# Employer choice for industry training:

# Application form

This application form is for an employer to apply to the Tertiary Education Commission for approval to have its training managed by another industry training organisation. The application is made and considered under section 10A of the Industry Training and Apprenticeships Act 1992. If you wish to make an application, please make sure you read the supporting operational policy.

## Overview of application form

Applicants must complete parts 1 and 2, and either part 3A or 3B (unless the application is made on both grounds).

**Part 1:** Information about the employer.

**Part 2:** Information about the industry training organisations (ITOs).

**Part 3A:** The current ITO does not have the capacity to provide a satisfactory service.

**Part 3B:** The applicant faces significant administrative and compliance costs as its training needs are covered by more than one ITO.

## Making an application

Applicants should read the *Employer choice for industry training: Operational policy* before completing this application form.

When considering applications, we will use the evidence provided by the employer and ITOs, as well as drawing on information we hold about the parties involved.

Completed applications and supporting evidence should be emailed to us at [sectorhelpdesk@tec.govt.nz](mailto:sectorhelpdesk@tec.govt.nz) or posted to the Tertiary Education Commission, P O Box 27048, Wellington 6141.

## Questions

If you have any questions about the application process, please contact us on 0800 601 301 or by emailing [sectorhelpdesk@tec.govt.nz](mailto:sectorhelpdesk@tec.govt.nz).

## Part 1. Employer details

|  |  |
| --- | --- |
| Employer name |  |
| Employer postal address |  |
| Contact person and position |  |
| Contact person phone number and email address |  |

## Part 2. ITO details

|  |  |
| --- | --- |
| 1. Your **current** **ITO(s).** |  |
| 1. Have you advised your **current ITO(s)** of this application?   If yes, please go to question 3.  If no, please go to question 4. | Yes  No |
| 1. Does your **current ITO(s)** support your application?   Please provide evidence for either response. | Yes  No |
| 1. Do you authorise us to provide any of the information you provide with this application to your **current ITO(s)** to support transparency of process?   If no, your application cannot proceed. | Yes  No |
| 1. Your **preferred ITO.** |  |
| 1. Contact person in **preferred** **ITO.** |  |
| 1. Does the **preferred** **ITO** support your application?   If yes, please provide evidence. |  |
| 1. Is the **preferred** **ITO** capable of managing delivery of industry training to enable your employees to attain the necessary skill standards?   If yes, please provide evidence from the ITO showing how it will provide appropriate service, and how the training, assessment and moderation will occur. |  |

## Part 3A. Grounds under which application is made where current ITO does not have capacity to provide a satisfactory service

This section should be completed by employers seeking to change ITOs under section 10A(b)(i) on the basis that the current ITO does not have the capacity to provide a satisfactory service to the employer.

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| --- | --- |
| 1. Are you experiencing any service issues with your **current** **ITO(s)**?   If yes, please complete questions 10 to 15.  If no, please complete question 16. | Yes  No |
| 1. Describe the issues you are experiencing. |  |
| 1. What impact have those issues had on your employees attaining skill standards applicable to your industry?   Please provide evidence. |  |
| 1. Have you sought to resolve those issues?   If yes, how have you done this?  Please provide evidence of emails, written correspondence, or meeting notes. |  |
| 1. What level of service do you expect from your **current ITO(s)** that is not being provided? |  |
| 1. In your view, does your **current** **ITO(s)** have the capacity (ability) to provide a satisfactory service to you?   Please provide an explanation. |  |
| 1. How do you expect the **preferred ITO** to overcome the issues described in 10. above? |  |
| 1. If you are not experiencing any service issues with your **current ITO(s)**, please explain the rationale for your application. |  |

## Part 3B. Grounds under which application is made where employer faces significant administrative and compliance costs because training is managed by multiple ITOs

This part should be completed by employers seeking to change ITOs under section 10A(b)(ii) on the basis that the employer faces significant administrative and compliance costs as its training needs are covered by more than one ITO.

|  |  |
| --- | --- |
| 1. Do you have significant administrative and compliance costs due to dealing with multiple ITOs?   If yes, please explain. |  |
| 1. How will the proposed new arrangements help improve the administrative and compliance costs?   If yes, please explain. |  |
| 1. What is your rationale for selecting the **preferred ITO**? |  |