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| TEO micro-credentials  **Application Form** |

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# TEO micro-credentials application form

This form is for micro-credentials. Before completing the form, please read [the Micro-credentials Funding Approval Criteria and Guidelines](https://www.tec.govt.nz/assets/Forms-templates-and-guides/Micro-credentials-Criteria-and-Guidelines-effective-1-Nov-2022.pdf) for more information about the application requirements and what micro-credentials TEC may fund.

## How to submit this application form?

Submit this approval request form along with the required accompanying evidence via [DXP Ngā Kete](https://dxp-ngakete.tec.govt.nz/). Please use the following naming convention: **“[EDUMIS number] – Micro-credential approval request form – [Micro-credential name]”**.

Once submitted, email [micro-credentials@tec.govt.nz](mailto:micro-credentials@tec.govt.nz) to confirm your request.

## Organisation information

|  |  |
| --- | --- |
| Organisation name |  |
| EDUMIS number |  |
| Contact Name/s |  |
| Role or position within your organisation |  |
| Phone |  |
| Mobile |  |
| Email |  |

**Micro-credential details**

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| Micro-credential name (as approved by the New Zealand Qualifications Authority (NZQA) or the University Academic Board[[1]](#footnote-2)) |  |
| Micro-credential code as assigned by NZQA or CUAP |  |
| New Zealand Qualifications and Credentials Framework (NZQCF) level |  |
| Credit value |  |
| Title of the qualification that includes this micro-credential if it is to be stacked into a qualification. |  |
| Intended Fund |  |
| Funding category – alphabetic and numeric code *(see* [*here*](https://www.tec.govt.nz/assets/Forms-templates-and-guides/2024-vs-2025-Funding-Rates.xlsx) *for code categories by fund)* |  |
| Will this micro-credential delivered by work-based learning or provider-based? |  |

## Proposed volume/funding

In this section, confirm your proposed EFTS or STMs sought for your micro-credential. We expect that funding will come from reprioritisations within TEOs’ [existing allocations](https://www.tec.govt.nz/assets/Forms-templates-and-guides/Micro-credentials-Criteria-and-Guidelines-effective-1-Nov-2022.pdf)[[2]](#footnote-3).

Please be consistent with your current Plan approval, i.e., if you only have approval for 2025, only complete the 2025 column.

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| **EFTS/STM volume** | | | |
|  | **2025** | **2026** | **2027** |
| Number of learners |  |  |  |
| Volume of Equivalent Full Time Learners (EFTS[[3]](#footnote-4) /STM) |  |  |  |
| Proposed TEC cost[[4]](#footnote-5) based on the Funding category – alphabetic and numeric code *(see* [*here*](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.tec.govt.nz%2Fassets%2FForms-templates-and-guides%2F2024-vs-2025-Funding-Rates.xlsx&wdOrigin=BROWSELINK) *for code categories by fund)* |  |  |  |

## Organisation eligibility

This section seeks to establish your organisation’s eligibility for micro-credential funding.

All tertiary education organisations (TEOs) that currently receive or are eligible to receive funding from the Delivery on the NZQCF (DQ) funds can be funded to deliver micro-credentials.

If your organisation does not currently receive on-Plan funding, please refer to our [website](https://www.tec.govt.nz/) for more information on how to apply for funding through an Investment Plan for the first time.

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| My organisation currently receives DQ Funding. | Choose an item. |
| My organisation receives on-Plan TEC funding but not from DQ funds. | Choose an item. |

## Micro-credential eligibility

This section of the application form seeks to establish if the micro-credential you are applying to fund is eligible in accordance with the [Micro-credential Funding Criteria and Guidelines](https://www.tec.govt.nz/assets/Forms-templates-and-guides/Micro-credentials-Criteria-and-Guidelines-effective-1-Nov-2022.pdf).

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| Criterion One: NZQA or CUAP approval  1. Universities must show evidence of approval for the micro-credential from the Committee on University Academic Programmes (CUAP).. 2. All other TEOs must submit NZQA approval documents of the micro-credential. | |
| Has the micro-credential been approved by NZQA or the University’s Academic Board?  *If yes,* ***please attach all relevant evidence****.* | Choose an item. |

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| Criterion Two: Clear Purpose and Outcomes  1. Micro-credentials must: 2. have stand-alone value 3. be tightly focussed on a set of skills 4. have clearly identified learner profile 5. have clear employment outcome(s) or community benefits |
| **Micro-credential description**  *Please provide a description of the micro-credential content and graduate profile (in 200 words or less).* |
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| **How was the need for this micro-credential identified?**  *Please provide a description of how the need for this micro-credential was identified (in 200 words or less).* |
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| **What are the outcomes of the micro-credential?**  *Please provide a brief description of how this micro-credential will be used by graduates and what the expected outcomes are for industry or specific community groups or iwi (in 200 words or less).* |
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| **Who is the intended learner?**  *Provide information about the target learner group for this micro-credential (in 200 words or less). If this micro-credential is designed or intended for school leavers, please explain why it would be a better option for them than enrolling in a full qualification.* |
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| Criterion Three: Industry or Community Support  1. TEOs must show evidence of industry or community need. 2. Industry micro-credentials:    1. If seeking DQ Levels 1-2 or 7+ funding, the micro-credential must demonstrate support from a broad range of employers and/or the relevant industry body where one exists.    2. If seeking DQ3-7 (non-degree) funding including for all industry training, the micro-credential must demonstrate support from a WDC, as well as a broad range of employers.    3. Evidence of support needs to explain the industry need for the micro-credential and how that need was identified.    4. Evidence of employer support must demonstrate a commitment to employ graduates or enrol current employees. 3. Community/iwi micro-credentials:    1. must demonstrate outcomes with broad public benefits, beyond those expected for the individual learners, and    2. community groups/iwi must demonstrate support and ongoing commitment to utilise the community micro-credential. | |
| Are you seeking approval for an industry or community micro-credential?[[5]](#footnote-6) | Choose an item. |

**Industry micro-credentials**

*If you are applying for a community micro-credential, you can skip this section.*

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| If this is a micro-credential at levels 1-2 or 7+, have you attached evidence of support from a broad range of employers and/or the relevant industry body where one exists? | Choose an item. |
| If this is a micro-credential at levels 3-7 non-degree, have you attached evidence of support from a WDC, as well as from a broad range of employers? | Choose an item. |
| Does the evidence attached explain what the industry need for the micro-credential is and how that was identified by industry? | Choose an item. |
| Have you attached evidence that employers are willing to employ graduates of this micro-credential, or to enrol their current employees? | Choose an item. |

**Community micro-credentials**

*If you are applying for an industry micro-credential, you can skip this section.*

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| Have you provided evidence that the micro-credential outcomes would provide broad social benefits, beyond those expected by the individual learner? | Choose an item. |
| Have you provided evidence that a community group or iwi are committed to using the micro-credential? | Choose an item. |

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| Criterion Four: Strategic Alignment  1. Micro-credentials must demonstrate alignment with the priorities outlined in the [Tertiary Education Strategy (TES)](https://assets.education.govt.nz/public/Documents/NELP-TES-documents/FULL-TES-2020.pdf), [Plan Guidance](https://www.tec.govt.nz/assets/Forms-templates-and-guides/Plan-guidance-and-toolkit-2024/Plan-Guidance-for-2024-FINAL-PDF.pdf) and [Supplementary Plan Guidance](https://www.tec.govt.nz/assets/Forms-templates-and-guides/Investment-Toolkit/Supplementary-Plan-Guidance-for-investment-in-2023.pdf). | |
| What TES, Plan Guidance or Supplementary Plan Guidance priorities does this micro-credential contribute towards?  *Please clearly explain which* ***specific priorities*** *the micro-credential supports and how (in 200 words or less).* | |
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| Criterion Five: Complementing other investment  1. To be funded, the micro-credential should **not** be: 2. training that employers are legally required to ensure their staff have 3. training in which a business has a particular commercial interest 4. primarily aimed at public sector staff, 5. aimed at the ongoing professional development of people already employed (and holding registration where applicable) in vocationally specific occupations, such as regulated occupations or where government already funds professional development. This does not apply to all funded industry training. 6. eligible for funding by another government agency | |
| Is the micro-credential designed to fulfil legal training requirements that an employer is required to ensure their staff have such as health and safety or liquor licensing (as examples)? | Choose an item. |
| Is the micro-credential designed as training in which a business has a particular commercial interest such as software training (as an example)? | Choose an item. |
| Is the micro-credential particularly aimed at public sector staff? | Choose an item. |
| Is the micro-credential aimed at the ongoing professional development of people already employed (and holding registration where applicable) in vocationally specific occupations, such as regulated occupations (except all funded industry training or where government already funds professional development? | Choose an item. |
| Is the micro-credential eligible for funding by another government agency? | Choose an item. |

## Declaration

This section must be signed by your organisation’s Vice-Chancellor, Chief Executive, General Manager, or Director, or a designated authority on their behalf.

Note: electronic signatures are acceptable.

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| **Declaration** | |
| * I agree that there is senior management commitment to the proposed micro-credential detailed in this approval request form. * I declare that to the best of my knowledge the information given in this approval request form is true and correct. | |
| Name and position: |  |
| Date: |  |
| Signature: |  |

## Checklist

Use this checklist to ensure you have completed the form correctly. This should help to avoid delays.

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| Have you attached NZQA/CUAP approval documentation? |  |
| Have you attached evidence of support from industry or community? |  |
| Has the Declaration been signed? |  |

1. In accordance with the CUAP Handbook criteria. [↑](#footnote-ref-2)
2. Please refer to Page 5 of the Funding Approval Criteria and Guidelines for more information. [↑](#footnote-ref-3)
3. One EFTS is equivalent to 120 credits or 1200 notional learning hours. To work out the EFTS value, divide the credit value of your micro-credential by 120 and then multiply by the number of actual learners you intend to enrol. [↑](#footnote-ref-4)
4. Example to work out TEC cost: If you are proposing to deliver 10 EFTS (1 EFTS = 120 credits) of DQ provision with a funding category of F1 (i.e. Humanities, Business and Social Service Vocations), multiply the funding rate per EFTS by the number of expected EFTS. [↑](#footnote-ref-5)
5. If the micro-credential is developed in response to industry needs and has employment outcomes, it would be assessed as an industry micro-credential. If it is developed for one or more community groups and/or iwi, then it will be assessed as a community micro-credential. [↑](#footnote-ref-6)