



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 ServiceIQ's Senior Advisor Schools Compliance.)*

ServiceIQ's Senior Advisor Schools Compliance has reviewed this application

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?
- discussed with ServiselQ's Senior Advisor Schools Compliance? (*Schools only*)

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

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 as per the relevant CMR.
- 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.

Charges for Consent to Assess applications:

- Advice on preparing a CTA application: no charge.
- Application administration fee: \$75 per hour plus GST (per application).
- Evaluation of CTA documentation: \$150 per hour plus GST.
- Travel and accommodation (if required): reimbursement for actual and reasonable travel and accommodation expenses; any vehicle mileage as per the IRD rate applicable at the time.

Sending materials to ServiselQ's Quality Assurance Team

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

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



EMAIL: Quality@ServiselQ.org.nz

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

