



Employment Relations Education Course Re-Approval Form

1. Name of organisation.....

2. Course title.....

3. Date course first approved: / /

4. Do you wish to apply for re-approval?

Yes

Please state why you wish to keep running the course on page 3. Then go to question 5

No¹

*Please sign and return the form**

5. Do you wish to continue running the course as originally approved?

Yes

*Please sign and return the form**

No

Please go to question 6

6. Do you wish to make minor or major changes to the course?

Minor

Please go to question 7

Major

Please go to question 8 on the next page

7. Minor changes

*List the minor changes you would like to make to the course on page 4, then sign the form and return it.**

Note: If the intended minor changes impact significantly on the original course content/outcomes/objectives of the course, you may be required to submit the full course for re-approval (following the instructions in question 8 over the page).

8. Major changes

¹ If you answer "No" to this question, your course will not be eligible for EREL purposes and it will be deleted permanently from our website and database.

* see our contact details over page

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

9. Our contact details

You can email us your queries at ere@ers.dol.govt.nz or telephone the Executive Officer - ERE on (04) 915 4529.

10. Send your form in

If you opened this form using MS Word, complete it electronically & email it back by selecting File/Send To" to ere@ers.dol.govt.nz.

If you opened this form as a PDF file, please print out the form, complete it by hand and post it to:

Executive Officer - Employment Relations Education
Employment Relations Service
PO Box 3705
Wellington

11. Your contact details

Name

Telephone

Email *[if available]*

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