

Enquiry Form

Providers new to and wanting to expand work-based learning provision

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# Important Information

This enquiry form is for providers new to and wanting to expand into new work-based learning.

This includes organisations that do not currently receive TEC funding and those that are currently funded by the TEC and wish to be considered for new or additional funding for work-based learning.

## Changes to work-based learning

As part of the vocational education and training reform, institutes of technology and polytechnics (ITPs), wānanga and private training establishments (PTEs) will all be able to apply to deliver work-based learning. Delivery of funded work-based learning will require approval from the Tertiary Education Commission (TEC).

Industry will play a strong role in determining the requirements for the network of provision for work-based learning. In most cases we want to give Industry Skills Boards (ISBs) an opportunity to stand-up and gather information about the network of provision that industry want for their sectors before we approve new providers.

We want to ensure the network of provision for work-based learning meets the needs of industry and provides high quality, stable provision for learners.

## Purpose of the enquiry form

We will only consider new work-based learning providers for TEC funding in 2026 in exceptional circumstances.

Decisions about additional providers, or expansion of current providers’ provision, will only occur in exceptional circumstances. We will apply **a high test for industry support** when considering any new work-based learning provision until we receive information from ISBs.

We encourage that before providers begin preparing for future work-based learning opportunities to read the guidance information – see [Work-based learning provision](https://www.tec.govt.nz/vocational-education/vocational-education/changes-to-the-vocational-education-and-training-vet-system/new-work-based-learning-model/work-based-learning-provision). This enquiry form will be the first step in the application process. It is designed to start the process with providers without requiring them to complete a full application form.

## Who is eligible?

ITPs, wānanga and PTEs will all be able to apply to deliver work-based learning. However, providers will only be approved for TEC funding in 2026 in exceptional circumstances.

The number of providers able to receive TEC funding for work-based learning will relate to the required network of provision for work-based learning. TEC’s knowledge of the network of provision needed for a sector will be informed by industry. ISBs will have the responsibility for working with industry to understand the network of provision that is required from January 2026.

As the ISBs will not be standing up until January 2026, we will only consider providers that are able to provide evidence of significant industry support. This will mean that a provider will have to show that they have worked with stakeholders that are, or represent, the majority of the relevant industry. Stakeholders must support them as an additional provider needed to support the network of provision.

**How do I submit my enquiry form?**

Spend some time understanding the requirements of both TEC and the New Zealand Qualifications Authority (NZQA) in relation to work-based learning. Engage with industry and determine if there is industry support for your planned delivery.

When you have a plan on how you could successfully deliver work-based learning, complete this enquiry form. We will review the form and get in touch with you. If we determine that you have worked through enough of the preparatory work and that there is sufficient industry support, we will ask you to complete a full application form.

Upload completed enquiry forms to DXP Ngā Kete. Please name your document “[Your EDUMIS number] – New WBL Enquiry Form”. Email [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) to advise you have uploaded your form with the subject line “[Your EDUMIS number] – New WBL Enquiry Form”.

If you are not a current DXP Ngā Kete user please email [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) with the subject line “[Your EDUMIS number] – New WBL Enquiry Form”.

If you need help or support to complete this form, please contact us on 0800 601 301 or

[customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

# Administrative Information

Administrative Information

|  |  |
| --- | --- |
| Organisation information |  |
| Legal Name of Organisation |  |
| Trading Name (if different to legal name) |  |
| Are you a registered entity with NZQA (PTE/wānanga/institute of technology and polytechnic)? | Yes/No/Pending |
| If yes, what is your EDUMIS? |  |
| Do you currently receive TEC funding? | Yes/No |
| Are you currently delivering work-based learning? | Yes  Yes, but through a subcontracted arrangement  No |
| If you currently deliver work-based learning as a subcontractor, what is the name of the provider you subcontract to? |  |
| TEC Relationship Manager (if applicable) |  |

|  |  |
| --- | --- |
| Contact information |  |
| **Lead Contact person for this application and ongoing funding matters** | |
| Name |  |
| Role |  |
| Phone |  |
| Email |  |

Financial Information

# Industry support[[1]](#footnote-2)

Please complete the questions below.

**Have you worked with a workforce development council (WDC) or industry skills board (ISB) to connect with and understand industry needs and preferences? Briefly state who you have worked with and what you have engaged with them on.**

**Which industry associations have you worked with in preparing to deliver work-based**

**learning? What percentage of industry do these industry associations represent?**

**Which major employers have you worked with in preparing to deliver work-based learning? What percentage of employees for this sector do these employers represent?**

**If your industry comprises many small employers, what action have you taken to ensure you have considered their voice?**

**Please provide feedback from your industry stakeholders detailing why they would support you as an additional provider of work-based learning.**

## Quality provision

**Have you established internal systems to track learners and employer engagement? If yes, briefly explain.**

(no more than 100 words)**.**

**Have you established workplace assessment procedures to support learners and employers? If yes, briefly explain.**

(no more than 100 words)**.**

**Do you have staff with the appropriate skills to support work-based learning (this includes, technical knowledge, learner support, employer engagement and assessment and moderation)? If yes, briefly explain.**

(no more than 100 words).

## Technology

**Do you have access to DXP Ngā Kete?**

Yes/No

**Do you have staff who have technical experience with** **DXP Ngā Kete?**

Yes/No

**Do you have staff who have experience with the data requirements for work-based training?**

Yes/No

**Explain your technology capability, including staff expertise.**

(no more than 200 words)

## Proposed Work-based Learning Provision

Please complete the table below and provide all information on the provision your organisation is proposing to deliver.

Copy and paste extra rows if necessary.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Qualification Code | Programme/credential Name | Level | Credit value | NZQA Approval to deliver this programme (provider-based delivery) | NZQA Approval to deliver this programme (work-based delivery) | Region of delivery | If you do not have NZQA programme approval for work-based delivery, what is your stage of development?  › Yet to commence  › Work under way  › Application with WDC/ISB/NZQA | When do you expect you will be ready to start offering this work-based programme/credential[[2]](#footnote-3)? |
|  |  |  |  | Choose an item. | Choose an item. | Choose an item. |  |  |
|  |  |  |  | Choose an item. | Choose an item. | Choose an item. |  |  |
|  |  |  |  | Choose an item. | Choose an item. | Choose an item. |  |  |
|  |  |  |  | Choose an item. | Choose an item. | Choose an item. |  |  |
|  |  |  |  | Choose an item. | Choose an item. | Choose an item. |  |  |

Declaration

|  |  |
| --- | --- |
| If you have not determined which qualification/s you intend to deliver, provide details of which sector you intend to deliver work-based training for, eg, plumbing? |  |

Declaration

Declaration

This part must be signed by the organisation’s Chief Executive, General Manager, Board of Trustees Chair or a designated authority on behalf.

|  |  |
| --- | --- |
|  | |
| I declare that to the best of my knowledge the information given in all sections of this application is true and correct.  I acknowledge that this enquiry form does not guarantee progression to a full application or funding approval. Any funding decisions will be made after the review of your application and all applicable evidence in the context of applications by other providers, industry input and available funding. | |
| ***Signature*** |  | |
| ***Date*** |  | |
| ***Name*** |  | |
| *Role/position* |  | |

1. Note that we are looking for a significant level of industry support. If you have not been in contact with the majority of stakeholders for an industry your application will be unlikely to be successful at this time. [↑](#footnote-ref-2)
2. This date should consider all NZQA approvals and other compliance requirements [↑](#footnote-ref-3)