



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

This legislation is administered by the New Zealand Qualifications Authority (NZQA). For more information please see:

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Private Training Establishment Rules 2026

These Rules are made under section 452 of the Education and Training Act 2020 by the Board of NZQA and Minister of Education.

Contents

	Page
1 Title	2
2 Commencement	2
3 Interpretation	2
Registration information and applications	
4 Information required in applications for registration of private training establishments	3
5 Requests for Te Hono o Te Kahurangi quality assurance	3
Requirements for maintaining registration	
6 Requirements to be met for PTEs to maintain registration	4
Enrolment and academic records	
7 Enrolment records	7
8 Accurate academic records	8
Revocations	
9 Revocations	8

Rules

1 Title

These are the Private Training Establishment Rules 2026.

2 Commencement

These Rules come into force on 19 January 2026.

3 Interpretation

(1) In these Rules, unless the context otherwise requires,—

accreditation means accreditation:

- (a) to provide all or part of an approved programme under section 441 of the Act:
- (b) to provide an approved micro-credential under section 446A of the Act

Act means the Education and Training Act 2020

assessment materials means the assessment tasks, instructions and guidance given to students, the assessed student evidence, and the resources used by the assessor to make judgements about student performance

consent to assess means a consent to assess against standards granted under section 449 of the Act

education or training, in relation to a student, means education or training (*or both*) provided to the student through:

- (c) an approved programme, or part of an approved programme:
- (d) an approved micro-credential, or part of an approved micro-credential:
- (e) assessment against standards

financial year of the PTE means the year ending on the balance date of the PTE, within the meaning of section 41 of the Financial Reporting Act 2013

level means any of levels 1 to 10 on the NZQCF

micro-credential has the same meaning as in section 10(1) of the Act

NZQA means the New Zealand Qualifications Authority

NZQCF means the Qualifications and Credentials Framework described in section 436 of the Act

programme has the same meaning as in section 10(1) of the Act

PTE means a registered establishment as defined in section 10(1) of the Act

qualification means a qualification listed on the NZQCF

signatory provider means a provider that has been approved as a signatory under sections 531A(1) and 535A(3)(a) of the Act

standard means a standard listed on the Directory of Assessment and Skill Standards, as provided for in section 437 of the Act

Te Hono o Te Kahurangi quality assurance means applying Te Hono o Te Kahurangi whare ako framework and quality assurance tools for the registration of private training establishments, as that framework and those tools are published by NZQA from time to time on its website.

Registration information and applications

4 Information required in applications for registration of private training establishments

- (1) In addition to the information required by section 344(2)(a) – (e) of the Act for applications for registration of a PTE, the following further information is required for the purposes of section 344(2)(f) of the Act:
 - (a) a list of the names of the governing members (*as that term is defined in section 10(1) of the Act*):
 - (b) a list of any material conflicts of interest of the PTE, and of any interests of the PTE, or of its body corporate owner(s), in organisations in the education or immigration sector that provide goods or services to tertiary students:
 - (c) in the context of the information required by section 344(2)(a) of the Act (*being the kinds of education proposed to be provided and the outcomes the establishment seeks to achieve*), a description of how the PTE will meet the needs of its intended students, of its relevant communities (*including whānau, hapū, iwi, or hāpori Māori*) and of its other key stakeholders (*including any relevant academic, employer, industry, runānga, mārae, professional and other bodies*):
 - (d) an organisation chart of the staff positions (*whether employees or contracted staff*) and the names of the staff currently in, or appointed to, those positions:
 - (e) copies of the curriculum vitae and position descriptions of senior managers (*as defined in section 10(1) of the Act*):
 - (f) a copy of the PTE's quality management system required under the Quality Assurance of Tertiary Education Providers Rules 2026.
- (2) Applicants must use the application form available on NZQA's website and pay a deposit of \$1500 GST inclusive to NZQA.

5 Requests for Te Hono o Te Kahurangi quality assurance

- (1) When applying for registration of a PTE, an applicant may request that Te Hono o Te Kahurangi quality assurance is used for assessment of the application.
- (2) An applicant making a request under rule 5(1), in addition to providing the information on the application form and the deposit required under rule 4, must provide the information that the Te Hono o Te Kahurangi quality assurance framework and tools require.
- (3) NZQA will evaluate a request made under rule 5(1), together with the information supplied, in accordance with Te Hono o Te Kahurangi quality assurance.

Requirements for maintaining registration

6 Requirements to be met for PTEs to maintain registration

- (1) To continue to maintain registration, a PTE must comply with the following requirements set out in the following paragraphs:

(a) Status, ownership, interests, sites, and environment:

- (i) continue to be a body corporate:
- (ii) seek NZQA approval where the ownership of the PTE changes, prior to the ownership change taking place:
- (iii) notify NZQA of any new material conflicts of interest of the PTE, and of any new interests of the PTE, or of its governing members, in organisations in the education or immigration sector that provide goods or services to tertiary students:
- (iv) prior to a new site being used by a PTE for the provision of study or training, the PTE must:
 - (A) for a new permanent site, seek NZQA approval:
 - (B) for a new temporary site, notify NZQA and provide relevant details:
- (v) allow NZQA to visit the new site referred to in sub-paragraph (iv):
- (vi) ensure the premises and sites it uses (*including for any off-site learning*) remain safe and adequate for the study or training provided, for its staff, for the number of students enrolled, and for meeting students' specific needs:
- (vii) in other respects operate a safe and legally compliant environment, including (*without limitation*) the equipment it uses.

(b) Public information:

- (i) keep the information in its NZQA online profile up to date:
- (ii) ensure the public information it provides is accurate, clear and not misleading:
- (iii) when providing information on education or training linked to its status as a registered PTE, where that education or training is not approved by NZQA (*through programme or micro-credential accreditations, or consents to assess*), ensure that the information makes it clear that the education or training is not approved by NZQA.

(c) Business management:

- (i) unless sub-paragraph (ii) applies, provide to NZQA within five months of the end of every second financial year of the PTE (*or annually if NZQA has given notice to the PTE that it needs to do so annually*) a copy of the annual financial statements the PTE is required to prepare to meet its annual reporting obligations under any relevant legislation:
- (ii) PTEs funded by the Tertiary Education Commission under Subpart 1 of Part 5 of the Act are not required to submit the annual financial statements described in sub-paragraph (i) of this paragraph (c):

- (iii) complete and supply to NZQA the Annual Information Return by 30 June each year, the form for which is available on the NZQA website:
 - (iv) where the PTE is a signatory provider and does not receive any funding from the Tertiary Education Commission under Subpart 1 of Part 5 of the Act, that PTE must electronically transmit to the Ministry of Education from its student management system the student and other information required by the Ministry as set out on the Ministry's website:
 - (v) not associate itself with provision of NZQA approved study or training under sub-contracted arrangements unless the arrangements comply with the sub-contracting requirements in the Quality Assurance of Tertiary Education Providers Rules made from time to time under section 452(1)(t) of the Act:
 - (vi) keep its financial records up to date and maintain an adequate system of internal financial controls that enable the PTE to compile financial statements that comply with its annual reporting obligations under any relevant legislation:
 - (vii) ensure it remains financially sustainable and able to meet its financial commitments:
 - (viii) meet the needs of its relevant communities (*including whānau, hapū, iwi, or hapori Māori*) and other key stakeholders (*including any relevant academic, employer, industry, runānga, mārae, professional and other bodies*) consistent with the description required of the PTE under rule 4(1)(c):
 - (ix) where students are enrolled in a course of the PTE that is an approved programme or micro-credential (*for which it has accreditation*), or assessment against one or more standards under a consent to assess, and the PTE ceases providing that course before its scheduled end date, the PTE must meet all relevant and reasonable costs relating to those students associated with the cessation of the course, including (*without limitation*) costs relating to:
 - (A) any assessments of students or recognition of prior learning or credit transfer that may be required;
 - (B) any student education or training needed due to poor or lack of teaching provision; and
 - (C) any transfer of students to courses at other education providers:
 - (x) comply with the requirements of the Quality Assurance of Tertiary Education Providers Rules made from time to time under section 452(1)(t) of the Act.
- (d) Information to students:**
- (i) provide all relevant information to students prior to enrolment, including (*without limitation*) any entry and selection criteria, so that the student is able to make an informed choice:

- (ii) inform students, including newly enrolling students, of any conditions NZQA has placed on the PTE's registration, of any compliance notice that has been issued by NZQA to the PTE that has not been complied with, and any notice of intention to cancel registration of the PTE that has been issued by NZQA to the PTE:
 - (iii) inform students enrolled or being enrolled at the PTE in an approved programme or micro-credential (*for which the PTE has accreditation*) or in standards for which the PTE has a consent to assess, of:
 - (A) any conditions placed by NZQA on the approved programme, the approved micro-credential, the accreditation or the consent to assess:
 - (B) any notice of intention issued by NZQA to withdraw the programme or micro-credential approval, the accreditation, or the consent to assess:
 - (C) any compliance notice issued by NZQA to the PTE in respect of the programme, the micro-credential, the accreditation, or the consent to assess:
 - (iv) inform students of the PTE's processes for receiving and responding to student complaints, and of NZQA's complaint processes for students regarding PTEs:
 - (v) inform students of the student discipline and appeals processes and procedures:
 - (vi) inform students of regulations applying to programmes in which the students are enrolled:
 - (vii) ensure any student receives in a timely manner a copy any of the information set out in sub-paragraphs (i) - (v) of this paragraph, where the student requests that information:
 - (viii) ensure students have ready access to their enrolment and academic information.
- (e) Student interests:**
- (i) ensure the PTE's complaints processes are easily accessible for students:
 - (ii) be fair and equitable in conducting its interactions with students and in implementing its student complaints, discipline, and appeals policies and procedures:
 - (iii) implement an approach to student well-being that encompasses, where relevant, taha whānau (*social/cultural*), taha wairua (*spiritual*), taha hinengaro (*emotional/mental*) and taha tinana (*physical*) dimensions to encourage and enable student progress:
 - (iv) meet the needs of students consistent with the description required of the PTE under rule 4(1)(c):
 - (v) provide its students with access to educational and non-educational support and guidance services to meet their individual needs and helping them towards achievement of educational success:

- (vi) ensure the educational resources and equipment provided for students are of a sufficient standard to adequately meet student needs.
- (f) **Staff:**
 - (i) engage sufficient competent staff to meet its responsibilities to students:
 - (ii) ensure its teaching staff are sufficiently experienced and qualified to at least one level above the students being taught, or have demonstrated equivalent experience, for the tuition they are providing:
 - (iii) ensure that the skills and subject knowledge of teaching staff are current and relevant to the needs of learners and relevant stakeholders:
 - (iv) ensure that management and administration staff competently fulfil their roles:
 - (v) keep its organisation chart up to date, including current staff names for each role.
- (g) **Assessment and moderation:**
 - (i) operate a coherent system to ensure assessment and moderation requirements are met across all programmes or micro-credentials for which it has accreditation, and across all of its consents to assess.

Enrolment and academic records

7 Enrolment records

- (1) The enrolment records that must be kept and kept up to date by PTEs are:
 - (a) full name and address of the student;
 - (b) contact details for the student;
 - (c) the student's national student number (*where the student has a national student number*);
 - (d) nationality and whether a domestic or international student;
 - (e) the education or training in which the student is enrolled;
 - (f) the start and finish dates of the education or training;
 - (g) details of the student meeting the entry requirements of the education or training including, where applicable, scores for English language entry requirements;
 - (h) invoices and receipts for fees paid to the PTE and the dates of payment, with course fees, commissions, accommodation fees, living expenses, and other fees separately identified; and
 - (i) for international students, their visa (*if any*) and other immigration details, the contact details of any agent through whom the student enrolled at the PTE, a copy of the student health and travel insurances, student fee protection trustee records, and passport numbers.

- (2) The enrolment records for each student must be kept until at least two years after the completion of the education or training in which the student is enrolled.
- (3) The enrolment records must be kept in a manner that ensures they are easily recovered and printed from, and readily available on, the PTE's electronic data storage system.

8 Accurate academic records

- (1) The accurate academic records that must be kept, and kept up to date, by PTEs for students enrolled in education or training at the PTE are:
 - (a) records of individual student assessment and examination results (*for example, for papers, or assessment standards*) that include the name of the student, the date of achievement and the relevant grade, which are to be kept as a permanent record;
 - (b) any cross credits, credit transfer, and recognition of prior learning arrangements for individual students, and the evidential basis for them, which are to be kept as a permanent record;
 - (c) records of student attendance, which are to be kept for at least the duration of the student's enrolment; and
 - (d) records of the achievement of awards or qualifications by the students, which are to be kept as a permanent record.
- (2) PTEs must keep all student assessment materials generated from education or training in which students are enrolled, or full copies of them, for at least 12 months from the date of completion of that education or training (*for the avoidance of doubt, this includes assessment materials of education or training provided by sub-contractors of the PTE*).
- (3) The keeping of academic records under rule 8(1) or student assessment materials under rule 8(2) does not limit any requirements to keep records of student work under other rules made under section 452 of the Act.

Revocations

9 Revocations

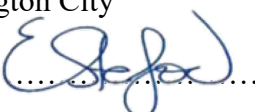
- (1) The Private Training Establishment Registration Rules 2025 are revoked.
- (2) The PTE Enrolment and Academic Records Rules 2022 are revoked.
- (3) The Annual Fee Rules 2022 are revoked.

Made by:

Board Chair signature: 

Date: 8 December 2025

City or town where signed: Wellington City

Minister of Education signature: 

Date: 19 December 2025

City or town where signed: Auckland

Board of NZQA and Minister of Education

Explanatory note

This note is not part of these Rules but is intended to indicate their general effect.

These Rules set out, in relation to registration of private training establishments, -

- (a) the processes for making applications and granting registration:
- (b) the requirements to maintain registration:
- (c) the keeping of enrolment and academic records.

These Rules were re-issued on 19 January 2026 to:

- (a) adjust terminology to reflect the removal of External Evaluation and Review (EER) as a quality assurance mechanism and its replacement with self-review and monitoring:
- (b) change the requirement for the annual financial return a PTE from annually to biennial (*unless NZQA gives notice to a particular PTE that it is required annually*):
- (c) place the enrolment and academic records rules in these rules and consequentially revoke the PTE Enrolment and Academic Records Rules 2022:
- (d) revoke the Annual Fee Rules 2022 and consequentially amend rule 6(1)(c)(iii).

This is secondary legislation issued under the authority of the Legislation Act 2019 .	
Title	Private Training Establishment Rules 2026
Principal or amendment	Principal
Consolidated version	No
Empowering Act and provisions	Education and Training Act, section 452
Replacement empowering Act and provisions	Not applicable

Private Training Establishment Rules 2026

Maker name	Board of NZQA and Minister of Education
Administering agency	New Zealand Qualifications Authority (NZQA)
Date made	19 December 2025.
Publication date	22 December 2025
Notification date	Not applicable
Commencement date	19 January 2026
End date (when applicable)	Not applicable
Consolidation as at date	Not applicable
Related instruments	Not applicable