# **Training Agreement**

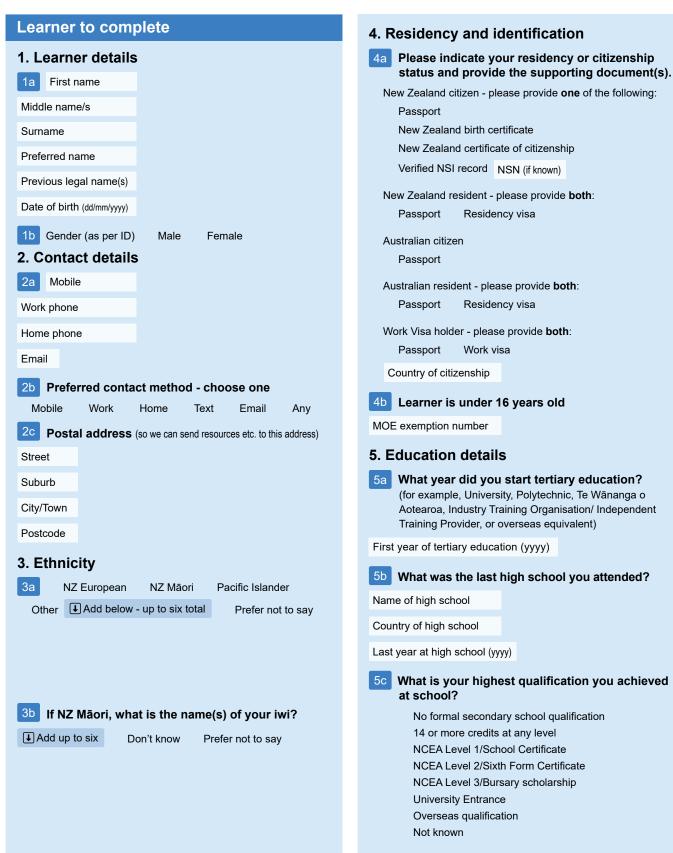




Te Pūkenga - The New Zealand Institute of Skills and Technology, trading as Primary ITO.

This Training Agreement is a formal agreement between the Employee (Learner), the Employer, and Primary ITO.

⚠ No Twink or correction fluid is to be used on the document.



#### 6. Learner Support

The information you provide is collected for statistical purposes to help us understand our learners and make education more accessible

6a English is my second language Yes N

Do you need support while learning with Primary ITO?

Your response helps us inform you about the available assistance. Please select the support you need (multiple options allowed):

Access to assistive technology (for example, for reading, writing, communication)

Accessible format resources for course content

Mobility and transport (for example, navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan)

New Zealand Sign Language Interpreter

Support with reading, writing, and communicating in learning sessions, exams, and assessments

Other learning or disability support

No, I do not need support at this time

Do you describe yourself as disabled, deaf, neurodiverse, tāngata whaikaha māori, or living with a long-term physical or mental health condition?

Yes No Prefer not to say

#### 7. Employment details

- 7a What is your current job title?
- 7b Employment type

Employee Self-employed Volunteer

7c Employment status

Full time Part time Seasonal Casual

7d What was your employment status as at 01 October?

Select one option only:

Secondary School Student

Wage or Salary Earner

University Student

College of Education Student

**Private Training Student** 

Retired

Non-employed/Beneficiary

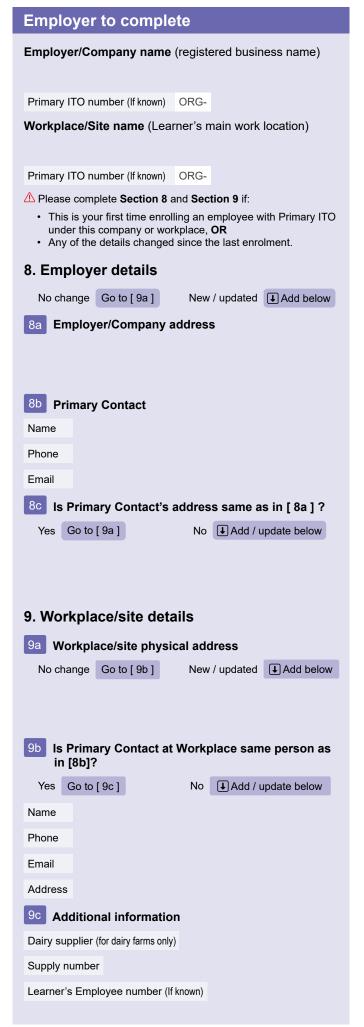
Self-employed

Polytechnic Student

Wānanga Student

House-person

Overseas



Any modifications, deletions, or alterations to the details on this page must be initialled by the parties as indicated next to the section: **L** for Learner, **E** for Employer, and **P** for Primary ITO representative.

Initials must be placed next to the change. Uninitialled changes may not be considered valid.

#### 10. Programme enrolment

10a Programme code and name PR-

10b Enrolment start date (dd/mm/yyyy)

Training Agreement transfer (if applicable)

10c Transfer start date (dd/mm/yyyy)

#### 11. Programme fee and Payment details

#### 11a Does Primary ITO charge a fee for this enrolment?

Please note that some of our providers may apply their own fees

Yes Add detail

No Go to section 12

Total programme cost \$

#### Fee breakdown for NZA programmes

Level 3 \$

Level 4 \$

Fee comment

#### 11b Who should be invoiced for the programme fee?

An invoice for the programme fee will be emailed to the party below. To pay by direct debit, credit card, or store card, they must contact our Finance team after receiving the invoice.

Employer

Learner

Third party

**♣** Add details

Third party name

Billing email

Billing address

Third party signature

#### 11c Purchase Order number

PO Number

Not applicable

11d Learner IRD number

Only required if learner plans to apply for Final Year Fees Free. For help search <a href="https://www.feesfree.govt.nz/final-year/">www.feesfree.govt.nz/final-year/</a>

# Please initial to accept refunds policy below and confirm payment details are correct

If you withdraw in writing in the first 60 days **from the invoice date**, a refund or credit note will be issued to the person the invoice was addressed to:

- Within 30 days: Total invoice amount less a \$50 admin fee.
- 31 60 days: 50% of the invoice amount less \$50 admin fee.
- After 60 days: No refund or credit note will be issued.

Initial here

Learner



Employer



Primary ITO

#### 12. Learner signature

## By signing this document, you agree to the following terms:

- I agree to participate in training or study as required, learn the skills to the best of my ability, and undertake assessment to meet the requirements of the programme.
- I understand that any sustained inability to meet reasonable credit achievement milestones of my programme may result in withdrawal.
- I confirm that I have read, understood, and agree to the Terms and Conditions for Learners, Apprentices, and Employers, available at <a href="https://www.primarvito.ac.nz/termsandconditions">www.primarvito.ac.nz/termsandconditions</a>.
- As an Apprentice (if applicable), I have read the Code of Practice for New Zealand Apprentices, which is part of the Terms and Conditions, and I understand, agree to, and accept my obligations under the NZA programme.

Signature

Date (dd/mm/yyyy)

⚠ If the learner is **under 18 years**, this section must be completed by the learner's parent or legal guardian.

#### By signing this section, I agree to the following terms:

- · I am authorised to sign this agreement on behalf of the learner.
- I undertake to support this learner for the duration of the training programme.
- I agree to pay any outstanding fees associated with this training programme which would normally be the responsibility of the learner.

Name

Mobile

Email

Signature

Date (dd/mm/yyyy)

#### 13. Employer signature

### By signing this document, you agree to the following terms:

- I agree to allow the learner to attend training or to study as required, to provide training to the learner and allow the learner access to formal assessment.
- I confirm that the workplace/site is compliant with the Health and Safety at Work Act 2015.
- I confirm that I have read, understood, and agree to the Terms and Conditions for Learners, Apprentices, and Employers, available at <a href="https://www.primaryito.ac.nz/termsandconditions">www.primaryito.ac.nz/termsandconditions</a>.
- As an Employer of an Apprentice (if applicable), I have read the Code of Practice for New Zealand Apprentices, which is included in the Terms and Conditions, and I understand, agree to, and accept my responsibilities.

Name

Position

Signature

Date (dd/mm/yyyy)

I have sighted the original ID from the learner and have provided a copy to Primary ITO.

I am acting in the role of the employer for training purposes and do not have a legal relationship with the learner from an employment law perspective.

Office use only
14. Industry and occupation
14a Industry sector
14b Industry sub-sector
14c Occupation Code (to be completed by CSE)
For help search Primary ITO Knowledgebase guide on Occupations:  He Kete > Knowledgebase > Technical Directives > Occupations
15. Assessor
15a Does this programme require an Assessor
Connection in Trellis?
No Yes Add Assessor name / CON ID
16. Course enrolment
16a Do you require the Enrolments team to complete
a course enrolment?
No Yes Add details
Course name
Course code
17. Verifier
17a Is a Verifier required for this programme enrolment?
Yes No Not applicable
If yes, is the Verifier the same as the Workplace Primary contact [ 9b ]?
Yes No Add details
Full name
Phone
Email
18. Primary ITO signature
Name
Signature
Date (dd/mm/yyyy)