Reference Guide for ITE Providers

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Navigating the portal

Council of Aotearoa New Zealand	Q Search	
<u>e</u>		
		Nau mai!
Т	Welome to	o the ITE Provider Portal.
Request a student exemption	Request a student extension	My applications
Tono whakawātea	Tono whakaroanga	Aku pukatono
New programme	Review a programme	<u>Change a programme</u>
		SV/ SV/

The six tiles let you:

- Request an exemption
- Request an extension
- View my current applications
- New programme
- Review a programme
- Change a programme

Council of Aotearoa New Zealand	Home My Profile My Settings	
Home	Contact Support	
Nau mail	Logout	
Welome to the ITE Provider Portal. This is a secure and professional space for ITE Providers which will improve how programmes are created, changed, reviewed, approved and maintained.		

The profile icon has a dropdown list that lets you access:

- Home
- My Profile
- My Account
- My Settings
- Contact Support
- Logout

Getting set up

Request a log in for the ITE Portal from iteadmin@teachingcouncil.nz

Log into the ITE Provider Portal

1. Go to the portal landing page. You do not need an ESL log in to access the portal.



If you are unable to log in because you have not been into the Portal for a while, enter your email address into the Username section, and select 'forgot password'. You will be emailed a new password. If you have any queries please email ITEadmin@teachingcouncil.nz

Logging in and out of the portal

Once you have your ITE Portal log in details, you will login from the portal landing page each time.

1. Log in and out.



Updating your contact details

Home				
	Talia Davies		Edit	
	Name Talla Davies	Manager		
0	Role	Company Name		
	Email talia.davies@educationcouncil.org.nz	Phone 04 471 0852		
	Address Level 7, 80 Boulcott Street Wellington 6011 New Zealand	Mobile		
	About Me			
Home	*Name First Name Tallia *Lat Name Tallia *Lat Name Davies Role© *Enall talia.davies@educationcouncil.org.nz Address Street Level 7, 80 Boulcott Street Enall City Veilington Zio [®] Protail.Cob Stat Address Evel 7, 00 Boulcott Street Enall City Veilington Zio [®] Protail.Cob Stat About Me	Edit User	LUpd	ate any of the fields: First Name Last Name Title Email Address Phone Mobile Click Save

Checking your Provider account details

1. Check My Account.

Teachin Council Aotearc New Zea	g of aa aland		Home My Profile My Settings	Click the profile icon
Home			My Account	
			Contact Support	
	Talia Davies		ELogout	
	Name Talia Davles	Manager		Select My
	Role	Company Name		Account from the
	Email talla.davies@educationcouncil.org.nz	Phone 044710852		dropdown list
	Address Level 7,80 Boulcott Street Wellington 6011 New Zealand	Mobile		
	About Me			

2. Update your account address details.

Only the address details can be edited.

- (a) Click update address to update your details.
- (b) Select mailing or physical from the address type box.
- (c) Click look up New Zealand address button.

Teaching Council of Aotearoa New Zealand	Q Search	
Home		
TC Aotearoa Test		Update Address
Principal Phone Physical Address 04 471 0852 Level 12, 80 Bould	ott Street, Wellington 6011, New Zealand	
DETAILS RELATED		Chatter isn't enabled or the user doesn't have Chatter access.
Account Name TC Aotearoa Test	Parent Account	
Institution Email	Principal	

Council of Aotearoa	Q Search.	× 🌲 😩
New Zealand	Update Address	
	Type of address	* -
Home	Address Type	
Account TC Aotearoa Test	Look up New Zealand Address	Update Address
Principal Phone Physical Ad	-Street	
044) 10052 Level 12, 0	•City	
DETAILS RELATED	PostCode	n't enabled or the user doesn't have Chatter access.
Account Name TC Aotearoa Test	Cancel	
Туре		
Institution Email	Principal	
Decile	Phone	

- (d) Type the address into the search.(e) Select the correct address from the drop down list.
- (f) Scroll down.
- (g) Click save.
- (h) You can enter your address manually if it doesn't appear in the dropdown list.

Teaching Council of Aotearoa New Zealand	Q Search Update Address	× 🌲 😫
	Address Search	*
Home	Search	
TC Aotearoa Test	*Street City	Update Address
Principal Phone Physical Ad- 04 471 0852 Level 12,80	*PostCode	
	*Country	in't enabled or the user doesn't have Chatter access.
	velet a tourity v	•
Account Name TC Aotearoa Test	Cancel	
Туре		
Institution Email	Principal	

Viewing your Provider account contacts

- 1. Click the Profile icon.
- 2. Select My Account from the dropdown list.

Council of Aotearoa New Zealand	Home My Profile My Settings
Home	My Account
Nau mai!	Contact Support
Welome to the ITE Provider Portal.	
This is a secure and professional space for ITE Providers which will improve how programmes are created, changed, reviewed, approved and maintained.	
Request a student exemption Request a student extension My applications Sort by: Most Recent Activity Q. Search this feed Y	* C ¹

You can view your contacts' name, title, email and phone. (This information can only be updated by contacting the Teaching Council.)

Teaching Council of Aotearoa New Zealand	Q Search	• • •
Home		
Account TC Aotearoa Test		Update Address
Principal Phone Physical Address 04 471 0852 Level 12, 80 Bould	ott Street, Wellington 6011, New Zealand	
DETAILS RELATED		Chatter isn't enabled or the user doesn't have Chatter access.
Account Name TC Aotearoa Test	Parent Account	
Туре		
Institution Email	Principal	
Decile	Phone 04 471 0852	
Sector	Fax	

3. Click Related tab next to the Details tab to see related information.

Council of Aotearoa New Zealand	
Home	
Contact Talia Davies	+ Follow Edit Change Record Type
Phone (2) ▼ Email 04 471 0852 talia.davies@educationcouncil.org.nz	
DETAILS RELATED	Post Poll Question
	Share an update Share
Open Activities (0)	ît↓ • Q. Search this feed ♥ • C ⁴
Activity History (0)	IS Support (NZ Education System) updated this record. 25 June 2021 at 2:59 PM
Cases (0)	Salutation Other to a blank value
[] Files (0) Add Files	Like Comment
1 Upload Files	

Viewing your programmes

- 1. Click the Profile icon.
- 2. Select My Account.

Council of Aotearoa New Zealand	A CON
	My Profile My Settings
Home	My Account
Naumail	Contact Support
Nau mai:	Logout
Welome to the ITE Provider Portal.	

3. Click the Related tab to see related information.

Council of Aotearoa New Zealand		• • •
Home		
Account TC Aotearoa Test		Update Address
Principal Phone Physical Address 04 471 0852 Level 12, 80 Boulcott Street, Wellington 6011, New Zealand		
DETAILS RELATED		Chatter isn't enabled or the user doesn't have Chatter access.
Account Name Parent Account TC Aotearoa Test		
Туре		
Institution Email Principal		
Decile Phone 04 471 0852		
Sector Fax		
Council of Aotearoa New Zealand		
Home Account TC Aotearoa Test		Update Address
Principal Phone Physical Address 044710852 Level 12, 80 Boulcott Street, Weilington 6011, New Zealand		
DETAILS RELATED		Chatter Isn't enabled or the user doesn't have Chatter access.
Contacts (1)		
Contact Name Title Email Phone Talla Davles talla.davles@educationcouncl 04.471.0852	View All	
Individual Qualifications (Provider) (0)	New	

Programme details can only be updated by contacting the Teaching Council.

- 4. Click on a Programme in the Programme Name column to display the programme details.
- 5. Click the Related tab to view:
 - Programme History
 - Programme Contacts
 - ITE Applications
 - Programme Sites

Viewing your Provider sites

- 1. Click the Profile icon.
- 2. Select My Account from the dropdown list.

Teaching Council of Aotearoa New Zealand	Q Search	Home My Profile
		My Settings
Home		My Account
Nau mai!		Contact Support
		Logout
Welome to the ITE Provider Portal.		

3. Click the Related tab to see related information.

Teaching Council of Aotearoa New Zealand	Q Search		# 🖲
Home			
TC Aotearoa Test			Update Address
Principal Phone Physical Ac 04 471 0852 Level 12, 80	dress Boulcott Street, Wellington 6011, New Zealand		
DETAILS RELATED		Chatter isn't enabled or the user doesn't ha	ave Chatter access.
Account Name TC Aotearoa Test	Parent Account		
Туре			
Institution Email	Principal		
Decile	Phone 04 471 0852		
Sector	Fax		

Rest of the contract of the co	eaching ouncil of otearoa ew Zealand	Q Search		
Home				
Account TC Aot	earoa Test			Update Address
Principal	Phone 04 471 0852	Physical Address Level 12, 80 Boulcott Street, Wellington 6011, New Zealand		
DETAILS	RELATED			Chatter isn't enabled or the user doesn't have Chatter access.
🖪 Contact	s (1)			
Contact Name	Title	Email Phone		
Talia Davies		talia.davies@educationcounci 044710852	View All	
脂 Individu	al Qualifications (Pro	vider) (0)	New	

Site details can only be updated by contacting the Teaching Council.

Requesting an exemption/extension

1. Create an application.

Select one of the following options on the Home page:

- Request an exemption
- Request an extension



Click Next to confirm.

Teaching Council of Aotearoa New Zealand	Q Search		.
Home			
The Application type you chose is Exemption. If you wish to change it click	on Previous.	Previous	Next

Click Create Application button to open an application case.

Council of Aotearoa New Zealand	Search) 🌲 🛃
Home		
Click on 'Create Application' button to create the application.		Create Application Close

Enter the details for the application and click Save.

Teaching	New Case: ITE - Exemption	
Council of Aotearoa New Zealand Home Click on 'Create Application' button to create the app	Details Instructions Please provide details about the exemption being sought. Please also upload appropriate documentation: For exemption from age based criteria, provide a copy of the Student's birth certificate; For exemption for overseas qualifications, provide a copy of the NZQA official assessment of the student's existing qualifications; For exemption from language pre-requisites provide evidence demonstrating a high standard of English language competency to support an exemption. Upload any other documentation you feel is necessary. Type of request -None- -Student's name	Create Application
	Student's date of birth	

2. Edit the application.

Each application is given a Case Number. Click Edit to start entering application details.

Reac Cour Aote New	hing ncil of aroa Zealand	Q Search	_ 4 2
Home			
Case TC Aotear	oa Test - Exer	nption - 2021-07-05	+ Follow Edit Upload Evidence
Case Number 00101536	Status New	Case Record Type ITE - Exemption	
✓ Details			P Open Activities (0)
Please provide details about the exemption being sought. Please also upload appropriate documentation: For exemption from age based criteria, provide a copy of the student's birth certificate; For exemption for overseas qualifications, provide a copy of the NZQA official assessment of the student's existing qualifications;		tion being sought. Please also upload appropriate documentation: provide a copy of the student's birth certificate; ns. provide a copy of the NZOA official assessment of the student's existing qualifications;	Evidence & Documents (Case) (0)
For exemption from an exemption. Upload any other do	language pre-requ	isites provide evidence demonstrating a high standard of English language competency to support sel is necessary.	

Mandatory detail fields are marked with a red asterisk *

Hovering your mouse over any information icon ¹ will display additional information on completing the field.

Complete the Details and Contact Information sections with the relevant information (say what document you are uploading).

Click Save to save any information you have entered.

Teaching	Edit	00101536		
Council of Aotearoa New Zealand	Details Instructions Please provide details about the exemption being sought For exemption from age based criteria, provide a copy For exemption for overseas qualifications, provide a cop	Please also upload appropriate documentation: the student's birth certificate: / of the NZQA official assessment of the student's of	existing	* 🙆
Home	qualifications; For exemption from language pre-requisites provide evid	dence demonstrating a high standard of English lan	guage	
Case TC Aotearoa Test - Exem Case Number Status 00101536 New	Competency to support an exemption. Upload any other documentation you feel is necessary. Type of request Exemption for age under 20 * Student's name TC Aotearoa Test Account			+ Follow Edit Upload Evidence
✓ Details		* Student's date of birth 5/07/2021	ŧ	s (0)
Instructions Please provide details about the exemption For exemption from age based criteria, pr	Why are you making this request? Testing portal			cuments (Case) (0)
For exemption for overseas quantications For exemption from language pre-requisi an exemption. Upload any other documentation you fee	Contact Information			
Type of request Exemption for age under 20		Cancel Save & N	lew Save	

3. Upload evidence.

Click Upload Evidence to start attaching evidence and documents to the application case. A new tab will open in your internet browser.

Mandatory detail fields are marked with a red asterisk *

Teaching Council of Aotearoa New Zealand	Q Search	# 🖲
Home		
Case TC Aotearoa Test - Exemp	tion - 2021-07-05	+ Follow Edit Upload Evidence
Case Number Status 00101536 New	Case Record Type ITE - Exemption	

Complete the Title and Description boxes with the relevant information. Click Next to continue.

Council of Aotearoa New Zealand	.
Home	
*Title	
Description	
	Next

You can upload as many files as you need to.

Q Search. Home	► .
*Categories Administration Appeal Information Council assessment Letter Other evidence Birth certificate Certified copy of qualification NZQA assessment Scholing record Testimonial Transcript of learning Other	Previous Next
Sadrai (Salara Iar Caa - Na Roadan Nar Sadrai (Salara Iar Caa - Na Roadan Nar Salara Iar Caa - Nar Salara Iar Caa - Na Roadan Nar Salara Iar Caa - Nar Salara Iar Ca	Click Next once you have finished uploading all the files
Submit Eclanos for Case - Ind Providen News	Click on the relevant category tick box to select the document category.
0 cm 7 4 0 <td>Select the file you want to upload</td>	Select the file you want to upload
	Click Open to upload the file
Autor Editors to Case : in Products New	Click Done once file upload is complete

Targets - second second - constrained - constrained - constrained - constrained - constrained - constrained	Click on the relevant Category tick box to select the document category
Control of the second sec	Click Next to continue

4. Check uploaded files.

A list of uploaded files is displayed.

Each file is given an Evidence Name beginning with E and ending with 4 numbers.

"Your Einidence Upland von successful Uplanded Film: () faurmary of Einiberce added		Olick Finish to return to
EVIDENCE NAME	TITLE	
60172	Didence	application case
		Perior from

5. Mark application as ready and submit.

TEA Home	ACHING COUNCIL Q. 50	MD	••	Edit button to undate application
Case hur cooos43	Case Aya Provider - Exemption - 2019-04-04 Ariter Programs State C 250 New F	aar Kessel Tajan 12 - Examplian	+ fotos Udualfatiena Edit	case information
v De	etails		Evidence & Documents (Case) (0)	
For ease For ease For ease Upticed	Access an enclose details about the exemption being sought. Please also upload a semption from age based or tierls, provide a copy of the studient which or exemption from language pre-requisites provide evidence demonstrating ad any other documentation you have in recensary.	ppropriate documentation: efficates summered of the student's existing qualifications; whigh standard of English language competency to support an esemption.		
Program Type of	anne faine afrequest			
Studiet Why an	ers carrell	Students time of birth		
Deym	ni support this request?			
↓ Cor	ontact Information			
Aplica	ration Primary Contact	Contact vole		
Center	nt details			

You won't be able to edit an application once it is marked as ready.



If you have accidentally submitted the application before it is ready, contact your Teaching Council Advisor and ask for the application to be released so you can continue editing.

View applications



TEACHING CI New FERLINE Mark	DUNCIL Q Search			
My Applicatio	ns			
ITE PROVIDER DRAF	APPLICATIONS			
CASE HUHBER	SUBJECT	STATUS	DATE/TIME OPENED	
00001336	Aya Provider - New Programme - 2019-03-25	New	25/05/2019 2:38 PM	
00001338	A DECEMBER OF THE OWNER OWNER OF THE OWNER OF THE OWNER OF THE OWNER OWNER OWNER OF THE OWNER OWNER OWNER OWNER OWNER OWNER OWNER OWNER OWNE			
00001339	Ava Provider - Change to Programme - 2019-00-25			
00001340	Aya Provider - Review Programme - 2019-03-05	New	25/03/2019 3:00 PM	
00001345	Ava/Provider - New Programme - 2019-03-26	New	26/03/2019 5:05 PM	
00001346	Aya Provider - New Programme - 2019-00-26	New	26/03/2019 5:05 PM	
00001347	Aya-Provider - New Programme - 2019-03-26	New	26/00/2019 5:06 PM	
00001348	Aya Provider - Emergetion - 2019-03-26	Neur	26/00/2019559.PM	
00001353	Aya Provider - Review Programme - 2019-03-27	New	27/00/2019 10:27 AM	
00001368	Aya Provider - Extension - 2019-04-01	New	5/04/2019 12:44.AM	
ViewAll				

Click an application case in the CASE NUMBER column to display the application case details

Managing date and time and notifications



Making a Programme Change

Once you have logged in, select 'Change a Programme' on the main screen.

Request a student exemption	Request a student extension	My applications
Tono whakawātea	Tono whakaroanga	Aku pukatono
New programme	Review a programme	Change a programme
Whakarite hotaka hou	Arotake hotaka	Panoni hotaka

Select 'Next'

Г

Home	
The Application type you chose is Change To Programme. If you wish to change it click on Previous.	
Previous	
	Next

Click on 'Create Application'

Home	
Click on 'Create Application' button to create the application.	
	Create Application Close

Insert programme change details and click 'save'. Important: Please wait to tick the 'This application is ready to submit' box at the bottom of the box until your application is ready to be submitted to the Council – this will come after you have uploaded evidence.

New Case: ITE - Ch	ange to programme
Summary of Programme Changes	
Description of changes 0	
Contact Information	
Application Primary Contact	Contact role
Contact details	
Case Information	
Case Number	Case Origin
	Online
Subject	•Status
TC Aotearoa Test - Change To Programme - 2023-11-29	New
	This application is in te reo Mãori 0
Description	
System Information	
Contact Name	This application is ready to submit
Send notification email to contact	Cancel Save & New Save

Now you are ready to upload evidence. Click the Upload evidence button in the top right corner. This will open in a new tab.

Home		
Case TC Aotearoa Test - Change To Programme	- 2023-11-29	+ Follow Upload Evidence Edit
Case Number Status Case Record Type 00340290 New ITE - Change to progra	mme	Upload Evidence
✓ Summary of Programme Changes		Popen Activities (0)
Description of changes		Evidence & Documents (Case) (0)
 Contact Information 		-
Application Primary Contact	Contact role	
Contact details		
✓ Case Information		
Case Number 00340290	Case Origin Online	
Case Owner	Status New	
Subject TC Antearna Test - Change To Programme - 2023-11-29	This application is in te reo Māori 🕚	
Description		

One of your pieces of evidence you upload will be the 8.8 Programme Changes application template which can be found here: <u>02_8.8 changes application template.docx</u>

Add the title and description of your evidence and click 'next'.

lome	
ine	
Description	
	1)
	Next

You will be able to upload or drop a file in.

Home		
Upload a file		
		Previous

	Upload Files	
000	02_8.8 changes application template.docx 527 KB	- 0
1of1	file uploaded	Done

When you click 'next', there will be a message which says 'Your Evidence Upload was successful'. If this message does not appear, click 'Previous' to upload the document again.

Home	
Your Evidence Inland was successful Inlanded Files - 102.8.8 changes application template dory 1	
Summary of Evidence added:	
	Previous Next

You will be asked if you would like to upload more evidence. You will be able to upload as many pieces of evidence as you need.

Home	
*Would you like to upload more evidence?	
• Yes No	
	Previous Next

Once you are finished uploading evidence, select 'No' to uploading more evidence, and click 'Next'. You will be given a summary of your programme changes application.

Home Case TC Aotearoa Test - Change To Programme - 2023-11-29	+ Fo	Upload Evidence Edit
Case Number Status Case Record Type 00340290 New ITE - Change to programme		
✓ Summary of Programme Changes	Open Activities (0)	
Description of changes	🖉 Evidence & Docum	ents (Case) (2)
Contact Information Application Primary Contact Contact role Contact details	Evidence Name E-9658 E-9659	Title Programme Change Applicatio Programme Document View All
✓ Case Information Contact details		
Case Information Case Number 00340290 Case Owner	Case Origin Online Status New	
Subject TC Aotearoa Test - Change To Programme - 2023-11-29	This application is in te reo Māori	
Description System Information Created By	Last Modified By	
a <u>Talia Davies</u> , 29/11/2023, 9:32 am	S Talia Davies, 29/11/2023, 9:32 am	
Date/Time Opened 29/11/2023, 9:32 am	Date/Time Closed	
Contact Name Talia Davies	Submission Help When your application is ready to submit, ple checkbox. Once this checkbox has been ticke application, YOU WILL NOT BE ABLE TO MA Council will then process your application.	ease tick this ed and you save your AKE CHANGES. The
	This application is ready to submit	\bigcirc

Hovering over the pencil icon next to each field will enable you to edit details.

Once you have added all details and evidence and are ready for the Teaching Council to process your application, please tick the 'this application is ready to submit' box by using the pencil edit icon on the right.

	This application is ready to submit	5
Cancel	Save	

Click 'Save'. Your application is now with the Teaching Council.

Once you have logged in, select 'Review programme'

Nau mai!

Welome to the ITE Provider Portal.

This is a secure and professional space for ITE Providers which will improve how programmes are created, changed, r



A new box will pop up. This is a chance to input all of the details for the programme. Important: do not click the 'ready to submit' box yet, until you have attached documents in the remaining steps. New Case: ITE - Review programme

Case Number				*Status			
				New		•	
Case Owner				Priority			
Talia Davies				Medium		•	
*Subject				*Case Origin			
- Review Pro	ogramme - 2	024-04-26		Online		•	
Description							
			li.				
Follow Up On							
Date		Time					
	苗		0				

Once you have scrolled through the sections and added the programme details, select 'save'

Contact role				
Contact details				
Programme Name	li			
Search Programmes	0			
	~			
Summary of Programme Changes				
Summary of Programme Changes				
Summary of Programme Changes				
Summary of Programme Changes				
Summary of Programme Changes (Web Information				
Summary of Programme Changes (Web Information Web Email		Web Company		
Summary of Programme Changes (Web Information Web Email		Web Company		

Your case will then be created and you will then be taken back to the main screen.

Teaching Council of Aotearoa New Zealand	Q	earch			
ome					
Case - Review Programme - 2024-0-	4-26			+ Follow Edit Change Own	er Change Record Type
Case Number Programme Name 00385381	Status New	Case Record Type ITE - Review programme			
✓ Case Information				Open Activities (0)	New Task New Event
Case Number 00385381		Status New	1	Evidence & Documents (0	Case) (0) New
Case Owner Case Owner Talia Davies	£`	Priority Medium	1		
Subject - Review Programme - 2024-04-26	1	Case Origin Online	<i>I</i>	Wānangatia Cases (0)	New
Description				7 Notes (0)	
Follow Up On				Notes (0)	
✓ Assessment	/				
Caro autromo		Bronocod monitor			

Now select 'Evidence and Documents' to upload the necessary documents;



A new box will pop up giving you the chance to submit files:

Information	
Evidence Name	Owner Talia Davies
*Title	*Case
Programme document	☐ 00385381 ×
Visible in Community	Shared with Panel
Description	
	li li
Dotails	
E&D Type 1	
None	▼
View all dependencies	
Document type 🚯	
Available	Chosen

If you have more than one file to upload, select 'Save & New'.

Repeat the process. Once you have finished inputting the details for your last file, select 'save.' You will be taken back to the main screen where you will be able to see the list of files you have uploaded:



Once you have reviewed the details on the main screen, scroll down and select the editing pencil on 'this application is ready to submit'. This will allow you to tick the box:

✓ Application Data			
Contact Name		Application submitted date	
	. dati	26/04/2024	
Account Name		Sector	
Application Primary Contact		This application is in te reo Māori	
Contact role		This application is ready to submit	
			1
Contact details			
	. dati		

Programme Name

 Application Data 			
Contact Name		Application submitted date	
Search Contacts	Q	26/04/2024	ä
Account Name		Sector	
Application Primary Contact		This application is in te reo Māori 🕚	
Contact role		This application is ready to submit	5
Contact details			
	11		
	Cancel	Save	

Once you select save at the bottom of the screen, your application will come through to the Teaching Council. You will shortly receive a notification email acknowledging that we have received your application through the ITE portal.