

Instructions and Important Information

Who can be a Skills Active Trainee?

To be eligible to be a Skills Active Trainee you must be 16 years of age or over and in one of the following arrangements:

- an employee who is employed and working in New Zealand; or
- a self-employed contractor working in New Zealand under an arrangement with an organisation in the nature of employment; or
- a person volunteering in New Zealand under an arrangement with an organisation in the nature of employment.

Note: School students, full time tertiary students and those not in an employment like arrangement are not eligible. Complete this form, selecting this option under the 'Employer Details' section and you will be processed as an un-funded trainee.

What ID do I need to provide?

As you are entering a NZ Government funded programme, you must provide the following ID:

- a current passport **or**;
- a New Zealand Firearms Licence **or**;
- one form of ID from Category A **and** Category B below:

Category A	Category B
Full New Zealand Birth certificate (issued after 1 January 1998)	New Zealand Photo Drivers Licence
Certificate of Identity	HANZ 18+ card
New Zealand Citizen Certificate	New Zealand Student photo identification
Expired passport	International Photo Drivers Licence

If you are working in New Zealand on a work permit or visa, you must also provide a copy.

How much and who pays?

The Skills Active qualification fee is normally \$165 plus GST, however in recognition of the partnership agreement between Skills Active and NZOIA, this fee will be waived for those enrolling up to 31 December 2016.

Your workplace/host organisation will be invoiced as per the fee schedule in their Workplace Relationship Agreement. Skills Active does not invoice individual trainees for their fees. Invoices will only be raised with the Workplace/Host Organisation. The organisation can then on-charge the fees to the trainee if that is the arrangement.

Need help?

Your Skills Active Learning Support Advisor will assist you in completing this Training Agreement. You can contact them on 0508 4 SKILLS (0508 475 4557).

1. Trainee Details

National Student Number (if known)	<input type="text"/>		
Title	<input type="text"/>	Gender	<input type="text"/>
		Date of birth	<input type="text"/>
First names	<input type="text"/>		
Last name	<input type="text"/>		
Known as	<input type="text"/>	Previous / Maiden name	<input type="text"/>
Ethnicity Primary	<input type="text"/>	Iwi	<input type="text"/>
Secondary	<input type="text"/>	Hapū	<input type="text"/>
Postal Address	Contact Details		
Street	<input type="text"/>	Home phone	<input type="text"/>
Suburb	<input type="text"/>	Mobile	<input type="text"/>
City	<input type="text"/>	Email	<input type="text"/>
Postcode	<input type="text"/>		

2. Residency Status

Please select your residency status.

New Zealand citizen
(including Cook Islands, Niue and Tokelau citizens)

New Zealand permanent resident

Work permit/work visa
Note: you must provide a copy of your Work permit or work visa.

Australian citizen

3. Employer Details

Are you?

Currently studying at a tertiary institute Name of institute

Volunteer Self-Employed Not employed *continue to next section*

Workplace Name

City/Town

Employment start date

4. Education Details

Is English your first language? Yes No Do you have a disability that may affect your learning? Yes No
If you do have a disability we will contact you to discuss how to best support your learning.

Are you currently attending a secondary school? Yes No

Last School Attended

New Zealand School Name of High School

Overseas School Country

Highest School Qualification

No formal secondary school education NCEA Level 2 or 6th Form Certificate Overseas qualification
(including Baccalaureate & Cambridge Exams)
 14 or more credits at any level University Entrance Other
 NCEA Level 1 or School Cert NCEA Level 3 or Bursary or Scholarship

Post-School Qualification

No qualification Level 4 Certificate Postgraduate Diploma / Certificate
 Level 1 Certificate Level 5 Certificate / Diploma Bachelor Honours
 Level 2 Certificate Level 6 Graduate Certificate, Level 6 Diploma/Certificate Masters Degree
 Level 3 Certificate Bachelor Degree, Level 7 Graduate Diploma / Certificate, Level 7 Diploma / Certificate Doctorate Degree

What were you doing before starting this work / employment and training?

Secondary School Student University Student Private Training Student
 Non-employed or Beneficiary Polytechnic Student Wananga Student
 Wage or Salary Worker College of Education Student Living and / or working overseas
 Self-Employed House-person or Retired

5. Qualification Details

Please select the qualification and strand you are enrolling into.

The **Learning and Assessment Plan (LAP)** for the qualification you are signing up for must be attached to this Training Agreement.

NC in Outdoor Recreation (Leadership) (Level 3) (NZOIA Leader qualification)

Abseiling Bush Walking Kayaking Rock Climbing Sea Kayaking

NC in Outdoor Recreation (Instruction) (Level 4/5) (NZOIA Level 1 – Instructor)

Tramping (NZOIA Bush 1) Kayaking (NZOIA Kayak 1) Single-Pitch Rock Climbing (NZOIA Rock 1)

6. Signatures

Trainee

By signing here you, the trainee, acknowledge that the information supplied is correct to the best of your knowledge.

You have read and agree to the terms and conditions listed in the training agreement (section 7) and to the responsibilities listed below.

I agree to:

- Achieve at least 10 credits for each calendar year that I am enrolled (where I am enrolled for more than 90 days in the calendar year).
- Supply all my own evidence in assessments.
- Work to complete my qualification in the required time period.
- Advise Skills Active if I need to place my training agreement on hold, change employer or if any of my details (including contact details) change.
- To work to the *Code of Ethical Practice for Recreation Professionals* (a copy can be found on www.activecv.org.nz); and
- That I have disclosed any history of fraud, dishonesty or criminal activity that could cause doubt over my fitness or ability to act in my role to my employer; and
- I have the literacy and numeracy skills to allow me to fulfil my role.

Trainee Signature

Name

Employer / Host Organisation

By signing here you, the employer, acknowledge that the information supplied is correct to the best of your knowledge.

You have read and agree to the terms listed in this training agreement (section 7) and to the responsibilities listed below.

I am responsible for providing support to the trainee and agree that:

- The person identified in this training agreement has a current employment agreement (consistent with the provisions of the Employment Relations Act 2000) or a volunteer/unpaid work arrangement that is in the nature of employment. If a volunteer/unpaid arrangement, there must be an agreement in place with:
 - clear contractual obligations between the parties
 - regular or rostered hours of duty, commitments to attend work on a regular or when required basis
 - a command and control structure
 - an arrangement that can be subject to termination for unsatisfactory performance
- I will provide workplace support to the trainee of a type and level appropriate to the nature/scope of this training
- I will advise Skills Active if the training agreement is to be placed on hold or if the trainee leaves the employment of this organisation

Employer / Host Organisation Signature

Employer / Host Organisation Name

Job title

Phone

Email

Purchase Order Number (if applicable)

7. Terms of Agreement

- **Eligibility:** To be eligible to be a Skills Active trainee you must be 1) employed with a workplace; or 2) a volunteer with a host organisation; or 3) a self-employed contractor contracted to a host organisation.
- **Training Agreement:** Registration with Skills Active begins when the correctly completed and signed Training Agreement is accepted by Skills Active. It will begin on the date the Employer / Host Organisation has signed, and will run for the agreed programme time. An extension of time to complete the training will require written approval from Skills Active.
- **Leaving or changing employment:** If the trainee leaves his / her current employment, Skills Active must be notified immediately. Skills Active must be informed within 6 weeks if the trainee finds another Employer / Host Organisation who is willing to continue with the training arrangements. A new Training Agreement must be completed and signed, to reflect the new employment situation.
- **Transfers and cancellations:** The qualification fee is not refundable once paid.
- **Authorisation:** In signing this Agreement, the trainee and Employer / Host Organisation authorise Skills Active to collect and exchange information with any government agency, NZQA, assessors, or other Industry Training Organisations for the purpose of administering training and assessment activities.
- **LLN:** As a trainee with Skills Active, all level qualifications require a Literacy, Language and Numeracy (LLN) assessment online. This is for the purpose of supporting trainees where identified, improving our training material for our trainees and meeting our TEC obligations.

8. Privacy Act 1993

Skills Active respects the privacy of trainees. This privacy statement explains how we may collect, store, use and disclose personal information that you provide to us. You the trainee, authorise Skills Active staff and its agents to:

- collect and securely hold information relevant to this training agreement (note: you can access your personal information on request).
- distribute this information as necessary to manage your training (in accordance with the relevant provisions of the Privacy Act 1993) to the New Zealand Qualifications Authority (NZQA), the Tertiary Education Commission (TEC), education training providers, iwi authorities, graduation ceremony organisers and your employer.
- keep you informed of any changes or updates to qualifications or services, and to support your progress using electronic communications in accordance with the provisions of the Unsolicited Electronic Messages Act 2007.
- use your assessment evidence as part of Skills Active's and NZQA's moderation or quality control systems. Skills Active will remove all references to people/places before using this information for external moderation purposes.
- provide your employer and assessor with your National Student Number ('NZQA hook-on number') and your NZQA Record of Achievement (ROA).
- allow Skills Active and my employer access to the personal information created by the Literacy Assessment Tool for teaching and learning purposes only.
- allow Skills Active and the TEC to use the information and results for research purposes and general statistics on tertiary education.

Final check

Have you:

Included appropriate ID? (see important info section at beginning of this form)

Got your workplace to sign section 6?

9. Skills Active Approval

Learning Support Advisor Signature

Sign Date

Learning Support Advisor Name

<input type="checkbox"/>	Accuracy and signature checked
<input type="checkbox"/>	Appropriate ID sighted and attached
<input type="checkbox"/>	Learning and Assessment Plan attached
<input type="checkbox"/>	Work permit/visa (if applicable)

Notes: