# **Joint application to provide education and/ or NCEA and for course approval of any courses established mainly and exclusively for international students, to eligible students based offshore due to COVID-19.**

### Who needs to complete this form

All State and State-integrated schools that wish to provide education to eligible students outside New Zealand must apply to, and be approved by, the Minister of Education to do so. Private schools do not need to apply to the Minister for approval to offer education offshore.

All registered schools, including private schools, must apply to NZQA for approval to provide NCEA and for course approval of any courses established mainly and exclusively for international students (e.g. an English as a Second Language course), to eligible students outside New Zealand.

This form must be signed by the Principal of the school and authorised by the Board of Trustees.

### How to complete this form

We suggest you complete this form using the *Supporting Guidance document* and the checklist at the back of this document as reference tools.

There are five sections to this form:

* General information and declaration
* Section A - Student eligibility
* Section B - School capability to deliver offshore learning
* Section C - School capability to support learning and wellbeing
* Checklist

*Please note that there is a fee for the approval to deliver NCEA offshore. This fee is $200 (plus GST) which will be invoiced to the school by NZQA following the evaluation.*

*Please note: applications should be completed after consultation with the students, parents and whānau who may receive offshore learning, school staff and be authorised by your Board of Trustees.*

***Privacy Statement***

*The personal information on this form is collected by the Ministry of Education to appraise this application for schools to deliver offshore education. If the application is successful, this information will also be used for administering and monitoring of offshore education, and for statistical and research purposes. The information on this form will be kept confidential.*

*The information collected is held by the Ministry of Education and NZQA. Any changes in student information that affect the eligibility of the school for students to receive offshore education should be notified to the Ministry of Education and/or NZQA as appropriate. Students, parents, and caregivers have the right to access and request correction of this information through their school.*

# General Information and Declaration

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| --- | --- | --- | --- | --- |
| School information | | | | |
| School name | |  | | |
| School no. | |  | NZQA provider code |  |
| School status | | State State-Integrated Private | | |
| Is your school a Code Signatory | | Y / N | | |
| School contact | |  | Mobile no. |  |
| Contact email | |  | | |
| International student coordinator | |  | Mobile no. |  |
| Is your school seeking to provide NCEA, or any courses established mainly and exclusively for international students, planned for offshore students | | Y / N | | |
| Declaration | | | | |
|  | I confirm that I have consulted with the students who will receive education offshore, school staff and the Board of Trustees, and I have the authority to apply.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal | | | |
| For agencies’ use only | | | | |
| Evaluation by the Minister of Education to provide education offshore | | **Approved / Declined** | | |
| Date | | **\_\_ / \_\_ / \_\_\_\_** | | |
| Evaluation by NZQA to provide NCEA or other courses established mainly and exclusively for international students | | **Approved / Declined** | | |
| Date | | **\_\_ / \_\_ / \_\_\_\_** | | |

# Section A - Student Eligibility

Eligible students have a 2020 enrolment with their NZ school, on or before 3 July 2020.

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| **A.1** | **Please provide a list of eligible students.** |

*This must be supplied in an attached spreadsheet like the example below. For each student the following details must be provided: You may use a report from ENROL to evidence eligibility (refer the Supporting Guidance). For those students not identified on ENROL, please provide a copy of the students’ enrolment contract*.

**Your spreadsheet must have the following headings:**

* Full name
* NSN
* Date of birth
* Eligibility Criteria – international or domestic
* Date of enrolment.

Example spreadsheet:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of Eligible Students | | | | |
| Student name | **NSN** | **DOB** | **Eligibility Criteria International / Domestic** | **Date of enrolment** |
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| **A.2** | **Please confirm the declaration below:** *(Only required if offering NCEA or any courses established mainly and exclusively for international students)* |

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| Declaration |
| I confirm that the school will keep updated contact information for the students’ and their parents/guardians in the school’s Student Management System to support NZQA contact if necessary. |

# Section B - School Capability to Deliver Offshore Learning

To be eligible to deliver offshore learning, you need to demonstrate that your school has the capability to provide suitable and quality distance learning online.

*This section also requires specific information relevant for providing NCEA. If you are not providing NCEA those sections will not be required. Please refer to the Offshore Provision of NCEA Rules 2020, Criteria 2, 4, 5, and 7 in the supporting guidance document.*

For State and State Integrated schools to deliver schooling offshore your school needs to demonstrate that the following have been considered:

* Staffing implications (this should include how you have consulted with staff)
* Accessibility and suitability of ICT and learning platforms at school and in the students’ homes
* Suitable teaching and learning programmes for distance provision (including appropriate assessment methods).

For NCEA delivery your school needs to demonstrate that the following have been considered:

* Course Standards that are suitable for the remote learning environment. The school must have an existing consent to assess granted under section 449 of the Education and Training Act 2020.
* Assessment and moderation processes, taking into account the remote learning environment, must produce fair, valid, consistent and appropriate results which are authentic and credible
* The Overseas External Results process outlined in the Appendix to the *Offshore Provision of NCEA Rules 2020*.

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| **B.1** | **Please describe your school’s capacity and capability to deliver the following:** *(State and State Integrated Schools only)* |

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| B.1.i) Staffing *(Please include a description of consultation with staff)* |
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| B.1.ii) ICT systems and learning platforms at school and in students’ homes |
| School systems:  Students’ home situations: |
| B.1.iii) Suitability of teaching and learning programmes for distance provision.  *This should include information about suitable and credible assessment methods to verify the authenticity of student’s own work.* |
|  |

If your school is delivering NCEA or any courses established mainly and exclusively for international students in your offshore learning programme please continue to the next page.

## B.2 If delivering NCEA or other specific standards, continue to the below

*Please refer to the Supporting Guidance for the Offshore Provision Rules and its Appendix.*

### Standards

The school must have an existing consent to assess granted under section 449 of the Education and Training Act 2020, and the standards must be suitable for a remote learning environment.

If you do not have course approval for courses established mainly and exclusively for international students contact NZQA through [CourseApproval@nzqa.govt.nz](mailto:CourseApproval@nzqa.govt.nz). The requirements are outlined in a 2020 Assessment Circular on “Course Approval for International Student Classes, Courses or Programmes”.

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| **B.2.i)** | **Please confirm the declaration below:** *(Only required if offering NCEA or any courses established mainly and exclusively for international students)* |

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| Declaration |
| I confirm that the school understands it must not enter into a subcontracting arrangement for the provision of assessment for any NCEA qualification or courses established mainly and exclusively for international students outside New Zealand. |

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| **B.2.ii)** | **Please list all standards being offered by the school to students offshore in 2020.** *(Only required if offering NCEA or*  *any courses established mainly and exclusively for international students )* |

*The school must attach a spreadsheet showing all standards they intend to assess offshore and indicate their suitability for assessment in a remote environment. (For guidance on this criterion refer to the* [*NZQA Subject Pages*](https://www.nzqa.govt.nz/ncea/subjects/) *which indicate achievement standards by subject that are suitable for assessment in the remote environment).*

**Your spreadsheet must have the following headings:**

* Course Name
* Standard Number
* Consent Status
* Suitability for assessment.

Example spreadsheet:

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| --- | --- | --- | --- |
| Course name | Standard Number | Consent status (Y/N) | Suitability for assessment in remote environment |
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| **B.2.iii)** | **Please describe each course covering the information required below:**  *(Only required if offering NCEA or*  *any courses established mainly and exclusively for international students )* |

Learning programmes must reflect a coherent pathway and be appropriately designed and delivered to meet the needs of each student

The school must provide a written description of all courses being offered to students overseas under the following headings:

* learning outcomes
* meeting student needs, including reducing barriers
* vocational pathways.

*Where the learning programme is designed exclusively or mainly for international students the school must have NZQA approval under section 524 of the Education and Training Act 2020.*

|  |
| --- |
| Course name |
| Course:  Learning Outcomes:  Meeting student needs and reducing barriers:  Vocational Pathways: |
| Course:  Learning Outcomes:  Meeting student needs and reducing barriers:  Vocational Pathways: |

### Assessment and Moderation

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| **B.2.iv)** | **Please provide a written explanation below or attached describing how you will ensure students’ work is authentic.** *(Only required if offering NCEA* *or*  *any courses established mainly and exclusively for international students )* |

Assessment and moderation processes, taking into account the remote learning environment, must produce fair, valid, consistent and appropriate results which are authentic and credible.

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| B.2.iv) How will your school ensure, in the remote learning environment, that the student work submitted for assessment is authentic |
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| **B.2.v)** | **Please outline any variations to the assessment and internal moderation practices** **contained in your Quality Management System or teacher and student assessment information:** *(Only required if offering NCEA or*  *any courses established mainly and exclusively for international students )* |

Your school must describe any internal assessment and moderation processes that will be used that is different to that set out in your school’s Quality Management System and your teacher and student assessment information:

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| B.2.v) Variations to the assessment and internal moderation practices |
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### Offshore Provision of NCEA Rules 2020 for assessing external standards overseas

To assess external standards offshore schools must use and follow the Overseas External Results process outlined in the Appendix to the Offshore Provision of NCEA Rules 2020.

*Please refer to the Supporting Guidance for the Offshore Provision Rules and its’ Appendix.*

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| **B.2.vi)** | **Please confirm the declaration below, and one of the two statements found overleaf:** *(Only required if offering NCEA or any courses established mainly and exclusively for international students)* |

1. **NZQA examinations for NCEA external standards will not be offered to students overseas unless agreed by NZQA for specific students on application.** For NCEA external standards the school will be required to collect standard-specific evidence to report grades through the Overseas External Result Process. (Appendix 1)
2. **Submitted external standards:** These subjects will follow the same assessment rules as the school currently uses. The school must ensure the authenticity of student work using the processes as outlined in 5(a) of the appendix to the Rules.
3. **Application of Derived Grades for impaired performance.** For students whose performance is impaired for NZQA external examinations or submitted subjects, the derived grade process outlined in school assessment rule 7.1.5 will apply.
4. **Scholarship examinations** will not be available to students offshore as the Education Training Act only allows assessment of NCEA qualifications.

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| Declaration |
| I confirm that I agree to the statements in 1–4 above. |

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| Overseas External Standard Rules Statement |
| I confirm that our school intends following the procedures in Appendix 1 to collect standard- specific evidence to report Overseas External Results. |
| I confirm that our school intends not to follow the procedures in Appendix 1 to collect standard- specific evidence to report Overseas External Results *(Please also complete the next box)* |

|  |
| --- |
| If your school is not following the procedures, please provide an explanation of the procedures to collect standard-specific evidence below: |
|  |

# Section C - School capability to support learning and wellbeing

*Please refer to the Supporting Guidance document when completing this section.*

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| **C.1** | **Please confirm the following statement and outline details below:** |

Schools should ensure the following:

1. The school is committed to ensuring, so far as possible, that international students have a positive experience that supports their educational achievement.
2. Eligible students and their parents/guardians receive adequate and appropriate information to support their learning and wellbeing ensuring:

* contact details for the students’ and their parents/guardians are kept up-to-date, and effective communication with them is maintained.
* students are supported to make a well-informed decision about whether to continue their enrolment and education pathway with the school via distance while they are outside New Zealand due to the pandemic.
* students have access to necessary information and advice before and during learning offshore. This needs to cover course information, fees, orientation, educational support, assessment procedures, appeal processes, provision of Special Assessment Conditions, guidance systems and where appropriate information about pathways for further study and career development.
* students know who to contact for advice and support, including services to support their educational outcomes, and information about, and access to, proper and fair processes for dealing with grievances.

*All information and advice should be clear, accurate and age-appropriate.*

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| Declaration |
| I agree that our school will ensure the statements in 1 and 2 above. |

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| Please describe your school’s capacity and capability to provide wellbeing and learning support to students. |
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| Please provide details about the information and support your school will provide students: (*This should cover course information, fees, orientation, educational support, assessment procedures, appeal processes, provision of Special Assessment Conditions, and access to guidance systems.)* |
|  |

# Checklist for completed applications

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| --- | --- | --- | --- |
| Checklist | | | |
| My school has consulted with (All to complete) | Students & whānau | Staff | Board of Trustees |
| My school’s status is | State State Integrated | Private | |
| Sections to be completed | General information  I have completed all relevant questions. | General information  I have completed all relevant questions. | |
| Section A: Student Eligibility  I have attached a spreadsheet of students eligible to receive education offshore. | Section A: Student Eligibility  I have attached a spreadsheet of students eligible to receive education offshore. | |
| Section B1: School Capability to Deliver Offshore Learning   I have completed all relevant questions | Section B1: School Capability to Deliver Offshore Learning – NOT REQUIRED | |
| (Only if delivering NCEA or other certification) | Section B2: If delivering NCEA or other specific standards  I have completed all relevant questions.  I have attached a spreadsheet of all courses planned for delivery offshore. | Section B2: If delivering NCEA or other specific standards  I have completed all relevant questions.  I have attached a spreadsheet of all courses planned for delivery offshore. | |
|  | Section C School capability to support learning and wellbeing  I have completed all relevant questions | Section C: School capability to support learning and wellbeing  I have completed all relevant questions | |