

Training Agreement

To be completed by the Trainee and Employer

Enrolment

**You must select either Option 1 or Option 2.
You may tick only one option.**

Option 1 Please tick **OR** **Option 2** Please tick

Option 1

The order of qualifications that you will enrol in will be:

- **National Certificate in Community Support Services (Core Competencies)**
- **National Certificate in Community Support Services (Residential)** this includes the dementia unit standards

The order of ACE Programmes that you will follow will be:

- **ACE Programme**
- **ACE Advanced**
- **ACE Dementia V1 or V2**

or

- **ACE Programme**
- **ACE Dementia V1 or V2**
- **ACE Advanced**

Option 2

The order of qualifications that you will enrol in will be:

- **Dementia - Limited Credit Programme in Community Support Services (Residential)**
- **National Certificate in Community Support Services (Core Competencies)**
- **National Certificate in Community Support Services (Residential)**

The order of ACE Programmes that you will follow will be:

- **ACE Dementia V1 or V2**
- **ACE Programme**
- **ACE Advanced**

Your personal details

Date of birth e.g. 30/11/1980

 / /

Title

Miss

Mrs

Ms

Mr

Other

Your legal first name

Your legal middle name (if applicable)

Your legal family name

The name that you wish to be called (preferred name)

Gender

Female

Male

You must provide proof of identification with this training agreement that matches your legal name given above.

Are you a New Zealand citizen?

Yes

No*

***If you are not a New Zealand citizen you must enclose a copy of your passport and valid work permit or residency permit.**

Are you in paid employment or are you a volunteer/unpaid worker?

I am in paid employment

I am a volunteer/unpaid worker

Home address

Street number

Street name

Suburb/Rural district

Town/City

Post code

Home telephone

Mobile

Email

NZQA/NSN (New Zealand Qualifications Authority/National Student Number)

Have you previously registered (Hooked on) with NZQA?

Yes

No *

If you have previously hooked on please provide your NZQA number here and attach a copy of your Record of Learning from NZQA.

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*** If you do not have an NZQA Hook on number we will apply for an NZQA number on your behalf.** From 1 January 2009 there is no charge for this.

What name are you hooked on under (if different from the name provided on this form)?

First name

Family name

Statistical Information

To which of the following ethnic groups do you consider you belong?

NZ European/Pakeha

Cook Island Māori

Chinese

NZ Māori *

Tokelauan

Other Asian

Samoan

Fijian

Other - Please specify below:

Tongan

Other Pacific

Niuean

Indian

Training Agreement Terms (Your employer and you, the employee, must agree to this list of clauses).

List of Clauses

- a. This Training Agreement is valid whilst you remain in employment or voluntary/unpaid work with your current employer and is valid together with all Careerforce qualifications that you are enrolled in during your period of employment or voluntary/unpaid work with your current employer.
- b. This Training 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 Training Agreement forms part of the employment or voluntary/unpaid work agreement between the employer and the employee.
- c. This Training Agreement will cease in the following ways:
 - (i) on the completion of training, or
 - (ii) on termination of the employment or voluntary/unpaid work agreement between the employee and the employer, or
 - (iii) on the provision of notice by either the employer or the employee in accordance with the notice provisions of the employment agreement.

In the case of (ii) and (iii) above the employer will notify Careerforce within 28 days of the termination of the Training Agreement.
- d. The employer will provide workplace support to the employee of a type and level that is appropriate to the nature and scope of the qualification.
- e. Nothing in this Training 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 or voluntary/unpaid work agreements between the employer and employee.
- f. **The employer will retain one copy of this Training Agreement and all related training agreement forms for the employer's own records and forward a signed copy to Health Ed Trust, who will forward on to Careerforce.** The Training Agreement will not become active until all requirements have been received.

Privacy Act

You, the employee (trainee), authorises Careerforce staff and its agents to:

- a. Collect and hold information relevant to this Training Agreement.
- b. Distribute this information as is necessary to facilitate the management of your training (in accordance with the Privacy Act 1993) to NZQA, the Tertiary Education Commission, education training providers, iwi authorities, graduation ceremony organisers and your employer.
- c. Require you to advise Careerforce if your personal information is incorrect or changes, and to understand that Careerforce will hold your information securely and that you can access it, should you so request.
- d. Keep you informed of any changes or updates to qualifications or services, and to support your progress using electronic communications in accordance with the Unsolicited Electronic Messages Act 2007.
- e. Use your assessment evidence as part of Careerforce's and NZQA's moderation or quality control systems. Careerforce will remove all references to people/places before Careerforce uses this information for moderation purposes.
- f. Provide your employer and assessor with your NZQA (hook on) number and access to your NZQA Record of Learning (ROL) relating to the qualification in which you are enrolled (excluding your log in or password for the NZQA website).

Changes to this Training Agreement

Your employer and you, the employee (trainee), understand that:

- a. All parties are responsible for ensuring that contact details are and remain correct. If after 12 months of no activity and/or if contact cannot be made, this Training Agreement may be terminated by Careerforce.
- b. Both your employer and you, the employee (trainee), are responsible for letting Careerforce know the date that your employment ends at the organisation. The outcome will be either a new Training Agreement with a new employer, or if this is not possible, Careerforce will be required to terminate the Training Agreement. Careerforce cannot register a trainee's unit standards with NZQA once a Training Agreement is terminated.
- c. If an extension to the timeframe or variation to the qualification is requested, both your employer and you, the employee (trainee), are responsible for contacting Careerforce who will then review the request.

