

Enrolment Form



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.

Learner to complete

1. Learner details

1a First name

Middle name/s

Surname

Preferred name

Previous legal name(s)

Date of birth (dd/mm/yyyy)

1b Gender (as per ID) Male Female

2. Contact details

2a Mobile

Work phone

Home phone

Email

2b Preferred contact method - choose one

Mobile Work Home Text Email Any

2c Postal address (so we can send resources etc. to this address)

Street

Suburb

City/Town

Postcode

3. Residency and identification

3a Please indicate your residency or citizenship status and provide the supporting document(s).

New Zealand citizen - no ID required

New Zealand resident - please provide **both**:

Passport Residency visa

Australian citizen

Passport

Australian resident - please provide **both**:

Passport Residency visa

Work Visa holder - please provide **both**:

Passport Work visa

Country of citizenship

4. Education details

4a What year did you start tertiary education?
(for example, University, Polytechnic, Te Wānanga o Aotearoa, Industry Training Organisation/ Independent Training Provider, or overseas equivalent)

First year of tertiary education (yyyy)

5. Learner Support

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

5a English is my second language Yes No

5b 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

5c 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

6. Employment details

6a What is your current job title?

6b What was your employment status as at 01 October?

Select one option only:

Secondary School Student Non-employed/Beneficiary

Wage or Salary Earner Self-employed

University Student Polytechnic Student

College of Education Student Wānanga Student

Private Training Student House-person

Retired 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.

7. Programme enrolment

7a Programme code and name PR-

7b Enrolment start date (dd/mm/yyyy)

8. Programme fee and Payment details

8a Is a fee applicable to this enrolment?

Yes No

Total programme cost \$

Fee breakdown for NZA programmes

Level 3 \$

Level 4 \$

Fee comment

8b 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

Third party name

Billing email

Billing address

Third party signature

8c Purchase Order number

PO Number

Not applicable

8d Learner IRD number

Only required if learner plans to apply for Final Year Fees Free. For help search www.feesfree.govt.nz/final-year/

8e 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

Initial here

Employer

Initial here

Primary ITO

9. 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 www.primaryito.ac.nz/termsandconditions.
- 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)

10. 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 www.primaryito.ac.nz/termsandconditions.
- 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

11. Industry and occupation

11a Industry sector

11b Industry sub-sector

11c Occupation Code (to be completed by CSE)

For help search Primary ITO Knowledgebase guide on Occupations:

[He Kete > Knowledgebase > Technical Directives > Occupations](#)

12. Assessor

12a Does this programme require an Assessor Connection in Trellis?

No

Yes

13. Course enrolment

13a Do you require the Enrolments team to complete a course enrolment?

No

Yes

Course name

Course code

14. Verifier

14a Is a Verifier required for this programme enrolment?

Yes

No

Not applicable

14b If yes, is the Verifier the same as the Workplace Primary contact?

Yes

No

Full name

Phone

Email

15. Primary ITO signature

Name

Signature

Date (dd/mm/yyyy)