



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

The Parties to this Training Agreement are:

THE TRAINEE

Surname [ ] First names [ ]

Previous surname (if applicable) [ ]

Permanent address [ ]

[ ] Postcode [ ]

Home phone [ ] Mobile phone [ ]

NZQA number [ ] Email [ ]

Date of birth Day [ ] Month [ ] Year [ ]

Male Female Citizenship Tick the box if you are a NZ citizen or have permanent residence status

Ethnic data Tick the box(es) next to the ethnic group(s) you belong to European/Pakeha Tongan Samoan NZ Maori Tokelauan Niuean Cook Island Maori Chinese Indian Other (please specify) [ ]

Highest educational qualification NCEA Level 1 NCEA Level 2 NCEA Level 2 National Certificate Levels 1-5 Diploma/degree No previous qualifications

Prior activity Tertiary course School Employed Unemployed

Employment arranged: Yes No

Previous hairdressing experience and qualifications [ ]

THE EMPLOYER

Employer name [ ]

Salon name [ ]

Salon address [ ]

[ ] Postcode [ ]

Salon phone [ ] Mobile phone [ ]

Email [ ]

EMPLOYMENT AGREEMENT

It is a legal requirement that all employees have an employment agreement.

Please confirm that an employment Agreement is in place between Employer and Apprentice.

Apprentice signature [ ] Date [ ] Sighted by SLM [ ]

Employer signature [ ] Date [ ]

This Training Agreement is in the Hairdressing Industry  
The following set out the obligations and requirements of the parties of this Training Agreement.

### TRAINEE OBLIGATIONS

- 1.1 The Trainee shall, to the best of her/his ability, learn the skills of the industry and in particular shall be responsible for this qualification:
  - a. Taking all reasonable steps to acquire the knowledge and skills of the industry;
  - b. 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 Trainee and no reasonable explanation is provided to HITO.
  - c. Keeping an up to date Training Record Book in good order at the place of employment.
  - d. Ensuring that units are completed in the year that they are delivered.
  - e. Work a minimum of 20 hours per week.
  - f. Paying the required fees to HITO.

### EMPLOYER OBLIGATIONS

- 2.1 The Employer shall provide training to the Trainee in accordance with the Training Requirements, and in particular will be responsible for:
  - a. Training and instructing or providing for the Trainee to be trained and instructed to become a competent salon support person.
  - b. Inspecting and signing the Training Record Book regularly;
  - c. Releasing a Trainee 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 HITO.
  - d. Notifying HITO of the termination of an employment agreement resulting in termination of the Training Agreement within 28 days of termination;
  - e. Paying the required fees to HITO.
- 2.2 The Employer shall, within 28 days of signing this Training Agreement, forward the original document to the nearest Regional Office of HITO.
- 2.3 Ensuring the Trainee has entry requirements – 3 years secondary/tertiary education.
- 2.4 Employers must have suitably qualified staff employed 75% of the Trainee's working week to train and monitor the Trainee.
- 2.5 The employer must have qualified staff (National Certificate or accepted equivalent) employed a minimum of 75% of the Trainee's working hours per week in the salon to in which the Trainee is employed.

### TRAINING AGREEMENT REQUIREMENTS

- 3.1 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.
- 3.2 The term of the employment agreement of which this Training Agreement forms a part shall be no less than the duration of the Training Agreement.
- 3.3 The Training Agreement must be registered with HITO.
- 3.4 This 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.
- 3.5 This Agreement may be terminated by HITO if the Trainee does not achieve a minimum of twenty credits per year, or upon non-payment of the fees specified in this Agreement payable by the Trainee or the Employer, or where HITO does not received sufficient funding to support continued training of the Trainee.
- 3.6 The Agreement will be deemed to be completed once the Trainee has gained the National Certificate in Salon Support.

### DISPUTES

- 4.1 Any dispute between the parties relating to the question of whether a trainee 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 HITO, which may appoint an independent Assessor for the purposes of assessing a trainee's competence.
- 4.2 Any other dispute between the parties relating to the training relationship or the Training Agreement shall be referred in the first instance to Regional HITO and then, if required, to National HITO.

### MISCELLANEOUS

- 5.1 The Trainee 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.
- 5.2 Upon signing this agreement the Trainee and the Employer authorise HITO to collect, hold and release information about the Traineeship to: training providers; the New Zealand Qualifications Authority; the Trainee; the Employer and other government organisations as appropriate for the purposes of administering the Traineeship.
- 5.3 The Trainee confirms that he/she has provided the necessary documentation confirming their eligibility to undertake Traineeship 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 5.3 above, I also confirm that I have provided the necessary documentation confirming my eligibility to undertake Traineeship training in New Zealand.*

Signed for and on behalf of the employer

Designation  Date

Trainee signature  Date

*To be signed by the parent or guardian of a trainee 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 Trainee commences employment. The commencement date will be the date that HITO receives this application and the appropriate fees.

**2. QUALIFICATIONS**

Photocopies of all qualifications such as NCEA, 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 up-front 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. HITO reserves the right to amend this fee during the course of the Training Agreement.

**Trainee Administration Fees (Please tick)**

- Starting training as a first year Trainee \$100.00
- Transfer of salon \$100.00
- Hairdressing Training Record Book and Satchel \$35.00

**TOTAL**

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

Where a trainee 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 Trainee per annum** – if the Employer is a non-financial member of the NZ Association of Registered Hairdressers. 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
- Confirmation of NZ Residency/Citizenship
- Pre-trade evidence/Record of Learning
- School Leaving Certificate





**OFFICE USE ONLY**

GST No: 61-086-676

Employment arranged  Yes  No

Birth Certificate ordered  Yes  No

Hours Worked  20 hrs at least  30 hrs or more

Off-job training provider

Year  Course start date

Day release:  Block:  Special:

Additional comments / special arrangements

**Trainee**

Amount paid \$  TRB

**Employer**

Amount paid \$  Member  Annual fee

This Training Agreement is made on the  day of

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 regional hairdressing 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