



Guidelines for completing the Health Ed Trust Training Agreement

Only one Training Agreement is required for each trainee.

Each number and heading refers to the corresponding number and heading on the Training Agreement

1. Your Employers Details (page 1)

Company Name: The name of the Company

Trading Name: The name of your facility

Key contact name: Preferably the name of the Assessor who runs the ACE programme. If there is a problem with the Training Agreement or the paper this is who Health Ed Trust will contact.

Job Title, Phone number and extension: The best number to get in touch with the key contact person.

E-mail address: The email for the key contact person.

2. Trainees Personal Details and Residency Status (page 1 & 2)

Terminology: Throughout this document the person completing the study is referred to as the “trainee”.

Legal Name: Trainee’s legal name. Please print very clearly as this is name that will be on the trainees’ Certificate

The name you wish to be called: The name the trainee prefers

Identification and Verification is required for every Training Agreement.

Identification

What is acceptable for ID? Please check below.....

New Zealand citizens Cook Islands, Niue, and Tokelau citizens Australian citizens	Overseas citizens
<ul style="list-style-type: none"> • Passport, or • Birth Certificate, or • Certificate of citizenship for New Zealand, or • Whakapapa (A verified copy of a whakapapa statement is acceptable only when a trainee cannot obtain a birth certificate. Both the trainee and a Kaumātua must sign the whakapapa as evidence of identity and citizenship) 	<ul style="list-style-type: none"> • Passport with a current resident’s permit, or • Passport with a current work permit and variation of condition allowing study (VoC not required after 25th July 2011), or • Certificate of identity from NZ Immigration Service if the learner was a refugee.

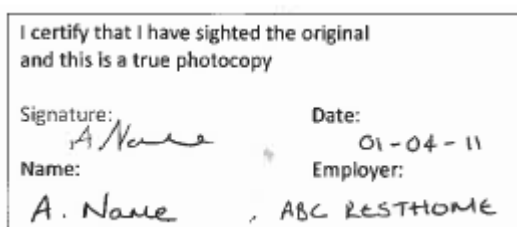
If a trainee's name has changed, a **Marriage Certificate** can be used as evidence of their legal name, but this must be **in addition** to the form of identity listed in the table above.

Verification

How to verify a document

- The **original** document must be sighted by the employer.
- A **photocopy** of this original document must state the following: "I certify that I have sighted the original and this is a true photocopy". (see stamp below)
- The **photocopy** must also state the workplace, and it must be signed and dated by the employer who has verified the document.

Stamps can be used to simplify this process, example below:



Stamps can be sourced from office suppliers such as Rubber Stamp www.rubberstamp.co.nz

Each official documents needs to be verified: For example: all ID, Work Visa, marriage certificate.

3. Your personal details continued (Statistical Information) (pages 2 & 3)

The trainees statistics as required by the Tertiary Education Commission (2 pages)

4. Training Agreement Terms (page 3 & 4)

Please read and be aware of these conditions especially:

- f. The employer, Assessor and trainee must complete the training milestones on part 6 and commit to the trainee completing at least 20 credits every calendar year. **A \$75 fee is payable if a trainee wishes to reinstate his/her Training Agreement if this does not happen.**
- g. The training agreement will go "on hold" due to inactively if a credit is not reported every 6 months
- h. The conditions under when a T/A will cease
- i. Credits cannot be registered if the T/A has ended.
- j. Health Ed Trusts' responsibilities

5. Privacy Act 1993 (page 4)

Please read and be aware of these conditions

6. Programme Enrolment (page 5)

This section is completed according to which programme the trainee is studying.

Please only tick **one** box.

Which programme is the trainee going to complete?

- The ACE Programme and ACE Advanced Programme **Then tick box A**
- The ACE Programme, ACE Advanced Programme and ACE Dementia Programme
Then tick box B
 - If the trainee is planning on completing the ACE Dementia Programme only or they are completing the Dementia Programme first and then going on to work through The ACE Programme and ACE Advanced Programme. Please tick the second box under “B”
- If you have trainees who have already completed The ACE Programme and ACE Advanced Programme.
Then tick box C

These programmes are expected to be completed within the timeframes listed however if your trainee has almost completed these programmes extra time can be requested.

7. Training Milestones (page 6)

A **training milestone** plan is required for each trainee.

This page advises Health Ed Trust how the trainee is expected to progress through the ACE Programmes for which they are enrolled.

- The first module (and unit standards) is expected to be completed within 3 months
- Further milestones for the rest of the programme are required.
- At present one module per month needs to be completed to achieve the required milestones and timeframes.

Dates: The first date on this page **MUST** be after the date the T/A is signed (on page 6)

For Example:

If the trainee is completing The ACE Programme and ACE Advanced Programme

The first assessment will be completed on (<i>within 3 months</i>)	Sept 2011
The first unit standard I will be assessed against will be in: The ACE Programme: Module ? (<i>you choose - can be any one</i>) or ACE Dementia Programme	Module 1 & 2
The trainee expects to be 25% of the way through the Programme (by 5 months)	October 2011
The trainee expects to be 50% of the way through the Programme (by 9 months)	March 2012
The trainee expects to be 75% of the way through the Programme (by 13 months)	July 2012

If the trainee decides to stop working on a programme for any reason Health Ed Trust needs to be notified and the Training Agreement put on hold.

- Some of the reasons could include: sickness, maternity leave, resignation etc.
- Training Agreements can be put on hold for up to twelve months.
- Advise Health Ed Trust on the Students Progress Report. (sent 3 monthly)

The quarterly reporting process that Health Ed Trust is introducing is designed to minimise the risk of a Training Agreement being terminated while a trainee is still working on the ACE Modules.

If a Trainee does not complete any modules within a six month timeframe, or the results are not reported their Training Agreement will be terminated.

A \$75 fee is payable for a Training Agreement to be reinstated

8. Employer's declaration and signatures (page 7)

This section lists what the Employer is responsible for. For example:

- The trainee has a current training agreement.
- Supporting of the trainee to study
- Supporting the trainee to complete the milestones in the agreed timeframe
- Monitoring the trainees progress
- Understanding when the T/A can be terminated
- Keeping a copy of the T/A

Employer's name, position, signature and date are required.

Please note this cannot be after the first assessment date.

9. Employee's (Trainee) declaration and signatures (page 7)

The trainee agrees to:

- Complete the first modules within three months
- Complete the remaining modules in the agreed milestones report
- Advise Health Ed Trust if extra time is needed or they wish to terminate the T/A.
- Advise Health Ed Trust if employment or contact details change

Trainee signature is required and the date the T/A is signed. Please note this cannot be after the first assessment date.

Final Check

Three points to make sure nothing has been missed

- 1) All parts of the T/A have been completed.
 - 2) ID has been verified,
 - 3) Residential status has been verified.
- VoC has been verified – not required after 25th July 2011