

# Corporate Training Agreement



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

## 1. Trainee details (full legal name as it appears on your birth certificate or passport)

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Surname: \_\_\_\_\_

Preferred name: \_\_\_\_\_ Previous legal name/maiden name: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of birth: (DD/MM/YYYY)

Male Female / /

## 2. Contact and delivery details

Mobile: \_\_\_\_\_ Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred contact method: \_\_\_\_\_

Email Mobile Work Home  
Mail Text Any

Number: \_\_\_\_\_ Street name: \_\_\_\_\_ RD: \_\_\_\_\_

Suburb: \_\_\_\_\_ City/town: \_\_\_\_\_ Postcode: \_\_\_\_\_

## 3. Identification\* (if new to Primary ITO training)

ID type: Birth certificate issued after 1 January 1998 Certificate of identity or citizenship Current NZ photo drivers licence Firearms licence Passport

NSN (if known): \_\_\_\_\_ MOE exception number: \_\_\_\_\_ Identification serial number: \_\_\_\_\_ Copy of ID attached

## 4. Residency details

New Zealand citizen  
New Zealand resident  
Australian citizen  
Work visa holder

**Complete if you hold a work visa**

Work visa number: \_\_\_\_\_ Visa expiry date: (DD/MM/YYYY)  
/ /

Copy of work visa attached

## 5. Ethnicity

NZ European Other – please specify: \_\_\_\_\_ If Māori, what is the name of your iwi?  
NZ Māori  
Pacific Islander

*You may include more than one. If you do not know your iwi, write 'Don't know'.*

## 6. Education details

I have a disability that may affect my learning English is my second language

### What was the last school you attended?

New Zealand School name: \_\_\_\_\_ Country name if your school was overseas: \_\_\_\_\_ Last year at school: \_\_\_\_\_

or

\*If an appropriate ID cannot be supplied, \$50.00 administration fee will be charged.

### What is your highest school qualification?

No formal secondary school qualification	NCEA Level 1/ School Certificate	NCEA Level 3/ Bursary scholarship	Overseas qualification (including International Baccalaureate & Cambridge exams)
14 or more credits at any level	NCEA Level 2/ Sixth Form Certificate	University Entrance	

### What is your highest post-school qualification?

No qualification	Level 4 Certificate	Postgraduate Diploma	Doctorate Degree
Level 1 Certificate	Level 5 Diploma/Certificate	Masters' Degree	Not known
Level 2 Certificate	Level 6 Diploma/Certificate	Bachelor Degree or	
Level 3 Certificate	Level 6 Graduate Certificate	Level 7 Diploma/Certificate or Graduate Diploma/Certificate	

## 7. Employment details

<b>Employment type:</b>	Self-employed Employee	Other principal contractor Volunteer**	
<b>Employment status:</b>	Full time	Part time	Seasonal

### What were you doing immediately prior to current employment?

Secondary School Student	Self-employed	College of Education Student	House-person / Retired
Non-employed/Beneficiary	University Student	Wānanga Student	Overseas
Wage or Salary Worker	Polytechnic Student	Private Training Student	

## 8. Employer details

Company: \_\_\_\_\_ Site: \_\_\_\_\_ Department: \_\_\_\_\_

## 9. First programme enrolment

Programme name: \_\_\_\_\_

## 10. Signatures

### Trainee signature

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 have read the privacy statement and understand that Primary ITO may give information about my progress to my Employer and/or other specified parties.

I have read the Enrolment information.

Signature: \_\_\_\_\_

Date: (DD/MM/YYYY)

/ /

### Employer signature

I agree to allow the Trainee to attend training or to study as required, to provide training to the Trainee and allow the Trainee access to formal assessment.

I confirm that the workplace/site is compliant with the Health and Safety at Work Act.

I accept that Primary ITO does not expect staff to be at a workplace/site in which they feel unsafe and supports their right in that circumstance to stop, or refuse to carry out work at that premises

Signature: \_\_\_\_\_

Date: (DD/MM/YYYY)

/ /

## 11. Primary ITO signature

I am satisfied the trainee meets all the TEC requirements to qualify for funding

Signature: \_\_\_\_\_

Name of person acting on behalf of Primary ITO: \_\_\_\_\_

Date: (DD/MM/YYYY)

/ /

\*\* TEC approval required.

# Enrolment information

**Congratulations on starting your Primary ITO training programme. This sheet outlines our enrolment policy, terms and conditions. Please keep it as a reference.**

## Your Training Agreement

The Training Agreement is a legal document signed by your employer, a Primary ITO staff member, and yourself.

1. You have agreed to learn the skills required for the job, and participate in the training and assessment for the programme to the best of your ability.
2. Your employer has agreed to provide training at work, and to allow you to attend off job training or to study by distance. Your employer has also agreed to make time available for formal assessment of your skills.
3. Your Primary ITO contact has committed to coordinate your enrolment and to support you and your employer.

## Your workplace and personal contact details

Always keep your contact details, including your workplace, up to date. We need your Physical Address to locate you for training arrangements and services. This is where your resources and all correspondence will be sent to. Let your Primary ITO contact know about changes or call 0800 20 80 20 to update your information.

## Work Visas

If you are working in New Zealand on a visa, we will check that you can complete your programme before your visa expires. If your visa expires, your Trainee Agreement will cease. If you are waiting for a renewal, your Trainee Agreement could be put on hold – talk to your Primary ITO contact.

## Programme completion

Your programme will be completed when all requirements have been met. On completion, you will receive your New Zealand Certificate. If you are an Apprentice, you will graduate at Level 4 and your apprenticeship programme may also include a Level 3 New Zealand Certificate.

## Health and Safety

Your employer is required to comply with the Health and Safety at Work Act (2015), have adequate health and safety procedures and policies in place in the workplace, and to tell you about them.

## NZ Apprenticeships

If you are an Apprentice, you and your employer have committed to at least a 2 year training journey. Primary ITO will support you, with goal setting and reviewing. More information is in the Code of Good Practice for New Zealand Apprenticeships, given to you by your Primary ITO contact.

## Your Trainee or Apprentice status

- If you are a self-employed contractor, you must be under an arrangement with an organisation in the nature of employment (e.g., an exclusive contract of service).
- If you are a volunteer, you must be in an arrangement in the nature of employment with your host non-profit organisation.
- If you are an Apprentice, you need to stay employed in the occupation for which you are training.

If your job/role changes, your employer changes, or you leave work – get in touch with us as soon as you can! You may be able to change your programme or transfer your Trainee Agreement to a new employer.

## Withdrawals

If you withdraw from a programme you may be eligible for a partial credit or fee refund, provided Primary ITO has received a written withdrawal request. If you withdraw during the first 60 days of your programme a refund will be made to the person who paid the invoice as follows:

- within 30 days of enrolment 100% refund less \$50 administrative fee and cost of resources (if applicable),
- between 31 and 60 days of enrolment 50% refund less \$50 administrative fee and cost of resources (if applicable).

You can withdraw from your programme if your personal circumstances change. Please talk to your Primary ITO contact about your reasons. There may be a way we can help you continue or we can put your training on hold for a while.

## Cancellations

Primary ITO reserves the right to cancel programmes from offer. If a programme is cancelled, fees will be refunded in full or transferred to another programme.

## Support services

Primary ITO offers mentoring, dyslexia, and literacy and numeracy support. Primary ITO staff are here to support you.

Call us: 0800 20 80 20 or email: [info@primaryito.ac.nz](mailto:info@primaryito.ac.nz)

## Privacy statement – data collection and sharing

Primary ITO collects and stores information from the Training Agreement in accordance with the Privacy Act 1993 and the Education Act 1989. The information collected on the Training Agreement is shared with external organisations as follows:

- TEC for statistical and reporting purposes
- NZQA for recording achievement
- Ministry of Education for the National Student Index
- Immigration NZ for the Visa View database
- Industry bodies for statistical and reporting purposes
- Research companies acting on Primary ITO's behalf.
- Mayors Taskforce graduation invitation

## Storage

Primary ITO holds your personal data securely in the trainee management system; this will include your programme enrolment, finance records, and assessment results.

## Results

Primary ITO shares your assessment results and information about your progress with your employer.

## Literacy and numeracy assessment

Information from the Literacy and Numeracy Assessment for Adults online tool will only be disclosed and/or used to provide support to you and your employer where deemed necessary by Primary ITO.

## Trainee work

Evidence portfolios, workbooks, photos of your workplace and any other trainee work provided for assessment will be used only for assessment and moderation. Samples may be held by the ITO for moderation purposes for up to five years before secure disposal.

Workbooks, topics, workplace photos etc. used in training sessions will only be used for learning and assessment. Assessments may be held by a provider for moderation purposes for up to two years before secure disposal.