



Take your greatest journey / Training Agreement

1. Trainee Details *(Employee to complete)*

You must provide a photocopy of a document that confirms your full Legal name, Date of Birth, Gender, Citizenship or Residency status.

If you do not have a National Student Number (NSN), this photocopy must be verified by an authorised person or an Aviation, Tourism and Travel Training Organisation (ATTTO) staff member. PLEASE PRINT CLEARLY.

Title (tick box) Mr Mrs Miss Ms Other

Legal name:

First name(s)

Surname

NSN/NZQA ID number

If you do not have an NZQA ID number, ATTTO will apply for one on your behalf.

Your name as registered with the New Zealand Qualifications Authority (NZQA) will be the name printed on your Certificate. If you have married or changed your name, you may have been registered with NZQA under a previous name. Please provide these details below:

Previous name(s)

Job title Direct dial work phone (0.....)

Home phone (0.....) Mobile (0.....)

Home address

City Postcode

Postal address (if different from above)

City Postcode

Personal email

Work email

Preferred contact methods (please tick all that apply) Email Phone Txt Mail

ATTTO will contact you during your training programme to keep your details up to date and get feedback on your training progress. ATTTO may also send you promotional materials to keep you informed about what resources we have available. If you do not wish to receive any promotional material, please tick this box:

ATTTO uses Trainee stories and photos in our advertising and promotional materials. We may contact you about using your story. If you do not wish to be contacted for this purpose please tick this box:

2. Employer Details *(Employer to complete)*

Name of company

Trading store/Site name (if different from above)

Postal address of trading store

City Postcode

Physical address

City Postcode

3. Statistical Information *(Employee to complete)*

It is necessary for ATTTTO to collect this information on behalf of the Tertiary Education Commission (TEC) for statistical purposes.

Date of birth / / **Gender** Male Female
Day Month Year

Ethnicity (tick box) NZ European/Pakeha Māori, Iwi
 Cook Island Māori Tongan Samoan
 Other Pacific Island
 Indian Chinese
 Other

Is English your second language? Yes No

Do you have a disability of any kind that may affect your learning?

No Yes

Tick the box which best describes your Citizenship, Residency or Working Status

NZ Citizen Permanent Resident Work Permit

If you are on a work permit you are required to supply a photocopy of your visa.

What is the name and location of the last school you attended

If an international school, please state name of country

What was the last year you attended school

Are you currently enrolled at secondary school? Yes No

If you are 16 years old or younger and not enrolled at secondary school, you must attach an 'approved exemption' from your last school to this Agreement.

Highest school qualification gained

5th Form (Year 11)

6th Form (Year 12)

7th Form (Year 13)

Other

Highest post-school qualification gained

Trade Certificate

Diploma/National Certificate

Degree

Other

Are you currently enrolled in any training with another ITO (Industry Training Organisation), Polytechnic, PTE (Private Training Establishment), University? Yes No

If yes, who?

What were you doing immediately before entering training?

- Secondary School Student Non-employed or Beneficiary Wage or Salary Worker
 Self-employed Student Overseas
 Other

4. Internet Access (*Employee to complete*)

Do you have access to the internet at work? (eg: to view and/or download training materials, to receive emails)

- Yes No

Do you have access to the internet at home? (eg: to view and/or download training materials, to receive emails)

- Yes No

5. Training Programme Details (*Employee to complete*)

The training programme you intend to complete along with the schedule of unit standards must be attached to this Training Agreement. Your BDA (Business Development Advisor) will assist you with this.

Is this enrolment for a Modern Apprenticeship Programme? Yes No

Do you have a Workplace Assessor who will be assessing your training programme? Yes No

6. Terms of Agreement

- **Employment:** ATTTTO Trainees must be employed. This Training Agreement is subject to the existence of an Employer–Employee relationship, based on a current employment contract.
- **Training Agreements:** Registration with ATTTTO begins when the correctly completed and signed Training Agreement is accepted by ATTTTO. It will begin on the date the Employer has signed, and will run for the agreed programme time. An extension of time to complete the training is based on written recommendation from ATTTTO.
- **Leaving or changing employment:** If the Trainee leaves his/her current employment, ATTTTO must be notified immediately. ATTTTO must be informed within six weeks if the Trainee finds another Employer who is willing to continue the training arrangements and agreement. A new Training Agreement must be completed and signed to reflect the new employment situation.
- **Payment of invoices:** When ATTTTO receives the Training Agreement, an invoice for the training fee will be issued to the Employer. Payment is to be made to ATTTTO by the 20th of the month following the date of the invoice.
- **Transfers and cancellations:** The training fee is applicable in all instances. It is not refundable.
- **Authorisation:** In signing this Agreement, the Trainee and Employer authorise ATTTTO to collect and exchange information with any Government Agency, NZQA, Industry Assessor, Mayoral Graduation Organisers, or other Industry Training Organisations, for the purpose of administering training, assessment and graduation activities.

7. Trainee Information and Signature (*Employee to complete*)

The information in this Training Agreement is collected for the purposes of registering you as a Trainee under the Industry Training Act 1992. Such information will be retained as a permanent record of the training programme you are enrolled for. You may access the personal information held on your record at any time by contacting ATTTTO. If at any time your personal information needs to be updated or corrected, please contact ATTTTO. It is ATTTTO policy to publish the names of successful Trainees for the training programmes it administers.

ATTTTO may use the information given on this Training Agreement to contact the Trainee, Assessor and/or Employer with the purpose of supporting the Trainee during and after the duration of the training. ATTTTO will not sell or pass on this information to any other organisation or use this information for any use other than its intended purpose.

To the Trainee: When you sign this Training Agreement, you are stating that all the details you have provided are true and accurate in every section of the Training Agreement. You agree to accept the terms of this agreement and your responsibilities as listed below.

Trainee's responsibilities: I agree to take responsibility for learning the skills and knowledge necessary to meet the requirements of the unit standards in the training programme. These unit standards and ATTTO qualification information are available on the New Zealand Qualifications Authority (NZQA) website: www.nzqa.govt.nz.

I agree to:

- take responsibility for understanding what is needed to complete the training programme I am enrolled in
- complete the unit standards outlined in my training programme to the best of my ability
- achieve a minimum of 20 credits per year
- complete the training programme in the specified time
- advise ATTTO if I change my name, contact details, change Employer or I cannot complete my training programme.

This Training Agreement is deemed a separate agreement to, and does not override the Employment Agreement.

Trainee signature **Date** / /
Day Month Year

8. Employer Information and Signature *(Employer to complete)*

ATTTO will contact you during your Employee's training programme, so we can keep your details up to date and get feedback on their training progress. In addition to this, ATTTO may send you promotional materials to keep you informed about additional or updated resources available.

To the Employer: When you sign this Training Agreement, you are confirming that as far as you are aware after making reasonable enquiries, that all the details provided are true and accurate in every section of the Training Agreement. You agree to accept your responsibilities as listed below under this agreement. We recommend you make a copy of this Training Agreement for your own records.

Employer's responsibilities to ATTTO:

I am responsible for providing reasonable support to the Trainee, this means *(subject to an employer's agreed performance criteria)*:

- I acknowledge that the trainee is employed by the Employer by the time of registration
- I will provide reasonable support, time and resources needed, to assist the Trainee to develop or demonstrate competence in each unit standard, and complete the training programme in the agreed time
- I will provide reasonable access to on-job training, to assist the Trainee to demonstrate the skills and knowledge required to complete the training programme
- I will keep records, times and dates of the training that is completed
- I will keep records of assessment times and dates
- I will communicate regularly with key ATTTO personnel
- I will use my best endeavours to advise ATTTO when a Trainee leaves his/her employment or is unable to complete the training programme
- I am authorised to sign this agreement on behalf of the Employer.

This Training Agreement is deemed a separate agreement to, and does not override the Employment Agreement.

Employer signature **Date** / /
Day Month Year

Employer full name

Job title Phone (0.....)

Email

Preferred contact methods (please tick all that apply) Email Phone Txt Mail

9. ATTTO Details

Wellington: T +64 4 499 6570, PO Box 6466, Marion Square, Wellington 6141
Auckland: T +64 9 304 0913, PO Box 1217, Shortland Street, Auckland 1140
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