | New Zealand Legislation](#),
- Relevant NZQA rules [Quality assurance hub - NZQA](#)
- [The Tertiary and International Learners Code of Practice - NZQA](#)

TEO name: User0596 | Profile | Log out

TEO self-review

Attestation

To the best of our knowledge, our organisation is compliant with its obligations under the following:

The Education and Training Act 2020 and all relevant NZQA rules

☒ Yes, the organisation is compliant
☐ No, the organisation is non-compliant

Additional information

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

☒ Yes, the organisation is compliant
☐ No, the organisation is non-compliant

Additional information

A self-review of your organisation's performance against the Code has been undertaken. The Code requires that your organisation's self-review report (including annual complaints and critical incidents data) is readily available in accessible formats to learners, staff, and the public on your organisation's website. Please provide a link to your organisation's current publication on your organisation's website in the box below. If it is not available, please explain why.

☒ Yes, the organisation is compliant
☐ No, the organisation is non-compliant

Additional information

Form progress

- About this form
- TEO Profile
- TEO Information
- Equivalent Full-Time Students
- Initiatives
- Thematic questions
- Quality Improvement Plan
- Attestation**
- Review and send

← Previous page | Save progress | Next page →

Click the radio button to indicate 'yes' or 'no'. You can add information in the boxes to explain your responses if you have selected 'no'.

You will also attest that your organisation has completed a self-review against the Code and that a summary of your Code self-review has been published and is accessible to the public, including on your website. This includes publication of your annual complaints and critical incidents data.

You will be asked to include the URL to your Code self-review. **This URL link will be checked by the NZQA self-review evaluator.**

If you do not include the URL link to your Code self-review the attestation defaults to 'no'. Your TEO Self Review evaluator will be in contact to discuss this with you.

Remember to save your progresses you go along.

When you are ready, click next page.

Save progress

Next page →

TEO self-review, Review and Send page

Prior to submitting your summary, you will be asked to review and confirm that the information in your submission is correct and complete and that NZQA is authorised to use this information for the purposes of quality assurance.

TEO self-review

Review and send

Check the information below is correct before you submit your TEO self-review.

[Print PDF](#)

TEO information

Name of TEO

Activity summary

This is some summary text information for the TEO activities that have taken place for this TEO over the duration. There may be three or more lines of text depending on the activity

Significant changes

This is some summary text information for the TEO activities that have taken place for this TEO over the duration. There may be three or more lines of text depending on the activity

Equivalent full time students

International students

Previous full year: 187 Current year to date: 220

Domestic unfunded students

Previous full year: 221 Current year to date: 200

TEC funded

Previous full year: 221 Current year to date: 200

Form progress

- ✓ About this form
- ✓ TEO profile
- ✓ TEO information
- ✓ Equivalent Full Time Students
- ✓ Initiatives
- ✓ Thematic questions
- ✓ Quality Improvement Plan
- ✓ Attestation
- ⊙ Review and send

You can now save and/or print a PDF of your submission for your records.



Once your self-review is submitted you will not be able to log back into the document to make changes.

Review all aspects of your submission before submitting and check that all details and fields have been completed accurately.

The following sections will be summarised for your final review:

- **TEO Information**
- **Equivalent Full-Time Students (EFTS)**
- **Initiatives** (Teaching & Learning, Assessment, and Learner Well-being and Safety)
- **Thematic Review**
- **Quality Improvement Plan**

If you are happy with the details, complete the Attestation by ticking the boxes in the confirmation section at the bottom of the page and then click submit your application.

If you want to amend your submission, you will need to discuss this with your allocated TEO self-review evaluator when they contact you.

Next steps

Note: The timeframes shown are indicative. While we will endeavour to meet these timeframes, operational factors may result in changes. As the process matures, timelines may be refined or adjusted to better support TEOs and NZQA's quality assurance activities.

Once your submission is received by NZQA, your TEO self-review evaluator will review it and may contact you within 5 working days if they need to request more information.

If a date and time for the annual discussion has not already been confirmed, your evaluator will be in contact within 5 working days of receiving your submission to arrange this.

You will receive a **discussion plan** based on your annual self-review submission. This plan will be provided within **5 working days of submission (Day 0 being the date your submission is received)** or by the latest due date set by NZQA.

The discussion plan is an opportunity for your TEO to:

- Review the proposed discussion focus
- Suggest additional agenda items
- Identify if areas need to be rebalanced or weighted differently

The **annual discussion will be held within 15 working days** of NZQA receiving your submission and will typically be 90 minutes in duration.

To support accurate record keeping, the discussion will be **recorded using Microsoft Copilot** to assist in summarising the meeting notes. A copy of these notes will be shared with the TEO.

Once the discussion notes have been reviewed and **signed off by the provider (TEO)**, the recording will be **securely deleted**. Once confirmed, the **process is considered complete**

A **6-month check-in** may also be scheduled to review progress against your quality improvement actions.

If you have questions or need further support, please contact us by emailing teo_sr@nzqa.govt.nz.