

**Tertiary Education
Commission**

Te Amorangi Mātauranga Matua



TEO micro-credentials Application Form

TEO micro-credentials application form

This form is for TEO-developed micro-credentials. Before completing the form, please read [the Micro-credentials Funding Approval Criteria and Guidelines](#) 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 and any accompanying evidence via Workspace 2. Please use the following naming convention: “[EDUMIS number] – Micro-credential approval request form – [Micro-credential name]”.

Once submitted, email micro-credentials@tec.govt.nz to confirm your request.

Organisation administrative information

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

Micro-credential details

Micro-credential name as approved by the New Zealand Qualifications Authority (NZQA) or the University Academic Board ¹	
New Zealand Qualifications and Credentials Framework (NZQCF) level	
Credit value	
Intended fund ²	
Funding category – alphabetic and numeric code (<i>see here for code categories</i>)	

¹ In accordance with the CUAP Handbook criteria.

² The funds listed here come into effect on 1 January 2023. Until then, all references to the DQ funds in this document are to be treated as references to Student Achievement Component or Industry Training Funds.

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](#) for more information on how to apply for funding through an Investment Plan for the first time.

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

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](#).

Criterion One: NZQA or Academic Board Approval	
<ol style="list-style-type: none">1. Universities must show evidence of Academic Board approval for the micro-credential in line with the criteria set out in the CUAP Handbook.2. All other TEOs must show evidence of NZQA approval of the micro-credential.	
Has the micro-credential been approved by NZQA or the University's Academic Board? <i>If yes, please attach all relevant evidence.</i> <i>If no, please refer to the Micro-credential Criteria and Guidance or contact us if you'd like to apply for pre-approval.</i>	

Criterion Two: Clear Purpose and Outcomes

1. Micro-credentials must:
 - a. have stand-alone value
 - b. be tightly focussed on a set of skills
 - c. have clearly identified learner profile
 - d. 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).

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).

What are the outcomes of the micro-credential?

Please provide a brief description of how this micro-credential will be utilised by graduates and what the expected outcomes are for industry or specific community groups or iwi (in 200 words or less).

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.

Criterion Three: Industry or Community Support

1. TEOs must show evidence of industry or community need.
2. Industry micro-credentials:
 - a. If seeking SAC 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.
 - b. If seeking DQ3-7 (non-degree) funding, the micro-credential must demonstrate support from a WDC, as well as a broad range of employers.
 - c. Evidence of support needs to explain the industry need for the micro-credential and how that need was identified.
 - d. Evidence of employer support must demonstrate a commitment to employ graduates or enrol current employees.
3. Community/iwi micro-credentials:
 - a. must demonstrate outcomes with broad public benefits, beyond those expected for the individual learners, and
 - b. 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? ³	
--	--

Industry micro-credentials

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

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?	
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?	
Does the evidence attached explain what the industry need for the micro-credential is and how that was identified by industry?	
Have you attached evidence that employers are willing to employ graduates of this micro-credential, or to enrol their current employees?	

Community micro-credentials

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

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

³ If the micro-credential was 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.

Criterion Four: Strategic Alignment

1. Micro-credentials must demonstrate alignment with the priorities outlined in the [Tertiary Education Strategy \(TES\)](#), [Plan Guidance](#) and [Supplementary Plan Guidance](#).

What TES, Plan Guidance or Supplementary Plan Guidance priorities does this micro-credential contribute towards?

Please explain which specific priorities the micro-credential supports and how (in 200 words or less).

Criterion Five: Complementing other investment

1. To be funded, the micro-credential should **not** be:
 - a. training that employers are legally required to ensure their staff have
 - b. training in which a business has a particular commercial interest
 - c. primarily aimed at public sector staff,
 - d. 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
 - e. 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)?

Is the micro-credential designed as training in which a business has a particular commercial interest such as software training (as an example)?

Is the micro-credential particularly aimed at public sector staff?	
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 or where government already funds professional development?	
Is the micro-credential eligible for funding by another government agency?	

Proposed volume/funding

In this section, confirm your proposed EFTS or STMs sought for your micro-credential. Please note that there is no specific additional funding available to support micro-credentials. We expect that in most cases funding will come from reprioritisations within TEOs' [existing allocations](#)⁴.

Please be consistent with your current Plan approval, i.e., if you only have approval for 2022, only fill in the 2022 column.

EFTS/STM volume			
	2022	2023	2024
Number of learners			
Volume of Equivalent Full Time Learners (EFTLs or EFTS) ⁵			
Proposed TEC cost ⁶			
Additional funding⁷			
<i>This is not an additional funding application process, we are just seeking an indication of your intentions.</i>			
Do you intend to seek additional funding on top of your currently approved funding?			
If yes, how much additional funding do you expect to be seeking per year (in line with your current Plan length)?	2022	2023	2024

⁴ Please refer to Page 5 of the Funding Approval Criteria and Guidelines for more information.

⁵ One EFTL or EFTS is equivalent to 120 credits or 1200 notional learning hours. To work out the EFTL/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.

⁶ Example to work out TEC cost: If you are proposing to deliver 10 EFTLs (1 EFTL = 120 credits) of DQ provision with a funding category of A1 (i.e. Arts [#03] or Social Sciences [#03]), multiply the funding rate per EFTL by the number of expected EFTLs.

⁷ If you are seeking additional funding you will be required to submit an [Additional Funding Request](#) form. Please refer to Page 5 of the Funding Approval Criteria and Guidelines for more information.

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.

5.1 Declaration	
<ul style="list-style-type: none"> › 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:	