

Credit Inclusion of Other Qualifications in the National Certificate of Educational Achievement

Application Form
To be completed by the Qualification Owner or their Delegated Agent in New Zealand

All relevant sections of this form must be completed
A separate form must be completed for each qualification/qualification component

Section A: Applicant details

Name of Qualification Owner, and their delegated agent* in New Zealand, if this application is being made by the agent.

Owner: _____

Delegated agent: _____

New Zealand contact details

Address: _____

Phone number: _____ Fax: _____

e-mail: _____

Contact person

Name: _____ Position: _____

* Refer to 7.3.2 [Application for a qualification to appear on the approved list](#)

Section B : Qualification or Qualification component details*

Title: _____

Level: _____ Credits: _____

NQF Field: _____ NQF Subfield: _____

NQF Domain: _____

Description:

Please attach a description of the qualification/qualification component. A detailed breakdown of all the learning outcomes is to be included.
Either an electronic or hard copy format is acceptable.

Credit Exclusions

List Unit standards and Achievement standards at the same National Qualification Framework level that have substantially the same learning outcomes as the qualification/qualification component described above. Indicate which subfields and domains have been searched to obtain this information.

Note that exclusions only operate at the same level as the qualification/qualification component.

Domains searched: _____

Subfields searched: _____

Number: _____ Achievement or Unit standard (circle)

Name/Title: _____

Number of credits: _____ Level: _____

Number: _____ Achievement or Unit standard (circle)

Name/Title: _____

Number of credits: _____ Level: _____

* Refer to 7.3.2 [Application for a qualification to appear on the approved list](#)

Number: _____	Achievement or Unit standard (circle)
Name/Title: _____	
Number of credits: _____	Level: _____
Number: _____	Achievement or Unit standard (circle)
Name/Title: _____	
Number of credits: _____	Level: _____

Section C: Attachments

Please attach to this document:

- A copy of the letter granting approval for your qualification
- A copy of your 'Course Approval and Accreditation Analysis Report'
- A detailed breakdown of the learning outcomes of the qualification/qualification component.
- Proof of delegation, if this application is being completed by an agent, and not the qualification owner.
- A cheque for \$300 plus GST, made out to NZQA.

Please note:

In making this application, qualification owners are accepting that only an NCEA accredited provider (normally the school at which the student is enrolled) can verify authenticity of student results, and submit them for credit inclusion.

Signed: _____

Name: _____

Position: _____

Date: _____

Send completed form to
The Manager, Secondary Examinations, New Zealand Qualifications Authority, PO Box 160, WELLINGTON 6140