



- NZQA holds records of New Zealand citizens' national training on the *National Qualifications Framework (NQF)*. NZQA *hook-on* means that the candidate applies for a *National Student Number* and is added to the framework. CSSITO can only register unit standards (individual blocks of learning) for a candidate after they are hooked-on.
- When a candidate completes a National Certificate, NZQA issues a certificate to CSSITO. All unit standards that a candidate achieves and that CSSITO registers are held in a candidate's *Record of Learning*.

**If you are not hooked-on to NZQA, you will need to send your hook-on fee with this Training Agreement. If you are hooked-on to NZQA, please fill in these boxes so that CSSITO can register your unit standards with NZQA:**

What is your National Student Number?

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What name are you hooked-on under?

<i>First name</i>	<i>Middle name</i>	<i>Last name</i>

**Refund of NZQA hook-on fee.** We agree that after CSSITO sends the hook-on fee to NZQA, CSSITO is unable to refund it. The fee gives a lifetime learner number that is transferable to all training providers and Industry Training Organisations.

If you have completed any unit standards, please attach a copy of your latest National Qualifications Framework **Record of Learning**, if it is available. If you have gained credit for any additional unit standards since NZQA issued the Record of Learning, please attach any copies of evidence.

## Training Agreement terms

The candidate & the employer complete and agree on these eight clauses

- This Training Agreement covers the training programmes and unit standards noted below.

### Training programmes and unit standards – all Residential Strand

(Please indicate which education programme you are intending to work towards)

Name of Programme	Unit Standards	Credits	Tick
ACE Core Programme	5012, 5015, 5016, 5019, 5020	25	
ACE Dementia Series	17029	6	
ACE Fastrack Dementia	5012, 5019,5020, 17029	27	
ACE Core Programme Stage 2	496, 497,525,1277, 1304, 3501, 5013,6422, 12349, 12355, 16699, 16700 *First Aid	35	
National Certificate in Support the Older Person	5012, 5015, 5016, 5019, 5020, 17029, 496, 497,525,1277, 1304, 3501, 5013,6422, 12349, 12355, 16699, 16700 *First Aid	66	

\* Unit standards 6400, 6401 & 6402 achieved through an accredited First Aid Provider

- This Agreement intends to set out the relationship between the parties arising from the Industry Training Act 1992. In accordance with section 3 of the Act, this Agreement forms part of the Employment Agreement between the employer and the employee. It is recommended that the Employment Agreement is consistent with the provisions of the Employment Relations Act, 2000, is in writing, is signed by the parties, and has this Agreement attached to it.
- This Training Agreement will be effective from the date of the last signature to this document. It will remain current until either the candidate completes the training programme, or it is formally terminated. This Agreement may be terminated before the completion of training by either party giving notice to the other of termination in accordance with the Employment Agreement.

4. The employer will provide appropriate workplace support to the candidate in accordance with each of the Certificate(s) / unit standards as listed in clause 1 of this Agreement. The employer will record such training in the candidate's workplace training records.
5. The candidate will, to the best of their ability, develop competencies in accordance with the unit standards as indicated in clause 1 of this Agreement. Each unit standard has a credit value depending on its difficulty, size, and importance. The Training Agreement is subject to the candidate satisfactorily achieving a minimum number of 20 credits per year towards the training programme listed in clause 1.
6. Completion of all the requirements of the Training Agreement occurs when the candidate has been assessed as competent in all the relevant unit standards noted in clause 1 of this agreement.
7. Nothing in this Agreement will detract from or otherwise affect the operation of the provisions of the Employment Relations Act 2000 relating to personal grievances or to the enforcement of Employment Agreements.
8. The employer must retain one copy of this Agreement for their records. The employer must, within 28 days of signing this Agreement, forward a signed copy to CSSITO.

## Training Provider

The Training Provider is **Health Ed Trust NZ Inc.**

If you have any queries regarding your training, please contact Health Ed Trust;



Phone: (03) 379-8519

Fax: (03) 366-8519

Email: [info@healthedtrust.org.nz](mailto:info@healthedtrust.org.nz)

## Employer details

The employer completes this section

Workplace name	<input type="text"/>		
Street address	<input type="text"/>	Postal address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Workplace phone number	(0 ) <input type="text"/>	Workplace email address	<input type="text"/>
Workplace fax number	(0 ) <input type="text"/>	Contact person's mobile phone no.	(0 ) <input type="text"/>
Contact person	<input type="text"/>	Contact person's position	<input type="text"/>

### The candidate authorises CSSITO staff and their agents to:

- Collect and hold information relevant to this Training Agreement.
- Distribute this information as is necessary to facilitate the management of their training (in accordance with the Privacy Act 1993) to NZQA, the Tertiary Education Commission, training providers, iwi authority and my employer.
- Use the assessment evidence as part of CSSITO's and NZQA's moderation or quality control system. CSSITO will remove all references to people / places before CSSITO uses this information for moderation purposes.

### Changes to this Training Agreement. The employer and the candidate understand that:

- If the candidate changes employer, this terminates the Training Agreement and CSSITO cannot register the candidate's unit standards with NZQA. The employer must advise CSSITO of this. The candidate must contact CSSITO to organise a Training Agreement with the new employer.
- The employer and the candidate must inform CSSITO if they change their name or address.

**Checklist** Are these documents enclosed?Proof of name  
and date of birthNZQA hook-on fee  
(if applicable)

By signing here, you indicate that you agree to the terms in this Training Agreement and acknowledge that the information supplied is correct to the best of your knowledge.

	Name	Signature	Position	Date
Candidate				
Employer				

Keep a copy of this training agreement for your employee records and:

Please mail to:  
(Do not send to  
Health Ed Trust)

Community Support Services Industry  
Training Organisation (CSSITO)  
PO Box 25-255  
Christchurch

Free phone 0800 277 486

**Office use** A CSSITO staff member completes this

Date received	ID proof enclosed	NZQA no. verified	CSSITO unique no.	Invoice numbers		
				Hook-on	Admin fee	Other

**Community Support Services ITO  
(CSSITO)**

**PO Box 25-255,  
Christchurch**

**Free Phone  
0800 277 486**

**Fax  
03 371 9285**