

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

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



Any amendments to sections identified with a pen icon, must have learner, employer and PITO reps initials beside the changes.

Learners - Please complete sections 1-10 inclusive



1. Learner 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:

Date of birth: (DD/MM/YYYY)

Gender: Male Female Gender diverse

2. Contact and delivery details

Mobile:

Work phone:

Home phone:

Email:

@fonterra.com

Preferred contact method: Email Mobile Work Home Mail Text Any

Home Address – must be a New Zealand physical address not a PO box

Number:

Street name:

RD:

Suburb:

City/town:

Postcode:

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

ID type NZ Birth Certificate issued after 1 January 1998 Passport (must be provided for work visa holders)

New Zealand Certificate of Citizenship NSI verification process

NSN (if known):

MOE exemption number (if known):



4. Residency details

- New Zealand citizen
 New Zealand resident (*please provide a copy of your residency visa and passport)
 Australian citizen
 Work visa holder (*please provide a copy of your passport and latest work visa)

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?

Don't know

6. Education details

I have difficulties learning Yes No English is my second language Yes No

What was the last Secondary School you attended?

New Zealand Secondary School Name:

Last chronological year at school:

OR

Country name if your school was overseas:

Last chronological year at school:

What is your highest Secondary School qualification?

- | | | | |
|--|--|---|--|
| <input type="radio"/> No formal secondary school qualification | <input type="radio"/> NCEA Level 1/ School Certificate | <input type="radio"/> NCEA Level 3/ Bursary scholarship | <input type="radio"/> Overseas qualification (including International Baccalaureate & Cambridge exams) |
| <input type="radio"/> 14 or more credits at any level | <input type="radio"/> NCEA Level 2/ Sixth Form Certificate | <input type="radio"/> University Entrance | |

What is your highest post-school School qualification?

- | | | |
|---|--|--|
| <input type="radio"/> No qualification | <input type="radio"/> Level 5 Diploma/Certificate | <input type="radio"/> Bachelor Degree or Level 7 Diploma/Certificate |
| <input type="radio"/> Level 1 Certificate | <input type="radio"/> Level 6 Diploma/Certificate | <input type="radio"/> or Graduate Diploma/Certificate |
| <input type="radio"/> Level 2 Certificate | <input type="radio"/> Level 6 Graduate Certificate | <input type="radio"/> Masters' Degree |
| <input type="radio"/> Level 3 Certificate | <input type="radio"/> Postgraduate Diploma | <input type="radio"/> Doctorate Degree |
| <input type="radio"/> Level 4 Certificate | <input type="radio"/> University Entrance | <input type="radio"/> Not known |



7. Privacy statements

I agree to sharing my email address with Industry Partners for the purpose of further non-formal learning opportunities such as events/workshops etc Yes No

I agree to sharing my record of enrolment and completion with Industry Partners for the purpose of demonstrating involvement in industry training Yes No



8. Employment details

Employment type

Employee

Employment status

What were you doing immediately prior to current employment?

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

Workplace/Site:

eg. Fonterra Lichfield

9. Programme enrolment

Programme name

- NZC in Dairy Processing Level 3
 NZC in Dairy Processing Level 4
 NZC Distribution L3
 NZA Dairy Processing
 NZC in Dairy Engineering L3
 NZC in Dairy Engineering L4



10. 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 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 agree to work at a consistent rate and understand my enrolment with PITO can be withdrawn if I am inactive for a period of 90 days or more.
- I understand that any sustained inability to meet reasonable credit achievement milestones of my programme may result in withdrawal.
- I agree to supply all my own evidence in assessments.
- I agree to take part in the Literacy/Numeracy assessment programme if required.
- I have read and understood the Code of Practice for New Zealand Apprentices and accept my obligations as an Apprentice (only required if enrolling into an NZA programme) <https://www.primaryito.ac.nz/employers/enrolment-documents/>
- I have read and understood the terms and conditions.

Signature:

Date: (DD/MM/YYYY)

If the learner is under 18 years, this section must be completed by the learners 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.

First name:

Surname:

Mobile:

Email:

Signature:

Date: (DD/MM/YYYY)



11. Employer signature – DAIRYCRAFT programme manager only

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.
- 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.
- I have read the Code of Practice for New Zealand Apprentices and understand, agree and accept my obligations, filling the role of employer and supporting an NZA (only required if enrolling into an NZA programme).
<https://www.primaryito.ac.nz/employers/enrolment-documents/>
- I have read and understood the terms and conditions.

First name:

Surname:

DAIRYCRAFT programme manager signature:

Date: (DD/MM/YYYY)

PITO office use only

12. Primary ITO signature

I confirm this learner meets TECs eligibility requirements for government funded industry training.

First name:

Surname:

Signature:

Date: (DD/MM/YYYY)

13. Programme enrolment

Programme name:

Programme code:

Industry sector:

Industry sub-sector:

Contexts/Strands:



14. Payment details

Does Primary ITO require a fee to be charged? Yes

Total programme cost:

Who should be invoiced for the remaining fee?

Employer Fees Free with evidence (Please note an invoice will be issued until evidence of Fees Free eligibility is provided).



16. Payment type

Fonterra Purchase Order Number:

Thank you. This form is now fully completed.