

INDUSTRY TRAINING AGREEMENT

TraineeNZQA No.

SURNAME

FIRST NAMES

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(A completed Application for Registration as a Trainee form must be attached if not previously registered.)

Employer

TRADING NAME.

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Background

This agreement is intended to set out the relationship between the parties arising from the Industry Training Act 1992.

Pursuant to Section 3 of the ACT this agreement forms part of the Employment contract between the Employer and the Employee.

It is recommended that the Employment Contract be in writing, signed by the parties and that this Agreement is attached to it. The Employment Contract must be consistent with the provision of the Employment Relations Act 2000.

The Agreement

The Employer shall:

Provide an appropriate training programme that covers all the elements of the unit standards identified in the attached list. Where requirements can not be fully met due to lack of availability of appropriate equipment or personnel, the Employer shall make provision for a third party provider to deliver the specific training requirements.

The Trainee shall:

Apply his/her best efforts to attain the skills and knowledge defined in the unit standards in the time frame agreed to with the Employer.

Opportunity Training shall:

Provide training and assessment instruments appropriate to the selected unit standards; arrange for assessments; and keep records of this agreement, subsequent assessments and assessment outcomes.

Details of Trainee's registration and attainment's shall be forwarded to the New Zealand Qualifications Authority for their records and recognition of credits.

The Training Agreement Scope:

Unit standards included in the scope of this Training Agreement are those identified in the schedule on page 2 & 3 of this form.

Termination:

The Training Agreement shall remain in place until the trainee is assessed as competent in each of the unit standards included in the agreement or until such time as the Trainee or the Employer chooses to terminate the agreement under terms agreed to by them. Advice of any termination of agreements shall be given to Opportunity Training within 7 days.

Assessment:

On request Opportunity Training shall arrange, in an agreed time frame, for an Assessor to be available to assess the competency of the Trainee. Costs associated with assessment shall be met by the Trainee and/or the Employer.

Timing:

The Employer shall make all reasonable efforts to provide sufficient opportunities for the Trainee to receive training and development practical skills for the development of competency in the following time frame. The Trainee shall make all reasonable efforts to develop his or her skills and knowledge required for competency in the following time frame.

It is agreed by the parties that this Training Agreement commences as at

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and that the expected completion date would be:

(It is considered appropriate that 10 to 12 hours of training is normally required to attain the skill and knowledge for each credit of a unit standard.)

Opportunity Training Recognition:

Recognition of this agreement by Opportunity Training is subject to the Employee satisfactorily achieving a minimum number of 20 credits per year toward the Qualification (or training programme).

Educational Qualifications:

The Trainee should list their highest educational qualification at the point of entry into Industry Training as per the following: (Tick the most appropriate box)

None (ie No previous qualifications)	
5 th form qualification (1 subject or more) or at least 12 credits at level one	
6 th form qualification (1 subject or more) or at least 12 credits at level two	
7 th form qualification (1 subject or more) or at least 12 credits at level three	
Tertiary qualification at sub degree (national certificate, trade certificate, diploma)	
Tertiary qualification at degree level	

Privacy:

The Trainee grants permission to the Employer to communicate with Opportunity Training on his /her behalf in matters concerning their registration and competency to perform skills and to demonstrate knowledge required for this Training Agreement. The Trainee grants permission to Opportunity Training to communicate with the Employer and NZQA on his /her behalf in matters concerning their registration and competency to perform skills and to demonstrate knowledge required for this Training Agreement. Additionally to provide statistics such as gender, ethnicity and competency to other agencies in fulfilment of their role as an Industry Training Organisation.

Scope of Training Agreement

List of Unit Standards included:

Unit No.	Unit Title	Level	Credit	Cost

Total Cost of Unit Standards Selected (includes NZQA credit fees) \$

Administration Fee (\$60 for one Unit, \$120 for two or more Units)

NZQA Hook on *① \$ 25

Total Payment (GST Included) \$

* ① If you are already “hooked on” deduct \$25 from the amount payable for fees

Please make cheque payable to Opportunity Training and forward it with Training Agreement form.

Declaration

TRAINEE'S SIGNATURE	DATE

ON BEHALF OF THE EMPLOYER		
SIGNATURE	POSITION	DATE

Registration of Agreement

Within 14 days of this Training Agreement being signed it should be forwarded to

The Chief Executive
Opportunity – The Training Organisation,
PO Box 30-074,
LOWER HUTT.

Acknowledgment of the registration and the training documentation shall be returned within 14 days.