



Please print clearly using block letters and a ballpoint pen. All sections must be completed.

The Parties to this Training Agreement are:

THE APPRENTICE

Surname First names

Previous surname (if applicable)

Permanent address

Postcode

Home phone Mobile phone

NZQA number Email

Date of birth Day Month Year

Gender (Male/Female) and Citizenship (NZ citizen or permanent residence status) checkboxes.

Ethnic data section with checkboxes for European/Pakeha, Tongan, Samoan, NZ Maori, Tokelauan, Niuean, Cook Island Maori, Chinese, Indian, and an 'Other' field.

Highest educational qualification section with checkboxes for NCEA Level 1, 2, 3, National Certificate Levels 1-5, Diploma/degree, and No previous qualifications.

Prior activity section with checkboxes for Tertiary course, School, Employed, and Unemployed.

Employment arranged (Yes/No) and Previous hairdressing experience and qualifications text field.

THE EMPLOYER

Employer name

Salon name

Salon address

Postcode

Salon phone Mobile phone

Email

EMPLOYMENT AGREEMENT

Confirmation of Employment Agreement in place between Employer and Apprentice

Apprentice signature Date

Employer signature Date

**THIS TRAINING AGREEMENT IS IN THE HAIRDRESSING INDUSTRY.**

The provisions of the NZ Hairdressing Industry Training Organisation – Training Requirements dated 1 January 2001 and any amendments to those Requirements are incorporated into and form part of this Training Agreement.

**APPRENTICE OBLIGATIONS**

- 2.1 The Apprentice shall, to the best of her/his ability, learn the skills of the industry as set down in the Training Requirements, and in particular shall be responsible for:
- Taking all reasonable steps to acquire the knowledge and skills of the industry;
  - Enrolling for assessments and attending all off-job training as directed. A fee will be charged for missed off-job training days if the absence was due to the actions of the Apprentice and no reasonable explanation is provided to the HITO.
  - Keeping an up to date Training Record Book in good order at the place of employment.
  - Ensuring that units are completed in the year that they are delivered.
  - Work a minimum of 20 hours per week (30 hours per week for a Modern Apprentice).
  - Paying the required fees to the HITO.

**EMPLOYER OBLIGATIONS**

- 3.1 The Employer shall provide training to the Apprentice in accordance with the Training Requirements, and in particular will be responsible for:
- Training and instructing or providing for the Apprentice to be trained and instructed to become a competent trades person in the industry, in accordance with the provisions of the Training Requirements, the Training Manual, Training Record Book and Training Plan.
  - Inspecting and signing the Training Record Book regularly;
  - Releasing an Apprentice to attend off-job training courses as directed. A fee will be charged for missed off-job training days if the absence was due to the actions of the Employer and no reasonable explanation is provided to the HITO.
  - Notifying the HITO of the termination of an employment contract resulting in termination of the Training Agreement within 28 days of termination;
  - Paying the required fees to the HITO.
- 3.2 The Employer shall, within 28 days of signing this Training Agreement, forward the original document to the nearest Regional Office of the HITO.
- 3.3 Ensuring the Apprentice has entry requirements – 3 years' secondary/tertiary education.

**TRAINING AGREEMENT REQUIREMENTS**

- 4.1 This Training Agreement forms part of the employment arrangements between the parties and should be read in conjunction with the employment agreement entered into between the parties.
- 4.2 The term of the contract of employment of which this Training Agreement forms a part shall be no less than the duration of the Training Agreement.
- 4.3 The Agreement must be registered with the HITO.
- 4.4 The Agreement may also be terminated in accordance with the provisions of the employment agreement between the parties. Termination of the employment agreement will automatically result in termination of this Agreement.
- 4.5 The Agreement may be terminated by the HITO if the Apprentice does not achieve a minimum of twenty credits per year, or upon non-payment of the fees specified in this Agreement payable by the Apprentice or the Employer, or where the HITO does not received sufficient funding to support continued training of the Apprentice.
- 4.6 The Agreement will be deemed to be completed once the Apprentice has gained the National Certificate in Hairdressing (Hairdressing Practice strand).

**DISPUTES**

- 5.1 Any dispute between the parties relating to the question of whether an Apprentice has satisfactorily demonstrated competence in the skills required in the training programme, or satisfactorily met the requirements for the completion of a level of training, shall be determined by the HITO, which may appoint an independent Assessor for the purposes of assessing an Apprentice's competence.
- 5.2 Any other dispute between the parties relating to the training relationship or the Training Agreement shall be referred in the first instance to the Regional HITO and then, if required, to the National HITO.

**MISCELLANEOUS**

- 6.1 The Apprentice and Employer understand that this Training Agreement is subject to approval and registration. The agreement will not have effect until it is approved and registered.
- 6.2 Upon signing this agreement the Apprentice and the Employer authorise the HITO to collect, hold and release information about the apprenticeship to: training providers; the New Zealand Qualifications Authority; the Apprentice; the Employer and other government organisations as appropriate for the purposes of administering the apprenticeship.
- 6.3 The Apprentice confirms that he/she has provided the necessary documentation confirming their eligibility to undertake apprenticeship training i.e. NZ Birth Certificate or confirmation of New Zealand residency/citizenship.



**DECLARATION**

I acknowledge that I have read and understood the provisions of this Agreement, including the provisions of the Training Requirements: Pursuant to clause 6.3 above, I also confirm that I have provided the necessary documentation confirming my eligibility to undertake apprenticeship training in New Zealand.

Signed for and on behalf of the employer \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

Apprentice signature \_\_\_\_\_ Date \_\_\_\_\_

To be signed by the parent or guardian of an apprentice aged under eighteen:

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Please take note of the following information:**

**1. APPLICATION**

Should be made by the Employer once the proposed Apprentice commences employment. The commencement date will be the date that the HITO receives this application and the appropriate fees.

**2. QUALIFICATIONS**

Photocopies of all qualifications such as School Certificates, pre-trade courses, and Unit Standards are to be included with this application. A copy of New Zealand birth certificate should also be included or confirmation of New Zealand residency/citizenship.

**3. TRAINING MANUAL**

The Employer is required to own the latest Training Manual – **cost \$105.00.**

**4. FEES**

The following fee will be a 'one-off upfront fee' for the year you enter into your training agreement. The appropriate fees must be included with your training agreement. Please make your cheque payable to HITO. The HITO reserves the right to amend this fee during the course of the Training Agreement.

**5. NZ BIRTH CERTIFICATE**

The HITO can arrange to provide you with a copy of your NZ Birth Certificate – **cost \$35.00.**

**Apprentice Administration Fees (Please tick)**

- Starting training as a first year apprentice \$315.00
- Starting training as a second year apprentice \$210.00
- Starting training as a third year apprentice \$160.00
- Signing up to complete the final units (2759 & 2757) \$105.00
- Transfer of salon \$100.00
- NZ Birth Certificate \$35.00
- Hairdressing Training Record Book and Satchel \$35.00

**TOTAL** \_\_\_\_\_

**Non-attendance at off-job training fees**

Where an Apprentice does not attend off-job training as directed and has not provided any reasonable explanation, the following fees apply:

- per full day missed **\$90.00**
- per half day missed **\$45.00**

**Employer fees**

**No fee** – if the Employer is a financial member of the NZ Association of Registered Hairdressers

**\$415.00 per apprentice per annum** – if the Employer is a non-financial member of the NZ Association of Registered Hairdressers. The HITO reserves the right to amend this fee during the course of the Training Agreement.

*In the case of an application being declined or withdrawn the above fees are not refundable.*

*Non-payment of these fees by any party may result in the termination of the Agreement.*

**Have you enclosed the following:** Please tick which documents you have enclosed

- NZ Birth Certificate or request to order NZ Birth Certificate
- Confirmation of NZ Residency/Citizenship
- Pre-trade evidence/Record of Learning
- School Leaving Certificate



OFFICE USE ONLY

GST No: 61-086-676

Apprenticeship type (please tick one)  Contemporary  Modern

Employment arranged  Yes  No

Birth Certificate ordered  Yes  No

Off-job training provider

Year  Course start date

Day release:  Block:  Special:

Additional comments / special arrangements

Apprentice

Amount paid \$  TRB

Employer

Amount paid \$  Member  Annual fee

This Training Agreement is made on the  day of  20

Approved by HITO on (date):

Signed by (print name)  Signature



Salon  Date

Employer

Trainer

Trainer's qualification   
(please attach photocopy)

Apprentice

Is the salon a financial member of your local association?  Yes  No

1. I agree to release the apprentice for off-job training as directed by the HITO.
2. I agree to purchase the most up to date training manual (please have available for viewing) and confirm that I am able to teach the skills required or employ a trainer qualified to do so.
3. I agree that a qualified trainer will supervise the apprentice for at least 75% of the apprentice's work hours.
4. I agree that the salon has professional products and suitable equipment for training (see list attached).
5. I will ensure that the apprentice is able to work on clients at the level to which they are collecting and have the ability to collect evidence as part of their working day.
6. I will abide by the apprenticeship training requirements dated 1 January 2001.

Signature of Employer  Date

Signature of Sales & Liaison Manager



*Please ensure the below lists are checked for each salon signing on an apprentice*

- Shampooing
- Setting
- Perming
- Long hair work
- Blow waving
- Scissor, razor and clipper cutting
- Colouring, full head and highlighting
- Bleaching
- Straightening
- Conditioning treatments
- Finger waving

**Training product/equipment requirements**

- Apprentice training manual
- Access to fashion magazines
- Retail products for sale
- Client cards and record system
- Sterilising facilities
- Shampoo basins
- Setting rollers
- Dinky clips
- Hood dryer
- Perm rods
- Clippers, scissors and razors
- Full range of hairdressing tools (brushes, combs)
- Range of temporary, midway and permanent colour
- Permanent waving solutions
- Bleach
- Permanent colour remover
- Permanent hair straightener
- Manufacturer's instructions for products
- Access to product company training
- Highlighting caps
- Variety of highlighting techniques
- Porosity filler