

FORM 301A

Supervision Arrangement Application (Inspection Renewal)

This supplementary application form is to be completed by both the individual applying to renew their provisional licence via the inspections stream, and their proposed supervisor.

JULY 2020



LICENSED PROFESSIONAL PROTECTED MIGRANT

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IMPORTANT NOTES

1. On the cover page of this application form is a date of issue. Please check you are using the latest application form before continuing as old application forms will not be accepted. Check www.iaa.govt.nz/forms for the latest versions of all forms.
2. If you are renewing your provisional New Zealand immigration adviser licence through the inspection stream, you must complete:
 - › Form 301: Inspection Renewal Application (not required for an online application); and
 - › Form 301A: Supervision Arrangement Application (Inspection Renewal).
3. Your supervisor must meet the requirements for supervisors in the Licensing Toolkit which can be obtained from the Immigration Advisers Authority (the Authority) website.
4. If you are granted a provisional licence you may provide immigration advice but only under the direct supervision of your approved supervisor.

YOUR COMPLETED APPLICATION WILL INCLUDE THE FOLLOWING:

1. Form 301: Inspection Renewal Application.
2. Form 301A: Supervision Arrangement Application (Inspection Renewal).
3. Any documents and evidence required by both forms.

SECTION 1 PERSONAL DETAILS

Applicant

Family/last name

First/given names

New Zealand immigration adviser licence number

Is your proposed supervisor the same person as your current supervisor? (*Select one only*)

Yes – I am seeking to renew my provisional licence to work under the direct supervision of my current supervisor (Please complete Section 2 ONLY)

No – I am seeking to renew my provisional licence to work under the direct supervision of a new supervisor (Please complete Section 3 ONLY)

SECTION 2 RENEWAL OF PROVISIONAL LICENCE (SAME SUPERVISOR)

ASSESSMENT OF SUPERVISION TO DATE

Section 19(5) of the Immigration Advisers Licensing Act 2007 requires provisional licence holders to work under the direct supervision of a full licence holder. Clauses 12(c) and 13(a) of Code of Conduct 2014 require supervisors and provisional licence holders to act in accordance with their supervision agreement as approved by the Registrar of Immigration Advisers.



2A COPIES OF SUPERVISION RECORDS FOR INSPECTION

Please attach copies of your supervision records for the period set out in your Inspection Renewal Notice. The **Supervision Toolkit**, as well as the inspection checklist provided with your Inspection Renewal Notice, set out what is required as part of your 'supervision records'. Please ensure that you understand the requirements before completing this section.

I have been required to provide 'supervision records' for the past _____ months.

Note: Provisional licence holders who have changed their supervisor during the period under inspection must also provide supervision minutes of meetings with their previous supervisor(s).



2B PROVISIONAL LICENCE HOLDER'S REFLECTIONS ON SUPERVISION ARRANGEMENTS TO DATE

Please answer the following questions on a separate sheet:

- › How have you and your supervisor complied with the terms of your supervision agreement?
- › How did your current supervisor(s) monitor all of your documentation and formal correspondence during your current licence period?
- › How often did you meet with your supervisor?
- › Have you achieved your learning needs set out in your professional development plan (PDP)? If so, please ensure your supervisor signs off your PDP.
- › In the event that your supervisor was away, what arrangements did you have in place?



2C UPDATED SUPERVISION AGREEMENT (IF APPLICABLE)

All supervision agreements must be approved by the Registrar as per Clause 11 of the Code of Conduct 2014.

If you and your supervisor are intending to update or change the terms of your current supervision agreement, please attach a copy of your proposed supervision agreement.

If you include a back-up supervisor, please ensure that your back-up supervisor also signs the supervision agreement and completes Section 4 of this form.

Please note that there is a model supervision agreement on the Authority website, www.iaa.govt.nz/forms, to help you.

2D PROVISIONAL LICENCE HOLDER'S ACKNOWLEDGEMENT AND DECLARATIONI, (full name of **applicant**)

- › understand that I must not give immigration advice for any period of time in which I do not have in place a supervision agreement approved by the Registrar
- › agree to act in accordance with the supervision agreement as approved by the Registrar
- › 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
- › declare that the details I have provided in this form are true and correct.

Signed

DAY MONTH YEAR

2E CURRENT SUPERVISOR'S DETAILS

Family/last name

First/given names

New Zealand immigration adviser licence number

Business/Organisation

Business phone number

(+COUNTRY CODE – AREA CODE – LOCAL NUMBER)

Business email address

2F SUPERVISOR REQUIREMENTS

Do you hold a full immigration adviser licence?

Yes No

If yes, do you currently provide direct supervision to any other provisional licence holders?

Yes No

If yes, how many provisional licence holders?

I confirm that I am able to meet my professional obligations as a licensed immigration adviser whilst providing supervision to an additional provisional licence holder and fulfil the supervision requirements.

**2G SUPERVISOR'S REFLECTIONS ON SUPERVISION ARRANGEMENTS TO DATE**

Please attach on a separate sheet signed and dated by your current supervisor their answers to the following questions:

- › How have you and your provisional licence holder complied with the terms of your supervision agreement?
- › How did you monitor your provisional licence holder's documentation and formal correspondence?
- › How often did you meet with your provisional licence holder?
- › Has the provisional licence holder achieved their learning needs set out in their professional development plan (PDP)? If so, please ensure that you have signed off their PDP.
- › In the event that you were away, what arrangements did you have in place?

2H CURRENT SUPERVISOR'S ACKNOWLEDGEMENT AND DECLARATION

I, (full name of **supervisor**)

- › understand that the applicant must not give immigration advice for any period of time in which they do not have in place a supervision agreement approved by the Registrar
- › agree to act in accordance with the supervision agreement as approved by the Registrar
- › declare that the details I have provided in this form are true and correct.

Signed

DAY MONTH YEAR

SECTION 3 RENEWAL OF PROVISIONAL LICENCE (NEW SUPERVISOR)

ASSESSMENT OF SUPERVISION TO DATE

Section 19(5) of the Immigration Advisers Licensing Act 2007 requires provisional licence holders to work under the direct supervision of a full licence holder. Clauses 12(c) and 13(a) of Code of Conduct 2014 require supervisors and provisional licence holders to act in accordance with their supervision agreement as approved by the Registrar of Immigration Advisers.



3A COPIES OF SUPERVISION RECORDS FOR INSPECTION

Please attach copies of your supervision records for the period set out in your Inspection Renewal Notice. The **Supervision Toolkit**, as well as the inspection checklist provided with your Inspection Renewal Notice, set out what is required as part of your 'supervision records'. Please ensure that you understand the requirements before completing this section.

I have been required to provide 'supervision records' for the past _____ months.

Please note: Provisional licence holders who have changed their supervisor during the period under inspection must also provide supervision minutes of meetings with their previous supervisor(s).



3B PROVISIONAL LICENCE HOLDER'S REFLECTIONS ON SUPERVISION ARRANGEMENTS TO DATE

Please answer the following questions on a separate sheet:

- › How have you and your supervisor complied with the terms of your supervision agreement?
- › How did your current supervisor(s) monitor all of your documentation and formal correspondence during your current licence period?
- › How often did you meet with your supervisor?
- › Have you achieved your learning needs set out in your professional development plan (PDP)? If so, please ensure your supervisor signs off your PDP.
- › In the event that your supervisor was away, what arrangements did you have in place?

Please note: if you are unable to obtain your current supervisor's reflections, please provide reasons.



3C CURRENT SUPERVISOR'S REFLECTIONS ON SUPERVISION ARRANGEMENTS TO DATE

Please attach on a separate sheet signed and dated by your current supervisor their answers to the following questions:

- › How have you and your provisional licence holder complied with the terms of your supervision agreement?
- › How did you monitor your provisional licence holder's documentation and formal correspondence?
- › How often did you meet with your provisional licence holder?
- › Has the provisional licence holder achieved their learning needs set out in their professional development plan (PDP)? If so, please ensure that you have signed off their PDP.
- › In the event that you were away, what arrangements did you have in place?

Please note: if you are unable to obtain your current supervisor's reflections, please provide reasons.



3D PROPOSED SUPERVISION AGREEMENT WITH NEW SUPERVISOR

All supervision agreements must be approved by the Registrar as per clause 11 of the Code of Conduct 2014.

Please provide a copy of your proposed supervision agreement for the Registrar's approval.

If you include a back-up supervisor, please ensure that your back-up supervisor also signs the supervision agreement and completes Section 4 of this form.

Please note that there is a model supervision agreement on the Authority website, www.iaa.govt.nz/forms, to help you.

3E PROVISIONAL LICENCE HOLDER'S ACKNOWLEDGEMENT AND DECLARATION

I, (full name of **applicant**)

- › understand that I must not give immigration advice for any period of time in which I do not have in place a supervision agreement approved by the Registrar
- › agree to act in accordance with the supervision agreement as approved by the Registrar
- › 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
- › declare that the details I have provided in this form are true and correct.

Signed

DAY MONTH YEAR

3F PROPOSED NEW SUPERVISOR DETAILS

Family/last name

First/given names

New Zealand immigration adviser licence number

Business/Organisation

Business phone number

(+COUNTRY CODE – AREA CODE – LOCAL NUMBER)

Business email address

3G PROPOSED NEW SUPERVISOR REQUIREMENTS

Do you hold a full immigration adviser licence?

Yes No

If yes, do you currently provide direct supervision to any other provisional licence holders?

Yes No

If yes, how many provisional licence holders?

I confirm that I am able to meet my professional obligations as a licensed immigration adviser whilst providing supervision to an additional provisional licence holder and fulfil the supervision requirements.

3H SUPERVISOR ACKNOWLEDGEMENT AND DECLARATION

I, (full name of **supervisor**)

- › understand that the applicant must not give immigration advice for any period of time in which they do not have in place a supervision agreement approved by the Registrar
- › agree to act in accordance with the supervision agreement as approved by the Registrar for the term of the supervision
- › declare that the details I have provided in this form are true and correct.

Signed

DAY MONTH YEAR

SECTION 4 PROPOSED BACK-UP SUPERVISOR (IF APPLICABLE)

It is not compulsory to have a back-up supervisor. However, if you have organised a back-up supervisor, please have your back-up supervisor complete this section.

Family/last name

First/given names

New Zealand immigration adviser licence number

Business/Organisation

Business phone number

(+COUNTRY CODE – AREA CODE – LOCAL NUMBER)

Business email address

4A BACK –UP SUPERVISOR REQUIREMENTS

Do you hold a full immigration adviser licence?

Yes No

If yes, do you currently provide direct supervision to any other provisional licence holders?

Yes No

If yes, how many provisional licence holders?

I confirm that I am able to meet my professional obligations as a licensed immigration adviser whilst providing supervision to an additional provisional licence holder and fulfil the supervision requirements.

4B BACK-UP SUPERVISOR ACKNOWLEDGEMENT AND DECLARATION

I, (full name of back-up supervisor)

- › understand that the applicant must not give immigration advice for any period of time in which they do not have in place a supervision agreement approved by the Registrar
- › agree to act in accordance with the supervision agreement as approved by the Registrar for the term of the supervision
- › declare that the details I have provided in this form are true and correct.

Signed

DAY MONTH YEAR