

A. Employer information (complete all fields)

Employer name			
Trading as (if applicable)			
Postal address			
Street address	Suburb	City/Town	
Main contact name	Main contact ph DDI		
Main contact mobile	Email		

B. Learner information (complete all fields)

State your **full legal name** as it appears on your birth certificate or passport

First name			
Preferred name	Middle name		
Surname			

If you have changed your name by marriage, civil union, deed poll, or statutory declaration, you may be registered with the New Zealand Qualifications Authority under your previous name. Please state your previous name(s) and attach verified documents.

Previous full legal name(s)	
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Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Gender diverse <input type="checkbox"/>
Date of birth (dd/mm/yyyy)	NZQA or National Student Number (NSN) (if known)		
If under 16 at the time of signing supply an MOE Exemption number			
Street address			
Suburb	City/Town	Postcode	
Work phone	Home phone		
Mobile	Email		

1. Ethnicity (Tick the ethnic groups that you belong to for statistical purposes)

<input type="checkbox"/> NZ European/Pakeha	<input type="checkbox"/> NZ Māori *	<input type="checkbox"/> Italian	<input type="checkbox"/> Samoan	<input type="checkbox"/> Other European
<input type="checkbox"/> African	<input type="checkbox"/> Dutch	<input type="checkbox"/> Japanese	<input type="checkbox"/> South Slav	<input type="checkbox"/> Other Pacific Nation
<input type="checkbox"/> Australian	<input type="checkbox"/> Fijian	<input type="checkbox"/> Korean	<input type="checkbox"/> Sri Lankan	<input type="checkbox"/> Other Southeast Asian
<input type="checkbox"/> British/Irish	<input type="checkbox"/> Filipino	<input type="checkbox"/> Latin American	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Other
<input type="checkbox"/> Cambodian	<input type="checkbox"/> German	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Tongan	
<input type="checkbox"/> Chinese	<input type="checkbox"/> Greek	<input type="checkbox"/> Niuean	<input type="checkbox"/> Vietnamese	
<input type="checkbox"/> Cook Island Māori	<input type="checkbox"/> Indian	<input type="checkbox"/> Polish	<input type="checkbox"/> Other Asian	

*Iwi: If you selected NZ Māori above, please state the name(s) of all your iwi	
	<input type="checkbox"/> I don't know <input type="checkbox"/> I don't identify with an iwi

2. Education

Last secondary school attended in New Zealand	
Last year at secondary school	
OR – if you did not attend secondary school in NZ then please state the overseas country where you went	
If English is not your main language, what is?	

i) Highest secondary school qualification achieved (tick one)

<input type="checkbox"/> No formal secondary school qualification	<input type="checkbox"/> NCEA Level 2 or 6th Form Certificate	<input type="checkbox"/> Overseas qualification (includes International Baccalaureate & Cambridge Exams)
<input type="checkbox"/> 14 or more credits at any level	<input type="checkbox"/> NCEA Level 3 or Bursary or Scholarship	<input type="checkbox"/> Other
<input type="checkbox"/> NCEA Level 1 or School Certificate	<input type="checkbox"/> University Entrance	

ii) Highest tertiary qualification achieved (tick one)

<input type="checkbox"/> No qualification	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Postgraduate Diploma/Certificate, Bachelor Honours
<input type="checkbox"/> Certificate. If yes, which level?	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Doctorate Degree
<input type="checkbox"/> Diploma. If yes, which level?		

3. Previous employment or activity

Please select your occupation or activity before you started with this employer

<input type="checkbox"/> Secondary school student	<input type="checkbox"/> Private training student	<input type="checkbox"/> Wage or salary worker	<input type="checkbox"/> Self-employed
<input type="checkbox"/> Polytechnic student	<input type="checkbox"/> Wananga student	<input type="checkbox"/> House-person or retired	<input type="checkbox"/> Non-employed or beneficiary
<input type="checkbox"/> College of Education student	<input type="checkbox"/> University student	<input type="checkbox"/> Overseas	

4. Learning skills assessments

The training will contain some learning skills assessments that may include literacy and numeracy.

Have you completed a reading or numeracy assessment? Yes No Don't know

If yes, please specify Reading Numeracy Other Who with?

Do you have a difficulty that may affect your ability to learn? Yes* No

If yes, please specify

*If you have difficulties, extra learning support may be available.

5. Proof of Residency

Please select one

NZ Citizen NZ Permanent Resident Australian Citizen Overseas*

*If you have selected Overseas - please provide a copy of your work visa. The work visa should cover the duration of the programme that you are enrolling in. The work visa should be verified as per the note below.

6. Learner proof of identity

i) **If you hold a NZ Passport or NZ Full Birth Certificate** (if issued or reissued after 2003) please provide the number below. (Note passports must not be expired for more than two years).

Your Passport Number Expiry Date* (dd/mm/yyyy)

OR - Your Birth Certificate Unique Identifier Number (if issued or reissued after 2003)

ii) **If you DO NOT hold a NZ Passport or a NZ Full Birth Certificate** (if issued or reissued after 2003), please provide a VERIFIED COPY of the following

1. Overseas Passport 2. Overseas Birth Certificate 3. NZ Citizenship

iii) [Any birth certificate issued before 2003 must be verified as per the Note below.](#)

Note: A verified document is a photocopy signed as a true and accurate copy of the original. This can be verified by E-tec staff, Justice of the Peace, NZ Police, or an E-tec authorised verifier only. Documents must be verified prior to being posted or scanned to E-tec. Faxed copies will not be accepted.

*NZ OR Overseas Passports must not be expired for more than 2 years and must have not been cancelled. Australian passports do not require work visas.

C. Declaration (Complete all fields)

Ensure you attach the separate **Qualification/Programme Schedule** to this **Training Agreement** with the **Payment** (if applicable) also completed so your application can be processed. If they are not attached your application will be returned to you for completion.

Signed for and on behalf of the Employer

I confirm the Learner has a current employment agreement (this can include a self-employment contract of service) or volunteer/unpaid agreement. I confirm that I have the right to sign this Training Agreement on behalf of the Employer.

Main contact name

Main contact signature Date

Ignite may send you promotional materials to keep you informed about resources and other available programmes.

If you do not wish to receive any promotional material, please tick this box.

Signed by the Learner

By signing this Training Agreement, I confirm that I have read, understood, and agreed to the Terms and Conditions of this Training Agreement. I also confirm that the information supplied is true and correct and that I have the legal right to work in New Zealand during the length of my employment agreement (this can include a self-employment contract of service) or volunteer/unpaid agreement.

Learner signature Date

Ignite may send you promotional materials to keep you informed about resources and other available programmes or related goods and services.

If you do not wish to receive any promotional material, please tick this box.

Ignite use only

Qualification/Programme Schedule attached Yes Payment details completed Yes ID documentation attached Yes

Account manager name Date

Administration notes

Training Agreement General Terms and Conditions

1) Object

- a) The Training Agreement ('TA') is a contract between Ignite Colleges, the Learner, and the Employer. It forms part of the employment agreement or volunteer employment agreement between the Learner and the Employer.
- b) The TA allows the Learner to participate in a structured training qualification program (Programme). The Programme allows the Learner to achieve unit standards leading to a prescribed New Zealand Qualifications Authority ('NZQA') qualification or program.

2) Term

- a) The TA starts on the date the TA is registered by Ignite or when the Programme starts, whichever is the earlier, but will not be effective until the TA is registered by Ignite. The TA will end on the date the Learner completes the qualification unless it is ended earlier in accordance with clause 6 below ('Termination').

3) The Employer's Obligations

The Employer Agrees to:

- a) Make sure that the Learner meets all the necessary entry requirements to be a Learner under the TA.
- b) Facilitate, and actively encourage, the Learner's participation in all learning needs assessment and training required for the Programme. This includes releasing the Learner to attend off-job training courses, and providing learning support to meet identified literacy, language, digital or numeracy skills gap (if required), and meeting health and safety requirements.
- c) Provide training and the opportunity to gain experience in all aspects of their apprenticeship and, where this is not possible, find another Employer who can train the Learner in the missing areas.
- d) Make sure that any on-job assessment is carried out by a Ignite registered Assessor.
- e) Make sure that during training a Learner is supervised by a person that meets industry licensing requirements, and the Learner holds a current license, where applicable, during the Programme.
- f) Notify the appropriate licensing authority, where required, when the Learner's supervisor changes.
- g) Pay the required fees to Ignite by the due date, Fees are detailed in the relevant Qualification Programme Schedule (QPS) which can be accessed at www.ignitecolleges.ac.nz for Learners and Employers to complete.
- h) Pay Ignite back for all costs, expenses and/or losses, (including, but not limited to, legal and collection costs) sustained by Ignite in recovering the payment.
- i) Ensure that no other government funding or subsidies are received in relation to the Programme.
- j) Read and understand Ignite's appeals process, reassessment charges, withdrawals and refunds policy as set out below.
- k) Have and implemented, a fit-for-purpose health and safety management system which includes:
 - i. Having current policies and processes.
 - ii. Making Learners aware of their Employers' health and safety policies and processes and the Learners' responsibilities under those health and safety policies and processes.
 - iii. Making sure Learners wear personal protective equipment (PPE) while attending any training and assessment at a Training Provider's site under the TA.
 - iv. Making sure Learners receive a health and safety induction when attending training and assessment at a Training Provider's site under the TA outside their work.
 - v. Making sure the Learner can follow reasonable instructions from a Training Provider and/or Assessor.
 - vi. Making sure the Learner understands any specific safety requirements as set by the Training Provider during training and assessment.
- l) Notify Ignite immediately where:
 - i. The Learner enrolls with any other Training Provider at any time during the course or the Programme, or
 - ii. The Learner's immigration status changes, or
 - iii. The Learner's employment or volunteer work agreement ceases, or
 - iv. The Employer's business is sold.

4) The Learner's Obligations

The Learner agrees to:

- a) Achieve the required number of credits each year, as agreed in the Programme.
- b) Pay the fees for the programme, as specified in the QPS, to Ignite by the due date.
- c) Complete the Programme within the required time.
- d) Keep a record of the training and assessment results in good order for at least a year.
- e) Not apply for, or receive, any government funding or subsidy in relation to the TA.
- f) Provide all necessary documentation to Ignite confirming their eligibility to undertake the Programme.
- g) Pay Ignite back for all costs, expenses and/or losses (including but not limited to legal and collection costs) sustained by Ignite in recovering any unpaid fees.
- h) Complete an initial Ignite assessment for reading and/or numeracy within eight weeks of signing the TA if required and, where relevant, complete a post-assessment before the end of the Programme.
- i) Ensure that the Learner's license is current throughout the term of the Programme and notify the appropriate licensing authority when the Learner's supervisor changes in accordance with any licensing requirements for the relevant industry.
- j) Follow any specific safety related instructions from Ignite' Training Providers and Assessors during training and assessment.
- k) Take reasonable care of their own health and safety.
- l) Take reasonable care that their actions do not affect anyone else's safety during training and assessment.
- m) Attend any required training.
- n) Notify Ignite immediately where:
 - i. They enrol with any other Training Provider at any time during the course or the Programme, or
 - ii. Their immigration status changes, or
 - iii. Their employment or volunteer/unpaid work agreement ceases.
 - iv. Their contact details change.

5) Ignite

Ignite will:

- a) Support the Learner and the Employer via their Ignite account manager to provide pastoral care visits both onsite and at block courses.
- b) Monitor Learner progress to ensure completion of all Programme milestones.
- c) Process any valid assessment results sent to Ignite and forward results to the Learner and NZQA.
- d) Be available to assist the Employer and/or the Learner on matters related to this TA and/or the Programme.
- e) As far as reasonably practicable, consult and coordinate training and assessment activities and co-operate with its Providers, Assessors, Employers and Learners, so all can meet their joint health and safety responsibilities under this TA and the Health & Safety at Work Act (2015) ('Act').
- f) Provide relevant guidance and information to Providers, Assessors, Employers and Learners, on health and safety matters when arranging training and assessment under this TA.

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- g) Regularly monitor its contractors' activities to ensure all Providers and Assessors fulfil their responsibilities under the Act, and in particular:
- i. Make sure Learners receive a health and safety induction when attending training and assessment at a Provider's site outside of their workplace, under this TA.
 - ii. Make sure Learners can understand and follow reasonable instructions from a Training Provider and/or Assessor.
 - iii. Make sure Learners understand any specific safety requirements as set by the Training Provider and Assessor during training and assessment before and during training and assessment.
 - iv. Make sure Learners wear required personal protective (PPE) during training and assessment to complete the tasks safely.

6) Termination

- a) This TA may be terminated in accordance with the provisions of the employment or volunteer agreement between the Learner and the Employer. Termination of the employment or volunteer agreement between the Learner and the Employer will automatically result in termination of this TA.
- b) This TA will also terminate if:
- i. The Learner does not achieve credits in accordance with the Programme, or
 - ii. Ignite becomes aware that the Employer or the Learner is unable to fulfil their training responsibilities under the Programme, or
 - iii. The Learner twice declines or fails to enrol in an off-job training course (if required) as directed, without acceptable justification. Ignite has the sole discretion whether to accept any such justification, or
 - iv. Fraudulent assessment results are submitted to Ignite by the Learner or the Employer, or
 - v. The Learner or Employer fails to pay any required fees, or
 - vi. Ignite does not receive sufficient funding to support continued training of the Learner.

7) Miscellaneous

- a) The personal information Ignite collects from the Learner in this TA, and during the Learner's enrolment in the Programme, will be stored, used, and disclosed in the ways set out in our privacy statement. This statement can be found at www.ignitecolleges.ac.nz and explains how personal information can be accessed and corrected at any time.
- b) Enrolment in the Programme activates Learners' subscription to the Ignite e-newsletter. Learners can unsubscribe from this at any time by following the process set out in the e-newsletter or contacting Ignite.
- c) Ignite has a transparent assessment appeals process. If a Learner wishes to appeal an assessment decision, they should contact Ignite at support@ignitecolleges.ac.nz or at PO Box 24469 Royal Oak, Auckland 1345, within 14 days of the notification of the assessment decision explaining why they want to appeal the decision.
- d) First assessment and re-assessment are free. Further re-assessments may incur fees. The fees and any further information required will be notified to the Learner at the time of their request for re-assessment.
- e) The TA may only be varied by agreement in writing between the Employer, the Learner, and Ignite.
- f) The Employer and the Learner agree that they may not assign or sub-contract their obligations under this TA except with the prior written consent of Ignite.
- g) This TA is governed by the laws of New Zealand. The Employer and Learner agree to submit to the exclusive jurisdiction of the courts of New Zealand.
- h) Any funding support Ignite provides under this Training Agreement is dependent on Ignite receiving Tertiary Education Commission funding.
- i) Ignite will not be liable for any loss arising from the actions or inactions of the Learner which may result in, or cause, any third-party property damage or third-party bodily injury.

8) Withdrawals

- a) Applications for withdrawals from a Programme must be made in writing to Ignite, at PO Box 24469, Royal Oak, Freepost 5164, Auckland 1345, or email support@ignitecolleges.ac.nz
- b) The following rules apply to withdrawals:

Date of withdrawal (received by Ignite)	Refund of fees	Admin fee	Effect on record of learning
Within 14 days of the date Ignite sent the training materials to the Learner and no workshop has been attended by the Learner and no work has been received by Ignite.	Enrolment fee less Administration fee	\$100	There will be no record of your enrolment on your record of learning if all training materials are returned to Ignite.
After 14 days of the date Ignite sent the training materials to the Learner.	No refund	Nil	Your record of learning will state 'Withdrawn'.