

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: *(This must be signed before consent work is undertaken)*

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.)*

<input type="checkbox"/> My Schools Advisor has reviewed this application	Name of Schools Advisor: <input type="text"/>
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This section **must** be signed by Principal's Nominee (Schools); Programme Coordinator or Manager (Providers)

Signed:

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**

