

GUIDE TO APPLYING FOR CONSENT TO ASSESS

To make an application to NZQA for extension to the scope of existing consent to assess, the following procedure will need to be followed.

- 1) Go to www.nzqa.govt.nz and download the relevant unit standards and the latest version of the BCITO CMR (0048).
- 2) Complete the BCITO Consent to Assess application form.
- 3) Send the application form and supporting documentation, along with an accompanying letter on your organisation's letter head, to:

BCITO Quality Assurance
Russley Business Park
585 Wairakei Road
Harewood
Christchurch

- 4) Once you have received the BCITO letter of support, send a formal application (including the letter of support) to:

NZQA
PO Box 160
WELLINGTON

- 5) If you intend to use BCITO resources and assessment material once consent to assess has been granted by NZQA, you will need to apply for a licence agreement. Please send this request to:

BCITO Quality Assurance
PO Box 2615
Wellington
Attn: Tracy Smith (tracy.smith@bcito.org.nz)