

## Enrolment checklist for domestic learners (NZQA)

Thank you for your application to enrol in a Strategi Institute course. This enrolment checklist applies to domestic learners enrolling in NZQA (New Zealand Qualifications Authority) accredited programmes and micro-credentials.

We are here to help you with your application. If you need help, please email [support@strategi.ac.nz](mailto:support@strategi.ac.nz) or call +64 9 414 1300.

### Entry criteria:

Applicants must be a **New Zealand citizen or a New Zealand resident**; however, eligible visa holders may be entitled to enrol subject to **all** legal requirements being met.

Applicants must be **18 years of age or older**. Applicants must demonstrate English proficiency equivalent to NCEA Level 1 in English, as the medium of instruction is English. If you do not have NCEA Level 1 in English, then we will require IELTS 5.5 with no band score lower than 5; or equivalent.

Prospective students may be required to participate in an interview prior to enrolment. Enrolment is subject to approval from the Academic Manager.

### Why do we require this information?

We ask you to provide your identity document(s) in your application for enrolment so that we can verify your details before we can process your enrolment. This is so that you can enrol without further delay.

All other documentation is required as evidence that you meet the above entry criteria.

This checklist outlines the checks/requirements and the acceptable document(s) that are required as evidence.

- Make sure you have provided the right document(s) for your application.
- The information you have provided in your application for enrolment **MUST** match with your identity document(s).
- All the required documents must be provided before we can process your enrolment.
- We recommend sending us your document(s) at least seven (7) days prior to your intake start date to ensure your application is processed in time.
- Every page of your proof of identity and New Zealand citizenship/residency documents must be either certified or verified.

## Who can certify document(s)?

A physical copy (not scanned) must be certified by one of the following people:

- A barrister and solicitor of the High Court of New Zealand.
- [A Justice of the Peace.](#)
- [A notary public.](#)
- A member of Parliament.
- The Registrar or a Deputy Registrar of the Supreme Court, Court of Appeal, High Court, or District Court.
- A Registrar (including the Chief Registrar) or Deputy Registrar of the Māori Land Court.

A copy will not be accepted as 'certified' if it has been certified by a police officer, a bank manager, WINZ, a legal executive, StudyLink, medical professionals, a member of a church, or your employer.

Certified copies must be no older than six (6) months from the date of submission.

## What should the certification include?

- The certifier must compare the original document with the copy to confirm it is a true and correct reproduction.
- Each page must have the official's authority, name and signature on each page.
- The date of the certification must be on each page.
- The certification must be in English.

CERTIFIED ORIGINAL SIGHTED AND THIS  
IS A PHOTOCOPY OF THAT ORIGINAL

Signature W. Sample  
Name W. B. Sample  
Authority JUSTICE OF THE PEACE  
Date 12.09.2009



## What if I cannot get my document(s) certified?

A Strategi Institute staff member or a Kaumatua can verify your documents. However, they must be able to see the original document before they can verify it. Schedule a time with our team to have your documents (such as your birth certificate or passport) verified in person:

- Email: [support@strategi.ac.nz](mailto:support@strategi.ac.nz)
- Phone: +64 9 414 1300

## What do I do next?

Once you have all the required documents, please email them to [support@strategi.ac.nz](mailto:support@strategi.ac.nz).

Please allow three (3) working days to process your enrolment once we have received your documents.

## Enrolment checklist

No.	Acceptable documents	Checks/requirements for a successful application	Check
1	Information provided on your enrolment form.	<ul style="list-style-type: none"> <li>All information is correct.</li> <li>You are 18 years of age or older.</li> </ul>	<input type="checkbox"/>
2	<p><b>Acceptable photo identification</b></p> <p>The following documents are acceptable photo identification. Please check the originals of the below documents have been verified by a Strategi Institute staff member or else are a valid and certified copy of:</p> <ol style="list-style-type: none"> <li>The biodata page and signature page of your passport; or</li> <li>Your New Zealand driver's licence; or</li> <li>Your New Zealand firearm's licence; or</li> <li>Your 18+ ID card;</li> </ol> <p>AND</p> <ol style="list-style-type: none"> <li>Your name change document (such as an affidavit, divorce or marriage certificate) if you had an official name change, including a change in your maiden name.</li> </ol>	<ul style="list-style-type: none"> <li>Proof of identity document(s).</li> <li>Valid certified copy or else verified by a Strategi Institute staff member.</li> <li>Legal name change document is included (if required).</li> </ul>	<input type="checkbox"/>
3	<p><b>Acceptable proof of New Zealand citizenship</b></p> <p>The following documents are acceptable as proof of New Zealand citizenship status.</p>	<ul style="list-style-type: none"> <li>Proof of New Zealand citizenship/residency status.</li> <li>Valid certified copy or else verified by a Strategi Institute staff member.</li> </ul>	<input type="checkbox"/>

	<ol style="list-style-type: none"> <li>1. The biodata page of your New Zealand passport: or</li> <li>2. Your New Zealand birth certificate; or</li> <li>3. Your New Zealand certificate of citizenship.</li> </ol> <p>If you are unable to obtain a birth certificate, you may contact us to confirm that a whakapapa statement signed by you and the kaumatua is acceptable evidence of citizenship.</p> <p><b>Acceptable proof of New Zealand residency</b></p> <p>The following documents are acceptable as proof of New Zealand residency status. The biodata page of your passport with a current resident visa or visa (a passport with a visa label); or</p> <ol style="list-style-type: none"> <li>1. The biodata page of your passport, with a current resident visa or permanent resident visa (label-less visa or eVisa); or</li> <li>2. Your certificate of identity from Immigration New Zealand if you are a refugee.</li> </ol>		
4	<p><b>Acceptable proof of English language proficiency</b></p> <p>NCEA Level 1 in English.</p> <p><b>Or one of the following:</b></p> <ol style="list-style-type: none"> <li>1. Evidence that you have: <ol style="list-style-type: none"> <li>a. achieved NCEA Level 3 and have met New Zealand university entrance requirements; or</li> <li>b. been awarded an International Baccalaureate Diploma or Cambridge A-level qualification for which the teaching and assessment were conducted in English; or</li> </ol> </li> </ol>	Proof of English proficiency. Strategi Institute will request this if they cannot see evidence on your NZQA record of achievement.	<input type="checkbox"/>

- c. been awarded the Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA) or the Trinity College London Certificate in Teaching English to Speakers of Other Languages (CertTESOL); or
  - d. achieved, **within the two years preceding the start date of the programme in which you are enrolled**, one of the following internationally recognised proficiency test outcomes specified in the table in **Appendix A** for the level of the programme in which you are enrolling.  
Note: The most common ones are:
    - i IELTS test – Academic score of 5.5 with no band score lower than 5.
    - ii Pearson Test of English (Academic) – PTE (Academic score of 42 with no band score lower than 36.
2. Evidence by [rule 22.3 \(a\) – \(c\)](#) of **NZQA’s Programme Approval, Recognition, and Accreditation Rules 2022** that you have:
- a. completed all primary education (*being the equivalent of New Zealand primary school years 1 to 8*) and at least three years of secondary education (*being the equivalent of three years from New Zealand secondary school years 9 to 13*) at schools in one of the countries listed in [rule 22.5](#) where you were taught using English as the language of instruction; or
  - b. completed at least five years of secondary education (*being the equivalent of New Zealand secondary*

- school years 9 to 13*) at schools in one of the countries listed in [rule 22.5](#) where you were taught using English as the language of instruction; or
- c. been awarded a Bachelor's Degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Post-graduate Certificate, Post-graduate Diploma, Master's Degree or Doctoral Degree with English as the language of instruction from a tertiary education provider from one of the countries listed in [rule 22.5](#).
3. Evidence by [rule 22.4 \(a\) and \(b\)](#) that you have been granted a Manaāki New Zealand Short Term Training Scholarship offered by the New Zealand government and have:
- a. completed all primary education (*being the equivalent of New Zealand primary school years 1 to 8*) and at least three years of secondary education (*being the equivalent of three years from New Zealand secondary school years 9 to 13*) at schools where you were taught using English as the language of instruction; or
  - b. completed at least five years of secondary education (*being the equivalent of New Zealand secondary school years 9 to 13*) at schools where you were taught using English as the language of instruction.
- The countries for the purpose of paragraphs (a) – (c) of [rule 22.3](#) are: New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom and the United States.

5	<p><b>Acceptable proof of academic entry requirements</b></p> <ul style="list-style-type: none"> <li>For programmes or micro-credentials at a Level 4 or 5 – NCEA Level 2 or higher.</li> <li>For programmes or micro-credentials at a Level 6 – NCEA Level 3 or higher.</li> </ul> <p>Special entry may be granted where evidence exists that you can successfully complete the programme e.g., an overseas qualification (includes International Baccalaureate &amp; Cambridge exams). <b>Any overseas qualification supplied must be certified or verified by a Strategi Institute staff member and is subject to Academic Manager approval.</b></p> <p>Consideration will be given to applicants aged 20 years or older who do not meet the entry criteria if they can demonstrate a history of work, industry experience which, in the opinion of the Academic Manager exhibits a likelihood of success in the programme of study.</p> <p><b>Credit recognition and transfer, and recognition of prior learning</b></p> <ul style="list-style-type: none"> <li>Cross-crediting (from another programme within the organisation).</li> <li>Credit transfer (from a programme awarded by another organisation).</li> <li>Recognition of prior learning (credit awarded for informal or uncertified learning).</li> </ul>	<ul style="list-style-type: none"> <li>Proof of academic entry requirement. Strategi Institute will request this if they cannot see evidence on your NZQA record of achievement; or</li> <li>Request recognition of prior learning.</li> <li>If supplying an overseas qualification, ensure it is a valid certified copy or verified by a Strategi Institute staff member.</li> </ul>	<input type="checkbox"/>
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	<p>Note: Applicants may be required to attend an interview or undertake a written task.</p>		
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## Appendix A

### Internationally recognised English proficiency outcomes for international students

Acronyms used in the table below:

- C1 Advanced – the qualification of Cambridge Assessment English of that name, found at: <https://www.cambridgeenglish.org/exams-and-tests/advanced/>
- C2 Proficiency – the qualification of Cambridge Assessment English of that name, found at: <https://www.cambridgeenglish.org/exams-and-tests/proficiency/>
- B2 First – the qualification of Cambridge Assessment English of that name, found at: <https://www.cambridgeenglish.org/exams-and-tests/first/>
- B2 First for Schools – the qualification of Cambridge Assessment English of that name, found at: <https://www.cambridgeenglish.org/exams-and-tests/first-for-schools/>
- IELTS – the International English Language Testing System, jointly owned by the British Council, IDP Education Australia, and Cambridge English Language Assessment, found at: <https://ielts.org/>
- LanguageCert – a set of English Language qualifications owned by PeopleCert Qualifications Limited, member of the PeopleCert Group found at: <https://www.languagecert.org/en>
- LRW – listening, reading, and writing.
- NZCEL – the New Zealand Certificates in English Language listed on the NZQCF (*NZQA being the developer*).
- OET – the Occupational English Test of Cambridge Boxhill Language Assessment, found at: <https://oet.com/>
- PTE – the Pearson Test of English (Academic), found at: <https://www.pearsonpte.com/>
- TOEFL – the Test of English as a Foreign Language of the Educational Testing Service, whose headquarters are in Princeton, United States, found at: <https://www.ets.org/toefl.html>
- Trinity ISE – the Trinity College London Integrated Skills in English, found at: <https://www.trinitycollege.com/qualifications/english-language/ISE>

Table for internationally recognised English proficiency outcomes for international students

Internationally recognised proficiency tests	Programme Level and required outcome, taking into account the criteria listed under this table that must be applied			
	Certificate at Level 3	Certificate at Level 4	Certificate or Diploma at Level 5	Certificate or Diploma at Level 6 Diploma or degree at Level 7 Graduate Certificate or Diploma at Level 7
<b>IELTS test</b>	General or Academic score of 5 with no band score lower than 5	General or Academic score of 5.5 with no band score lower than 5	Academic score of 5.5 with no band score lower than 5	Academic score of 6 with no band score lower than 5.5
<b>TOEFL Internet-based test (iBT)</b>	Score of 35 (with a writing score of 14)	Score of 46 (with a writing score of 14)	Score of 46 (with a writing score of 14)	Score of 60 (with a writing score of 18)
<b>Cambridge English Qualifications</b>	B2 First or B2 First for Schools with a score of 154. No less than 154 in each skill	B2 First or B2 First for Schools with a score of 162. No less than 154 in each skill	B2 First or B2 First for Schools with a score of 162. No less than 154 in each skill	B2 First or B2 First for Schools, or C1 Advanced, or C2 Proficiency with a score of 169. No less than 162 in each skill
<b>OET</b>	Minimum of Grade C or 200 in all sub-tests	Minimum of Grade C or 200 in all sub-tests	Minimum of Grade C or 200 in all sub-tests	Minimum of Grade C or 200 in all sub-tests
<b>NZCEL</b>	Level 3 (General)	Level 3 (Applied)	Level 4 (General) or (Employment)	Level 4 (Academic)
<b>Pearson Test of English (Academic)</b>	PTE (Academic) score of 36 with no band score lower than 36	PTE (Academic) score of 42 with no band score lower than 36	PTE (Academic) score of 42 with no band score lower than 36	PTE (Academic) score of 50 with no band score lower than 42

<b>LanguageCert</b>	B1 Achiever International ESOL Written (LRW) PASS with no less than 25/50 in each skill <b>and</b> Spoken (S) PASS	B2 Communicator International ESOL Written (LRW) PASS with no less than 25/50 in each skill <b>and</b> Spoken (S) PASS	B2 Communicator International ESOL Written (LRW) HIGH PASS with no less than 25/50 in each skill <b>and</b> Spoken (S) PASS	C1 Expert International ESOL Written (LRW) PASS with no less than 25/50 in each skill <b>and</b> Spoken (S) PASS
<b>Trinity ISE</b>	ISE I with no less than distinction in any band	ISE II with no less than pass in any band	ISE II with no less than merit in any band	ISE II with no less than distinction in any band