



Application for an Employment Relations Education (ERE) course re-approval form

About the Course

| | |
|-------------------------------------|--|
| Organisation Name | |
| Course Title | |
| Course Number | |
| Date course approval expires | |

Contact Information

| | |
|-----------------------|--|
| Postal Address | |
| Contact Number | |
| Email Address | |
| Contact Name | |



Additional information required

Use the checklist to confirm that all required subjects have been covered when applying for the re-approval

Question 1: Do you wish to continue running the course as originally approved?

Yes. Please sign and return the form

No. Go to question 3

Question 2: Do you wish to make minor or major changes to the course?

Minor. Go to the “Minor changes” on page 3

Major. Go to the “Major changes” on page 4



Minor changes

List below the minor changes you would like to make to the course, then sign the form and return it. If the intended minor changes impact significantly on the original course content/outcomes/ objectives/audience of the course, you may be required to submit the full course content for re-approval (following the instructions in “Major changes” on page 4).

Your intended changes to this course:



Major changes

If you wish to make major changes to the course, please forward the original full course detailing your intended major changes.

Your intended changes to this course:



Please email your completed form and supporting documents to ERE@mbie.govt.nz. If you prefer to post your documentation to us instead, please mail:

ERE Course Approvals
Employment Services
Ministry of Business Innovation & Employment
PO Box 3705
Wellington 6140