



# CONSENT TO ASSESS APPLICATION

**Organisation:**

**Physical address:** *(not a PO Box)*

**Primary contact:**

**Job title:**

**Email address:**

**Telephone number:**

Please tick **one**:

New Consent to Assess Application

Extension to Existing Scope

**Domain applied for:** *(If applying for whole Domain)*

Sector	Domain	Level

**Unit standards applied for:** *(Not necessary to list unit standards if applying for whole domain above)*

US Number	Title	Domain	Level	Credits

## Acceptance and signature:

Please tick **one**:

My organisation is registered with NZQA

My organisation is in the process of registering with NZQA

**Schools only:** *(Prior to sending your Consent to Assess Application, please consult your ServiceIQ Schools Advisor.)*

My Schools Advisor has reviewed this application

Name of Schools Advisor:

Name of Principal's Nominee (Schools); Programme Coordinator or Manager (Providers)

**Name:**

**Date:**

# Before submitting please refer to this checklist

## Have you:

- Provided an opening statement about your target market and your reason for applying?
- Stated which unit standard/s domain titles and levels you wish to apply for?
- Checked that each of the relevant criteria in the applicable CMR\* have been met?

\*CMR (Consent and Moderation Requirements) documents set out industry expectations around unit standard delivery and assessment and are accessible on the NZQA website.

## Check that all related supporting documentation has been attached to your application, including:

- This cover sheet.
- Lesson plan matched to the outcome of the unit standard.
- Detailed course/programme outline with schedules for assessment situations.
- Local industry involvement.
- An up to date CV of current tutor/assessor, with supporting qualifications and experience to teach/assess the proposed unit standard/s.
- Provided a signed MOU/Contract with relevant party/parties for any use of offsite facilities (if applicable).
- A full copy of your organisation's QMS to support your application.

## Please indicate how you are providing these documents to ServicelQ:

- Mail/Courier
- Email
- On Flash Drive
- Google Docs, Dropbox, etc. (provide link):

## Sending materials to ServicelQ's Quality Assurance Team

You may **post** or **email** your moderation materials or consent to assess applications.

**POST:** ServicelQ  
Attn: Quality Assurance Coordinator  
Level 14, Plimmer Towers  
2-6 Gilmer Terrace  
Wellington 6011



**EMAIL:** Quality@ServicelQ.org.nz

If you have any questions, please don't hesitate to contact our Quality Assurance Team: **0800 863 693**

