



## Application Form for Approval of Supervision Arrangement (Renewals)

As a provisional licence holder, you may provide immigration advice, but only under the direct supervision of a fully licensed immigration adviser in accordance with an arrangement approved by the Immigration Advisers Authority. When you apply for annual renewal of your provisional licence, you must either apply for approval to continue your existing supervision arrangement or apply to enter a new supervision arrangement.

Please use this form to apply to the Authority for approval of your supervision arrangement. The form must be signed by you and your nominated fully licensed supervisor.

If your supervisor is not your employer, you should inform your employer and seek agreement to the arrangement. Your supervisor must meet the requirements for supervisors in the Registrar’s provisional licence and supervision policy.



**A copy of your proposed supervision arrangement must be attached.** The matters that should be covered in this arrangement are set out in the Registrar’s provisional licence and supervision policy, which can be viewed on the Authority’s website at [www.iaa.govt.nz](http://www.iaa.govt.nz).

### Section 1 Provisional Licence Applicant

#### Applicant

Family/Last name

First/Given names

IAA licence number

#### Proposed supervisor

The person who has agreed to provide supervision for me is:

Full name

Business/Organisation

IAA licence number

Are you applying to enter a new supervision arrangement?  
Yes  No

When filling out this form please print clearly



**Please answer the following questions on a separate sheet**

- Please assess how effective your supervision arrangement was for the previous licence period. What has worked well, and what should be changed?
- Did you meet your goals? Please discuss.
- Explain how you think your supervision arrangement ensured that your clients were given the best possible immigration advice.
- Are you changing supervisors? If so, why?

Note: Your assessor may contact your previous supervisor to discuss your application.

**Applicant's acknowledgement and declaration**

I, (full name of applicant)

- understand that I may not provide immigration advice except under the direct supervision of my proposed supervisor
- agree to adhere to the supervision arrangement for the term of the supervision
- agree to abide by the terms of the Registrar's provisional licence and supervision policy and by the Licensed Immigration Advisers Code of Conduct 2010
- authorise the Registrar to contact my supervisor for the period immediately preceding this renewal application for the purpose of assessing my performance during that period
- authorise the Registrar to contact the client for whom I have provided a client file for the purpose of assessing the adequacy of the supervision arrangement
- declare that the details I have provided in this form are true and correct.

Signed

Date

D	D	M	M	Y	Y	Y	Y
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**Section 2**

**Proposed Supervisor**

Full name

Business/Organisation

Business phone

(+country code - area code - local number)

Business email

IAA licence number

Expiry date

D	D	M	M	Y	Y	Y	Y
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When filling out this form please print clearly.

Please complete either A or B, and then read and sign the supervisor's acknowledgement and declaration.

### **A. Where a previous supervision arrangement is continuing**

On a separate sheet please assess how effective your supervision arrangement has been for the previous licence period. Did you meet your goals? What has worked well? What will you do differently?

OR

### **B. Where a new supervision arrangement is being entered into**

Please provide details of your suitability to supervise the applicant as follows, on a separate sheet.

- Please describe the relationship by which you will provide direct supervision to the applicant you will be supervising, for example, as line supervisor, manager or other role (please explain).
- Please provide details of any leadership/management/supervision experience and/or training you have had, including positions held.
- Please note any potential conflict(s) of interest you may have with the applicant, and describe how you intend to manage any conflict.

### **Supervisor's acknowledgement and declaration**

I, (full name of supervisor)

- understand that the applicant may not provide immigration advice except under my direct supervision
- agree to adhere to the supervision arrangement for the term of the supervision
- agree to abide by the terms of the Registrar's provisional licence and supervision policy and the Licensed Immigration Advisers Code of Conduct 2010
- declare that the details I have provided in this form are true and correct.

Signed

Date

D	D	M	M	Y	Y	Y	Y
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