Training Agreement Extension Request

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| A. Instructions |
| **Please ensure the criteria for this request is met:**  Trainee is enrolling on a second or subsequent qualification  The previous Training Agreement for this Trainee was **submitted** within the last 2 years  You are the same employer as shown on that Training Agreement   Valid identification is currently held by Careerforce  **Please note:**   * The date the employer signs this Training Agreement Extension Request is the training start date for this qualification * Careerforce reserves the right to request a new Training Agreement   If you have any questions or require help, please call the Careerforce Client Services Team on 0800 277 486. |

**Employer to complete sections B - F and H**

**Trainee to confirm section E and complete section G**

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| B. Existing Training Agreement Details – Employer to complete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company name: |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch: |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trainee name: |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trainee NSN: |  | | | | | | | | | | | | | | | | Date of Birth: | | | | | | | |  | |  | | | / | | |  | |  | | | / | | |  | |  | | |  | | |  | |
| Contact number: | Home telephone: | | |  | | | | | | | | | | | | | Mobile: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | Street address: | | |  | | | | | | | | | | | | | Suburb: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Town/city: | | |  | | | | | | | | | | | | | Postcode: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email address:  *(please use block letters)* |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  | |  | | | |  | | |  | | |  | | |  | |  | | |  | | |  | | |  | |
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| **If you are on a Work Visa, this must cover the duration of the new programme you are enrolling in. Please provide the current expiry date:** | | | | | | | | | | | | | | | | | |  | |  | | **/** | | | |  | | |  | | | **/** | | | |  | | | |  | | | |  | | |  | | |

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| C. Qualification selection – Employer to complete | | | |
| State the qualification your trainee is enrolling in: | | | |
| Qualification title: | | |  |
| Level: |  | Strand: |  |

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| D. Name of Assessor - All Training Agreements must have an Assessor – Employer to complete | | | |
| Type of Assessor: | Workplace | Assessor Name:  (required for full service) |  |
| Full Service Contract |

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| E. Fees payable – Confirmed by Employer and Trainee | | | | | | |
| Who will pay Careerforce the qualification fee, if applicable? | | | Employer | Trainee | | TEC Fees Free\* |
| Promotion code if applicable: |  | Purchase order number:  (if required) | | |  | |
| \*TEC Fees Free are mandatory if the trainee and the qualification meet the fees free criteria.  Tick the TEC Fees Free box if your status shows up as eligible. If you are unsure, please check your eligibility from: [www.feesfree.govt.nz](http://www.feesfree.govt.nz). If required, please submit a statutory declaration to TEC Fees Free to confirm your eligibility prior to submitting this form.   The payee will be invoiced directly by Careerforce. By submitting this training agreement to Careerforce the payee agrees to pay the qualification fees for this programme. *\*Standard payment terms are the 20th of the following month from the date the invoice is issued.* | | | | | | |

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| F. Training programme (for this qualification) – Employer to complete | | | | | | |
| Compulsory units: The trainee will automatically be enrolled in the compulsory units for the qualification.  Elective units: If the qualification has electives, select one of the options below otherwise leave this section blank: | | | | | | |
| Option 1: Where specified electives have been pre-selected for this programme by the employer. | | | | | | |
| Option 2: Individualised programme of electives (please list below). | | | | | | |
| Option 3: Full Service Contract | | | | | | |
| Option 4: Up to ‘20 credit’ enrolment to complete the qualification stated in section C\* | | | | | | |
| Unit standard number | Level | Credits |  | Unit standard number | Level | Credits |
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| For a full list of available elective unit standards please contact your Careerforce Workplace Advisor.  Total credits: | | | | | |  |

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| G. Trainee’s declaration and signature – Trainee to complete | |
| By signing here, you the trainee, acknowledge that the information supplied is correct to the best of your knowledge.  You have read and agree to the terms and conditions listed in section J of the training agreement (page 3) and to the responsibilities listed below:   * I declare that I am the owner of the National Student Number (NSN) entered in section C (page 1) * I understand that Careerforce will collect, use and store my personal information in the manner set out in section K of this agreement (page 3). * I agree to: * achieve at least 10 credits per calendar year that I am enrolled (where I am enrolled for more than 90 days in the calendar year), and that failure to achieve any credits within any 10-month period will result in this training agreement being placed on hold, and possible withdrawal after 12 months. * Produce, generate, and supply all my own evidence in assessments * take part in the Literacy/Numeracy Assessment programme if required * I will advise Careerforce if I: * need to place my training agreement on hold * change my employer or * if any of my details (including contact details) change   Aka Toi users acknowledge that they have read the **Aka Toi Digital Security and Privacy document** on the Careerforce website. | |
| Trainee’s signature: |  |

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| H. Employer’s declaration and signature – Employer to complete | | | |
| By signing here, you the employer, acknowledge that the information supplied is correct to the best of your knowledge.  You have read and agree to the terms and conditions listed in section J of the training agreement (page 3) and to the responsibilities listed below.  I am responsible for providing support to the trainee and agree that:   * the person identified in this training agreement has a current employment agreement (consistent with the provisions of the Employment Relations Act 2000) with my organisation * all trainees who have not completed a tertiary qualification at Level 3 or above in the English language, must complete a literacy and numeracy assessment. * Careerforce may communicate directly with the trainee, in accordance with section K of this training agreement (page 3) * I will provide workplace support to the trainee of a type and level appropriate to the nature/scope of this training   I will advise Careerforce if the training agreement is to be placed on hold or if the trainee leaves the employment of this organisation. | | | |
| Employer’s full name: |  | Employer’s  position: |  |
| Employer’s signature: |  | Date: Day/month/year |  |

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| **I. Processing** – Trainee and Employer to action |
| Once you have checked all sections are complete, Trainee please return Training Agreement to your Employer.  Employer please send the training agreement and identification documents to Careerforce Client Services for processing:  iportal: Preferred method of communication, if you do not have iportal access please contact your Careerforce representative, or our Client Services Team on 0800 277 486  Email/Scan: [**info@careerforce.org.nz**](mailto:info@careerforce.org.nz) |

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| J. Training agreement terms – Employer and Trainee please read |
| 1. This training agreement intends to set out the relationship between the parties arising from the Education (Vocational Education and Training Reform) Amendment Act 2020. It forms part of the employment agreement between the employer and the trainee and is valid for as long as you remain in paid employment with your current employer. 2. 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 agreements between the employer and the trainee. 3. As part of transitioning to a single network of vocational education, Te Pūkenga has developed [Te Kawa Maiorooro, Te Pūkenga educational regulatory framework](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.xn--tepkenga-szb.ac.nz%2Four-work%2Four-pathway%2Facademic-delivery-and-innovation%2Facademic-regulatory-framework%2F&data=05%7C01%7CSam.Gray%40careerforce.org.nz%7C8c1e095cae8b4bb7e4d208dad891e4fb%7C4b44121e72784517a101760c0df3fc6a%7C0%7C0%7C638060418364317686%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ytFJswcjif2HBIQMaHqIIpmOE%2Bi1PSAD9bX1zDJ%2BWFk%3D&reserved=0).  Te Kawa Maiorooro covers regulations that affect learners such as enrolment, assessment, complaints and graduation.  Te Kawa Maiorooro has not yet replaced all of the policies and procedures of Careerforce, so where something is not covered by Te Kawa Maiorooro, Careerforce policies and procedures still apply.  If you have any questions, contact info@careerforce.org.nz or quality@tepukenga.ac.nz 4. Registration begins when a correctly completed and signed training agreement, and trainee identification is received by Careerforce. The training start date will be the date entered into the training start date field. If unknown, the date the employer has signed the training agreement will be used. 5. A three-month minimum enrolment period applies to any programmes (including Limited Credit Programmes) leading to the award of a New Zealand qualification or Apprenticeship. 6. This training agreement will cease for any of the following reasons:    1. On the completion of this training plan.    2. On termination of the employment agreement between the trainee and employer.    3. If either the employer or employee request that this training agreement be terminated.    4. A trainee has not reported any credits within the calendar year, as outlined in section G.    5. A trainee/Apprentice has engaged in severe academic dishonesty, this includes but is not limited to: The presentation of assessment evidence obtained by deception or through the use of a paid assessment service. 7. Careerforce cannot register credits after this training agreement has ceased. 8. Request for termination of the training agreement must be received by Careerforce within one month of the termination date. 9. Training registration fees will be refunded (if applicable) if the trainee terminates within 3 months and Careerforce has been advised within 4 months of the training start date. 10. Training agreements cannot be transferred to another trainee. |

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| K. Privacy Act 2020 – Employer and Trainee please read |
| Your Privacy  *What information do we collect about you?*   * Personal information that you provide on your training agreement, such as your name, date of birth, address, phone number, nationality, ethnicity, place of work and email address. * Personal information that you submit through Aka Toi, such as your username and password, assessment or answers. * Assessment results that the assessor provides. * Literacy and numeracy results submitted through the Literacy Assessment tool. * Other electronic and written communications between Careerforce and you, such as emails. * Aka Toi uses web cookies where required for a particular feature to work. A cookie is information that a website stores on your computer and allow that website to recognise you and keep track of your preferences.   *How do we store information about you?*   * Personal information collected by Careerforce is stored on secure Careerforce servers. * Information collected through Aka Toi is held on our behalf by a third-party contractor. They will not share or disclose this information with anyone else except Careerforce.   *Who do we share your information with?*   * Te Pūkenga, the New Zealand Institute of Skills & Technology (Careerforce is a business division of Te Pūkenga) * The New Zealand Qualifications Authority (NZQA) to officially register your credits. * The Tertiary Education Commission (TEC) who funds Careerforce and reports on population statistics and trends. * The Tertiary Education Commission (TEC) may disclose your personal information to the Ministry of Education, the Ministry of Social Development (studylink), New Zealand Qualifications Authority and Inland Revenue to enable them to operationalize Fees-Free tertiary education where applicable. * Training providers who may be arranging part, or all, of your training. * Iwi authorities for reporting on population statistics and trends. * Graduation ceremony organisers such as the Mayoral Taskforce for Jobs. * Your employer and your assessor. * Other organisations as required by law, official government request, or to develop our services or protect our rights.   *How do we use your information?*   * Your assessment evidence is used as part of Careerforce and NZQA’s moderation, evaluation and quality control systems. * For research purposes and general statistics on performance. * Your email address and mobile phone number is used to communicate with you about information relevant to your training. * Your email address is used to provide you with other material (including promotional material, news, and event information). * When required we share your National Student Number (NSN) and NZQA Record of Achievement with your employer or assessor. * We act in accordance with the Privacy Act 2020 and the Unsolicited Electronic Messages Act 2007.   You can access and update your personal information at any time by calling Careerforce Client Services team on 0800 277 486 or email [info@careerforce.org.nz](mailto:info@careerforce.org.nz) |