

Training Agreement



This Training Agreement is a formal agreement between the Employee (Learner), the Employer, and Primary ITO.

1. Learner details (full legal name as it appears on your birth certificate or passport)

First name: Middle name: Surname:

Preferred name: Previous legal name/maiden name: Gender Date of birth: (DD/MM/YYYY)

Male Female / /

Gender Diverse

2. Contact and delivery details

Mobile: Work phone: Home phone:

Email: Preferred contact method:

Email	Mobile	Work	Home
Mail	Text	Any	

I agree to sharing my email address with Industry Partners for the purpose of further non-formal learning opportunities such as events/workshops etc Yes No

I agree to sharing my record of enrolment and completion with Industry Partners for the purpose of demonstrating involvement in industry training Yes No

Home Address – must be a physical address not a PO box

Number: Street name: RD:

Suburb: City/town: Postcode:

3. Identification* (if new to Primary ITO training)

ID type	Copy of Birth certificate issued after 1 January 1998	Certificate of identity or citizenship	Current NZ photo drivers licence (Copy both sides)	Firearms licence (Copy both sides)	Passport
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NSN (if known): MOE exemption number: Identification serial number: Copy of ID attached

4. Residency details

New Zealand citizen
New Zealand resident
Australian citizen
Work visa holder

Complete if you hold a work visa

Work visa number: Visa expiry date: (DD/MM/YYYY)

/ /

Type of work visa (e.g. Low Skilled, Mid Skilled, Partnership etc)

Copy of work visa attached

5. Ethnicity

NZ European
NZ Māori
Pacific Islander

Other – please specify:

If Māori, what is the name of your iwi?

You may include more than one. If you do not know your iwi, write 'Don't know'.

6. Education details

I have difficulties learning Yes No English is my second language Yes No

What was the last Secondary School you attended?

New Zealand Secondary School name:

Country name if your school was overseas:

Last year at school:

or

What is your highest Secondary School qualification?

No formal secondary
school qualification
14 or more credits at
any level

NCEA Level 1/
School Certificate
NCEA Level 2/
Sixth Form Certificate

NCEA Level 3/
Bursary scholarship
University Entrance

Overseas qualification
(including International
Baccalaureate &
Cambridge exams)

What is your highest post-school qualification?

No qualification
Level 1 Certificate
Level 2 Certificate
Level 3 Certificate

Level 4 Certificate
Level 5 Diploma/Certificate
Level 6 Diploma/Certificate
Level 6 Graduate Certificate

Postgraduate Diploma
Masters' Degree
Bachelor Degree or
Level 7 Diploma/Certificate or
Graduate Diploma/Certificate

Doctorate Degree
Not known

Was your highest qualification achieved in the English language?

Yes No

7. Employment details

Employment type

Self-employed
Employee

Other principal contractor
Volunteer (TEC approval required)

Employment status

Full time

Part time

Seasonal

What were you doing immediately prior to current employment?

Secondary School Student
Non-employed/Beneficiary
Wage or Salary Worker

Self-employed
University Student
Polytechnic Student

College of Education Student
Wānanga Student
Private Training Student

House-person/Retired
Overseas

What is your current position in the workplace?

8. Employer details

Employer/Company name:

Employer Role/Position (e.g. Farm owner, sharemilker, nursery manager, business owner etc.)

ORG Number:

We confirm all current details in our database relating to this organisation have been verified as current and accurate.

Initialed on behalf of Employer:

Initialed on behalf of Primary ITO:

OR please complete the Employer details below

9. Employer details (Cont.)

Primary contact

First name:

Middle name:

Surname:

Phone number:

Mobile:

Email:

Mailing address

Number:

Street name:

RD:

Suburb:

City/town:

Postcode:

10. Workplace/site details

Workplace name:

Employee number:

ORG number:

We confirm all current details in our database relating to this organisation have been verified as current and accurate.

Initialed on behalf of Employer:

Initialed on behalf of Primary ITO:

OR please complete the Workplace details below

Industry Sector:

Industry Sub-Sector:

Local council:

Dairy supplier and supply number:

Workplace/site location

Number:

Street name:

RD:

Suburb:

City/town:

Postcode:

Main contact

First name:

Surname:

Mobile:

Phone:

Email:

Verifier contact

Name:

Email:

Address:

Phone number:

11. Terms and Conditions

Privacy statement: Information in this training agreement is shared with government agencies and used for ITO business purposes as set out on the enrolment information sheet. Information from the Literacy and Numeracy Assessment for Adults online tool will only be disclosed and/or used to provide support to the Learner and Employer where deemed necessary by Primary ITO. Primary ITO collects and stores information from this form in accordance with the Privacy Act 2020 and the Education and Training Act 2020.

Fees: The Employer and/or Learner or Third Party agree to pay any fees that will be charged as per the programme enrolment

Invoices for training fees will be issued to the person who has agreed to be invoiced for the training as recorded on the programme enrolment form. Invoices are due and payable 10 days from date of invoice. Non-payment of fees will result in unit standard credits not being reported to NZQA. Enrolments in further programmes may not be accepted and debt recovery action may be taken.

If you are sent a final reminder letter by us for an overdue account, and you do not pay the account owing within 7 days from the date of our letter, you agree to us passing your account on to our debt collection agency, and paying for any expenses, disbursements, legal, and collection costs incurred. You also agree that we can provide our debt collection agency with your personal information.

Cancellations: Primary ITO reserves the right to cancel programmes from offer. If a programme is cancelled, fees will be refunded in full or transferred to another programme.

Withdrawals: If you withdraw from a programme you may be eligible for a partial credit or fee refund, provided Primary ITO has received a written withdrawal request. The amount that will be credited or refunded depends on when the request is received (see refund dates below). You can withdraw from your programme if your personal circumstances change. Please talk to your Training Advisor about your reasons. There may be a way we can help you continue or we can put your training on hold for a while.

Transfers: Your Training Advisor may recommend that you transfer from one programme to another. Fees may be transferred for an approved programme transfer.

Withdrawal Refund Eligibility: If you withdraw in the first 60 days of your programme a refund will be made to the person who paid the invoice: Within 30 days of invoice: 100%, less \$50 administrative fee and cost of resources (if applicable). Between 31 and 60 days from invoice: 50%, less \$50 administrative fee and cost of resources (if applicable). Over 60 days from date of invoice: no refund.

Termination: This Training Agreement will cease if learner or Apprentice status changes as set out on the enrolment information sheet.

12. Signatures

Learner signature

By signing this document, you agree to the following terms

I agree to participate in training or study as required, learn the skills to the best of my ability, and undertake assessment to meet the requirements of the programme.

I have read the privacy statement and understand that Primary ITO may give information about my progress to my Employer and/or other specified parties.

I have read the Enrolment information.

I agree to complete work at a consistent credit achievement rate, and achieve a minimum of 10 credits in a calendar year in which I have been studying for a minimum of 90 days.

I understand that any sustained inability to meet reasonable credit achievement milestones of my programme may result in withdrawal.

I agree to supply all my own evidence in assessments.

I agree to take part in the Literacy/Numeracy assessment programme if required.

I have read and understood the Code of Practice for New Zealand Apprentices and accept my obligations as an Apprentice (only required if enrolling into an NZA programme)

Signature:

Date: (DD/MM/YYYY)

/ /

Employer signature

By signing this document, you agree to the following terms

I agree to allow the learner to attend training or to study as required, to provide training to the learner and allow the learner access to formal assessment.

I confirm that the workplace/site is compliant with the Health and Safety at Work Act.

I accept that Primary ITO does not expect staff to be at a workplace/site in which they feel unsafe and supports their right in that circumstance to stop, or refuse to carry out work at that premises.

I have read the Code of Practice for New Zealand Apprentices and understand, agree and accept my obligations, filling the role of employer and supporting an NZA (only required if enrolling into an NZA programme).

I have read the Enrolment information.

Signature:

Date: (DD/MM/YYYY)

/ /

Primary ITO signature

I confirm this learner meets TECs eligibility requirements for government funded industry training.

Name of person acting on behalf of Primary ITO:

Primary ITO signature:

Date: (DD/MM/YYYY)

/ /

13. Programme/course enrolment

Programme name:

Programme code:

PR-

Order of programmes to be completed if part of complex NZA.

1.

2.

3.

4.

Programme Start Date: (DD/MM/YYYY)

/ /

Fed Farmers NZA

Course name:

Course code:

14. Payment details

Total Programme fee:

Residual Fee:

Invoice contains fee for

Chainsaws

Vehicles

Growsafe

Who should be invoiced for residual payment?

☐ Employer

☐ Learner

☐ Third party

Invoice delivery method

☐ Email

☐ Mail

Initial:

Learner

Employer

Training Advisor

Third party contact details (if applicable)

Third party name:

Email address:

Mailing address

Number:

Street name:

RD:

Suburb:

City/town:

Postcode:

Payment Type

Visa

Mastercard

RD 1 Card

Farmlands/CRT

Ruralco/ATS

Direct debit***

Free Trade Training

Cardholder's name:

Farm source:

6	2	2	0
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Credit Card/Farmlands/CRT number:

Farmlands shareholder number:

Ruralco/ATS number:

Expiry date: (MM/YY)

Security number (CVV):

Signature:

/

Employer Purchase Order, if required:

*** Additional direct debit/payment option form must be completed. Please note: \$50.00 administration fee applies.

Enrolment information for Learners and Apprentices



Congratulations on starting your Primary ITO training programme. This sheet outlines our enrolment policy, terms and conditions. Please keep it as a reference.

Your Training Agreement

The Training Agreement is a legal document signed by your employer, a Primary ITO staff member, and yourself.

1. You have agreed to learn the skills required for the job, and participate in the training and assessment for the programme to the best of your ability.
2. Your employer has agreed to provide training at work, and to allow you to attend off job training or to study by distance. Your employer has also agreed to make time available for formal assessment of your skills.
3. Your Primary ITO contact has committed to coordinate your enrolment and to support you and your employer.

Your workplace and personal contact details

Always keep your contact details, including your workplace, up to date. We need your Physical Address to locate you for training arrangements and services. This is where your resources, all correspondence and your certificate will be sent to. Let your Primary ITO contact know about changes or call 0800 20 80 20 to update your information.

Work Visas

If you are working in New Zealand on a visa, we will check that you can complete your programme before your visa expires. If your training on that programme takes longer than the expected duration of the programme and your visa expires, your learner Agreement will be put on hold until we receive confirmation of an updated work visa - talk to your Primary ITO contact.

Programme completion

Your programme will be completed when all requirements have been met. On completion, you will receive your New Zealand Certificate. If you are an Apprentice, you will graduate at Level 4 and your apprenticeship programme may also include a Level 3 New Zealand Certificate.

Health and safety

Your employer is required to comply with the Health and Safety at Work Act (2015), have adequate health and safety procedures and policies in place in the workplace, and to tell you about them.

NZ Apprenticeships

If you are an Apprentice, you and your employer have committed to a training journey of at least 2 years. Primary ITO will support you, with goal setting and reviewing. More information is in the Code of Good Practice for New Zealand Apprenticeships, given to you by your Primary ITO contact.

Your Learner or Apprentice status

To train with Primary ITO you must remain employed in a primary sector industry.

- If you are a self-employed contractor, you must be under an arrangement with an organisation in the nature of employment (e.g., an exclusive contract of service).
- If you are a volunteer, you must be in an arrangement in the nature of employment with your host non-profit organisation.
- If you are an Apprentice, you need to stay employed in the occupation for which you are training.

If your job/role changes, your employer changes, or you leave work – get in touch with us as soon as you can! You may be able to change your programme or transfer your learner Agreement to a new employer.

Fees and how to pay

Your programme enrolment states the training fees. Invoices are issued to the person who has agreed to pay for the training.

Direct debit. Complete a direct debit authority (available from your Primary ITO contact). A one-off. \$50.00 administration fee is payable in addition to training fees.

Internet banking: ASB 12-3192-0044043-01. Complete the fields as follows: Particulars – Company name or first name, Code – Last name, Reference – Primary ITO invoice number. Cheque: Made payable to Primary ITO and handed to a Training Advisor or mailed to: Primary ITO, Finance Team, PO Box 10-383, The Terrace, Wellington 6143.

Credit Card /Farmlands Card/CRT Card/Farm Source Card/Ruralco Card (previously called ATS) your Primary ITO contact will take your details.

If you are sent a final reminder letter by us for an overdue account you must pay the amount owing within 7 days from the date of our letter, or debt recovery action may be taken.

Withdrawals

If you withdraw from a programme you may be eligible for a partial credit or fee refund, provided Primary ITO has received a written withdrawal request. The amount that will be credited or refunded depends on when the request is received (see withdrawal refund eligibility). You can withdraw from your programme if your personal circumstances change. Please talk to your Primary ITO contact about your reasons. There may be a way we can help you continue or we can put your training on hold for a while.

Cancellations

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Transfers

Your Primary ITO contact may recommend that you transfer from one programme to another. Fees may be transferred for an approved programme transfer.

Refunds

If you withdraw in the first 60 days of your invoice a refund will be made to the person who paid the invoice: Within 30 days of invoice: 100%, less \$50 administrative fee and cost of resources (if applicable). Between 31 and 60 days from invoice: 50%, less \$50 administrative fee and cost of resources (if applicable). Over 60 days from date of invoice: no refund.

Support services

Primary ITO offers mentoring, dyslexia, and literacy and numeracy support. Primary ITO staff are here to support you. Call us: 0800 20 80 20 or email: info@primaryito.ac.nz

Academic Integrity

Primary ITO expects you to demonstrate academic integrity in all aspects of your course work while you learn with us. This means your course work, assessments, assignments and evidence portfolios must be your own original work. Copying of sentences, paragraphs, photographs or any work that is not your own and/or has been obtained from another person or source, such as the internet, is considered academic misconduct. All instances of alleged academic misconduct will be investigated and if proven, could result in cancellation of this agreement.

Privacy statement – data collection and sharing information

Primary ITO collects and stores information from the Training Agreement in accordance with the Privacy Act 2020 and the Education and Training Act 2020.

The information collected on the Training Agreement is shared with external organisations for the following purposes:

- Assessment
- Statistical and reporting
- Recording achievement
- Confirming achievement
- National Student Index
- Visa View database
- Research
- Graduation invitation

Storage

Primary ITO holds your personal data securely in the learner management system; this will include your programme enrolment, finance records, and assessment results.

Results

Primary ITO shares your assessment results and information about your progress with your employer.

Literacy and Numeracy Assessment

Information from the Literacy and Numeracy Assessment for Adults online tool will only be disclosed and/or used to provide support to you and your employer where deemed necessary by Primary ITO.

Marketing

Your personal details may be used in our publications to celebrate graduation and other successes.

Learner work

Evidence portfolios, workbooks, photos of your workplace and any other learner work provided for assessment will be used only for assessment and moderation. Samples may be held by the ITO for moderation purposes for up to five years before secure disposal.

Workbooks, topics, workplace photos etc. used in training sessions will only be used for learning and assessment. Assessments may be held by a provider for moderation purposes for up to two years before secure disposal.

Fees Free

If you are eligible to receive fees free or Free Trades Training you agree to sharing their information with TEC who may share this information with the Ministry of Education, the Ministry of Social Development (Studylink), and Inland Revenue to help operationalise fees free education.