

# 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.

## 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. Ethnicity

3a NZ European NZ Māori Pacific Islander

Other  Prefer not to say

3b If NZ Māori, what is the name(s) of your iwi?

Don't know Prefer not to say

## 4. Residency and identification

4a Please indicate your residency or citizenship status and provide the supporting document(s).

New Zealand citizen - please provide **one** of the following:

Passport

New Zealand birth certificate

New Zealand certificate of citizenship

Verified NSI record NSN (if known)

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

4b Learner is under 16 years old

MOE exemption number

## 5. Education details

5a 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)

5b What was the last high school you attended?

Name of high school

Country of high school

Last year at high school (yyyy)

5c What is your highest qualification you achieved at school?

No formal secondary school qualification

14 or more credits at any level

NCEA Level 1/School Certificate

NCEA Level 2/Sixth Form Certificate

NCEA Level 3/Bursary scholarship

University Entrance

Overseas qualification

Not known

## 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 No

**6b 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

**6c 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

## Employer to complete

**Employer/Company name** (registered business name)

Primary ITO number (If known) ORG-

**Workplace/Site name** (Learner's main work location)

Primary ITO number (If known) ORG-

⚠ Please complete **Section 8** and **Section 9** if:

- This is your first time enrolling an employee with Primary ITO under this company or workplace, **OR**
- Any of the details changed since the last enrolment.

## 8. Employer details

No change Go to [ 9a ] New / updated Add below

**8a Employer/Company address**

**8b Primary Contact**

Name

Phone

Email

**8c Is Primary Contact's address same as in [ 8a ] ?**

Yes Go to [ 9a ] No Add / update below

## 9. Workplace/site details

**9a Workplace/site physical address**

No change Go to [ 9b ] New / updated Add below

**9b Is Primary Contact at Workplace same person as in [8b]?**

Yes Go to [ 9c ] No Add / update below

Name

Phone

Email

Address

**9c Additional information**

Dairy supplier (for dairy farms only)

Supply number

Learner's Employee number (If known)

⚠ 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  No

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

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 [www.feesfree.govt.nz/final-year/](http://www.feesfree.govt.nz/final-year/)

11e 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.

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 [www.primaryito.ac.nz/termsandconditions](http://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)

## 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 [www.primaryito.ac.nz/termsandconditions](http://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

### 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

**17b** 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)