

Application to become an approved course provider

for Class 2, 3, 4, 5 and Dangerous Goods, Forklift,
Vehicle Recovery, Roller, Tracks & Wheels endorsement

Applicant details

This an application for: (circle one) **Individual** **Organisation**

Put a tick ☒ next to the details (if any) that you would like to be shown at www.nzta.govt.nz/course-providers

Organisation name (if applicable) ☐

Name of applicant or contact ☐

Last name

First names

Driver licence number (if individual)

Classes of Driving Instructor (I)
endorsement held

Expiry date of I endorsement

Street address (including post code if applicable) ☐

Postal address (if different from street address) ☐

Email address ☐

Website address ☐

Daytime contact phone number ☐

Evening contact phone number ☐

Mobile number ☐

Fax number ☐

Reference number from paying via our contact centre

Approvals required: (tick appropriate courses)

✓	Course type	Unit standards
<input type="checkbox"/>	Class 2	17574 & 24089
<input type="checkbox"/>	Class 3	17575 & 24089
<input type="checkbox"/>	Class 4	17576 & 24089
<input type="checkbox"/>	Class 5	17577 & 24089

✓	Course type	Unit standards
<input type="checkbox"/>	Dangerous Goods (D)	16718
<input type="checkbox"/>	Forklift (F)	18496
<input type="checkbox"/>	Vehicle Recovery (V)	17580 & 24089

✓	Course type	Unit standards
<input type="checkbox"/>	Rollers (R)	16702
<input type="checkbox"/>	Tracks (T)	16703
<input type="checkbox"/>	Wheels (W)	16701

Note: the unit standards referred to above must, at all times, reflect the current version of the unit standard as shown on the NZQA website.

I, _____, acknowledge I have read and understood the current version of the **Statement of approval conditions*** governing the delivery of Waka Kotahi NZ Transport Agency-approved driver licensing courses and agree to comply with all conditions specified in this document, and any subsequent versions.

Signed

Date

*A copy of this document is available online at www.nzta.govt.nz/statement-approval or by contacting your nearest Waka Kotahi regional office and requesting a copy.

Before lodging your application please ensure you've attached the necessary evidence to support your application against each of the applicable criteria items. See page 2 for further information.

Fees

A fee of \$38.80 (incl GST) is required for **each endorsement or class approval** (ie D, F, R, T, W, V, 2, 3, 4 and 5) not for each unit standard as listed. You can pay by Visa or MasterCard debit or credit card by calling 0800 822 422. We'll give you a reference number to write on this form.

Application requirements

Prior to approving any individual or organisation to conduct approved driver licensing courses, it must be established that the individual and organisational applicant possesses the appropriate skills, training and experience to conduct the approved course, as per clause 100 of the Land Transport (Driver Licensing) Rule 1999.

Please note that registration and accreditation is obtained from the Motor Industry Training Organisation (MITO) (call 04 494 0005 or 0800 882 121) with the exception of Tracks, Wheels and Rollers, which is obtained from Connexis ITO (call 0800 437 486).

Requirements to apply as an individual

- Provide evidence of registration and accreditation to assess the relevant course unit standards; and
- Provide evidence of relevant industry experience within the past 5 years in either an operational or training setting (required for each course type for which approval is sought); and
- Provide a sample of course registers to be used that meet the requirements of the applicable Statement of Approval Conditions (SoAC); and
- Where application is for class 2-5 courses you must confirm that you hold a current driving instructor endorsement for the appropriate class of vehicle; and
- Where application is for approval to conduct class 2-5 or V endorsement courses, you must provide evidence of having successfully completed either of the following unit standards:
 - 7097 (Facilitate interactive learning sessions for adults) or
 - 17975 (Plan, conduct and review interactive group learning for trainee drivers).
- Where application is for Forklift endorsements, attach evidence that you hold a current OSH operators or trainers certificate.

Requirements to apply as an organisation

- Provide a sample of course registers to be used that meet the requirements of the applicable Statement of Approval Conditions (SoAC); and
- Compile and submit a separate *Notification of assessor to conduct driver licensing courses for an approved organisation (unit standard courses only)* form for each individual assessor conducting courses under an approved course provider organisation; and
- Provide a documented organisational structure in which accountability is clearly defined.

Before lodging your application

- Ensure that you have attached the necessary evidence to support your application against each of the applicable criteria items.

Sending the completed forms and supporting evidence

Email the completed forms and supporting evidence to:

DTTAdmin@nzta.govt.nz

You can also send your printed forms and supporting evidence to:

Waka Kotahi Driver Testing and Training Administration
Level 1, BNZ Centre
120 Hereford Street
Christchurch
PO Box 1479
Christchurch 8140

Privacy information

The particulars you provide will become part of the Driver Licence Register. Collection, dissemination and release of this information is authorised by the Land Transport Act 1998.

Please refer to the Privacy section of our website for more information.

The Privacy Act 2020 provides rights of access to, and correction of, any readily retrievable personal information held about you. Should you wish to exercise these rights please contact Waka Kotahi, Private Bag 11777, Palmerston North 4442 or email info@nzta.govt.nz

Sample organisational structure

Name of Organisation

C15XXXXX

As at Day/Month/Year

