

FORM 301A

Supervision Arrangement Application (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.

NOVEMBER 2015



LICENSED PROFESSIONAL PROTECTED MIGRANT

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Important notes

1. On the cover page of this application 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 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**; and
 - › Form 301A: Supervision Arrangement Application (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 (Renewal).
3. Any documents and evidence required by both forms.

SECTION 1 PERSONAL DETAILS

Family/last name

First/given names

New Zealand immigration adviser licence number

Is your proposed supervisor the same person as your current supervisor?

 Yes No**SECTION 2 SUPERVISION AGREEMENT**

Please provide a copy of your proposed supervision agreement.

Please note that there is a model supervision agreement on the Authority website, www.iaa.govt.nz, to help you.**SECTION 3 SUPERVISION MINUTES**

Please attach a copy of the minutes you kept of your supervision meetings during your current licence period.

SECTION 4 ASSESSMENT OF SUPERVISION ARRANGEMENT

Please answer the following questions on a separate sheet:

- › How did your supervisor monitor all of your documentation and formal correspondence?
- › How often did you meet with your supervisor?
- › In the event that your supervisor was away what arrangements did you have in place?

SECTION 5 PROVISIONAL LICENCE HOLDER 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

Date

DAY

MONTH

YEAR

The proposed supervisor is to complete sections 6 to 9

SECTION 6 PROPOSED SUPERVISOR

Family/last name

First/given names

New Zealand immigration adviser licence number

Business/Organisation

Business phone

+

Business email

SECTION 7 SUPERVISOR REQUIREMENTS

Do you hold a full immigration adviser licence?

Yes No

Do you provide direct supervision to any other provisional licence holders?

Yes No

SECTION 8 ASSESSMENT OF SUPERVISION ARRANGEMENT



Please answer the following questions on a separate sheet:

- › How did you supervise all of your provisional licence holder's documentation and formal correspondence?
- › How often did you meet with your provisional licence holder?
- › In the event that you were away what arrangements did you have in place to ensure your provisional licence holder was directly supervised?

SECTION 9 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

Date

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DAY

MONTH

YEAR