

# 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

**Address – this is where your training resources and completion certificate will be sent to. This cannot be a PO Box.**

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
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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  
NZ Māori  
Pacific Islander

Other – please specify: \_\_\_\_\_

If Māori, what is the name of your iwi?

*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

\* If an appropriate ID cannot be supplied, \$50 administration fee will be charged.

**What was the last school you attended?**

New Zealand School name:

Country name if your school was overseas:

Last year at school:

or

**What is your highest school qualification?**

No formal secondary school qualification

NCEA Level 1/  
School CertificateNCEA Level 3/  
Bursary scholarshipOverseas 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****Employment type**

Self-employed

Other principal contractor

Employee

Volunteer\*\*

**Employment status**

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**

Employer/Company name:

**Primary contact**

First name:

Middle name:

Surname:

Phone number:

Mobile:

Email:

**Mailing address**

Number:

Street name:

RD:

Suburb:

City/town:

Postcode:

**9. Workplace/site details**

Workplace name:

Industry Sector:

Local council:

Dairy supply number:

\*\* TEC approval required

## Workplace/site location

Number: Street name: RD:  
Suburb: City/town: Postcode:

## Main contact

First name: Surname:  
Mobile Phone: Email:

## 10. Signatures

**Privacy statement:** Information in this training agreement is shared with government agencies and used for ITO business purposes as set out on the enrolment information sheet. Information from the Literacy and Numeracy Assessment for Adults online tool will only be disclosed and/or used to provide support to the Trainee and Employer where deemed necessary by Primary ITO. Primary ITO collects and stores information from this form in accordance with the Privacy Act 1993 and the Education Act 1989.

**Fees:** The Employer and/or Trainee agree to pay any fees that will be charged as per the programme enrolment.

**Termination:** This Training Agreement will cease if Trainee or Apprentice status changes as set out on the enrolment information sheet.

### 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 confirm the Trainee has a current employment agreement and a legal right to work in New Zealand.

Name of person acting on behalf of Primary ITO:

Primary ITO signature:

Date: (DD/MM/YYYY)

/ /

## 12. Programme/course enrolment

Programme name:

Programme code:

Course name:

Course code:

## 13. Payment details

Total cost(s):

### Who should be invoiced?

Employer      Trainee      Third party

### Invoice method

Email      Mail

### Third party contact details (if applicable)

Third party name:

Email address:

### Mailing address

Number:

Street name:

RD:

Suburb:

City/town:

Postcode:

### Payment Type

Visa

Mastercard

RD 1 Card

Farmlands/CRT

Ruralco/ATS

Direct debit\*\*\*

Fees free

Cardholder's name:

RD1 Card number:

6 2 2 0

Credit Card/Farmlands/CRT number:

Farmlands shareholder number:

Ruralco/ATS number:

Expiry date: (MM/YY)

/

Security number (CVV):

Cardholder Signature:

[Redacted Signature]

Employer Purchase Order, if required:

## Terms & Conditions – Fees

Invoices for training fees will be issued to the person who has agreed to be invoiced for the training as recorded on the programme enrolment form. Invoices are due and payable 10 days from date of invoice. Non-payment of fees will result in unit standard credits not being reported to NZQA. Enrolments in further programmes may not be accepted and debt recovery action may be taken.

If you are sent a final reminder letter by us for an overdue account, and you do not pay the account owing within 7 days from the date of our letter, you agree to us passing your account on to our debt collection agency, and paying for any expenses, disbursements, legal, and collection costs incurred. You also agree that we can provide our debt collection agency with your personal information.

**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.

**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. The amount that will be credited or refunded depends on when the request is received (see refund dates below). You can withdraw from your programme if your personal circumstances change. Please talk to your Training Adviser about your reasons. There may be a way we can help you continue or we can put your training on hold for a while.

**Transfers:** Your Training Adviser may recommend that you transfer from one programme to another. Fees may be transferred for an approved programme transfer.

**Refunds:** If you withdraw in the first 60 days of your programme a refund will be made to the person who paid the invoice: Within 30 days of invoice: 100%, less \$50 administrative fee and cost of resources (if applicable). Between 31 and 60 days from invoice: 50%, less \$50 administrative fee and cost of resources (if applicable). Over 60 days from date of invoice: no refund.

\*\*\* Additional direct debit/payment option form must be completed. Please note: \$50.00 administration fee applies.

# Enrolment information for Trainees and Apprentices

**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, all correspondence and your certificate 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 a training journey of at least 2 years. 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

To train with Primary ITO you must remain employed in a primary sector industry.

- 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.

## Fees and how to pay

Your programme enrolment states the training fees. Invoices are issued to the person who has agreed to pay for the training.

- Direct debit. Complete a direct debit authority (available from your Primary ITO contact). A one-off. \$50.00 administration fee is payable in addition to training fees.
- Internet banking: ASB 12-3192-0044043-01. Complete the fields as follows: Particulars – Company name or first name, Code – Last name, Reference – Primary ITO invoice number.
- Cheque: Made payable to Primary ITO and handed to a Training Adviser or mailed to: Primary ITO, Finance Team, PO Box 10-383, The Terrace, Wellington 6143.
- Credit Card /Farmlands Card/CRT Card/RD-1 Card/ Ruralco Card (previously called ATS) your Primary ITO contact will take your details.

If you are sent a final reminder letter by us for an overdue account you must pay the amount owing within 7 days from the date of our letter, or debt recovery action may be taken.

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## 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)

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# Privacy policy

## 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.

## Marketing

Your personal details may be used in our publications to celebrate graduation and other successes.

## 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.

## Fees Free

If you are eligible to receive fees free you agree to sharing their information with TEC who may share this information with the Ministry of Education, the Ministry of Social Development (Studylink), and Inland Revenue to help operationalise fees free education.