



Learners Details

First names

Current surname

Permanent Address

Post Code

Home Phone Cellphone

Email Address

NZQA Number (NSI or NSN)

Personal Details

Gender Male Female NZ Residential Status Citizen Permanent Resident

Ethnic Group If Maori, which IWI?

What did you do previously? Secondary School Tertiary Course Employed Unemployed

Is English your second language? Yes No Do you have a disability that will affect learning? Yes No

Previous Education

Last school attended was

What year did you finish?

What is your highest qualification? NCEA Level 1 NCEA Level 2 NCEA Level 3
 Diploma Trade Degree Higher

Employer Details

Employer Name

Business Name

Business Address

Post Code

Business Phone Cellphone

Email Address

Employment Start Date / / Training Start Date / /

Please note that Modern Apprentices must work for at minimum 30 hours per week. All other apprentices must work for a minimum of 20 hours per week. Contracted Hours per Week

Is there a signed employment agreement between the learner and the employer? Yes No

Trainers Details

Trainers Name

Cellphone Qualified in which year?

Email Address

Please confirm that you, the trainer, have time to train this apprentice Yes No



This Application

This application should be made by the Employer once the proposed apprentice commences employment.
A copy of New Zealand birth certificate should also be included or confirmation of New Zealand residency/citizenship.
If you would like to purchase a Student ID (which lasts for the life of your apprenticeship), you should supply a passport size photo.

Payments

- The following fee will be a 'one-off up-front fee' for the year the apprentice enters into their training agreement.
- All appropriate fees must be paid.
- You may pay by cheque (payable to HITO) or by direct credit at **WESTPAC BANK 03-0502-0096479-00**.
- If paying by direct credit please ensure that the reference for the transaction is your cellphone number or your NSI number.
- HITO reserves the right to amend this fee during the course of the Training Agreement.
- HITO fees are not refundable.

The Apprentice Fee - please tick to order

<input type="checkbox"/>	Starting training as a first year apprentice	\$275	If an apprentice does not attend off-job training as directed and has not provided any reasonable explanation, the following fees will apply and will be payable to HITO: \$100 for a full day missed or \$50 for a half day missed.
<input type="checkbox"/>	Starting training as a second year apprentice	\$170	
<input type="checkbox"/>	Signing up to complete the final unit (10650)	\$120	
<input type="checkbox"/>	Transfer of salon/barbershop	\$110	
<input type="checkbox"/>	Barbering Training Record Book Pack	\$45	
<input type="checkbox"/>	Student ID Card	\$20	
TOTAL COST		<input type="text"/>	

The Employer Fee

Government expects that employers contribute to the cost of industry training. Employers pay annually per apprentice per year.

- Non-financial members of the Regional Association pay \$435
- Financial members of the Regional Association pay nothing. The fee is included as a benefit of association membership.

If you are an association member, please write your association number here

Enclosed Documents

Have you enclosed the following:

Please tick which documents you have enclosed

- | | | | |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | NZ Birth Certificate (certified or original sighted) | <input type="checkbox"/> | Signed Passport Photo - For your Student ID card |
| <input type="checkbox"/> | Confirmation of NZ Residency/Citizenship | <input type="checkbox"/> | Pre-trade evidence/Record of Learning |
| | | <input type="checkbox"/> | School Leaving Certificate |

Office Use Only

Fund Type	<input type="checkbox"/> MA <input type="checkbox"/> IT <input type="checkbox"/> NF	APP PAY \$	<input type="text"/>	d d / m m / y y y y
OJT Provider	<input type="text"/>	METHOD	<input type="text"/>	
Start Year	<input type="text"/>	EMP PAY \$	<input type="text"/>	d d / m m / y y y y
Course Type	<input type="checkbox"/> DR <input type="checkbox"/> BL <input type="checkbox"/> OTHER	METHOD	<input type="text"/>	
QUALIFICATION	<input type="text"/>	VERSION	<input type="text"/>	
HITO SLM SIGNATURE	<input type="text"/>		<input type="text"/>	d d / m m / y y y y



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.

1. APPRENTICE OBLIGATIONS

1.1 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:

1. Taking all reasonable steps to acquire the knowledge and skills of the industry;
2. 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 HITO.
3. Keeping an up to date Training Record Book in good order at the place of employment.
4. Ensuring that units are completed in the year that they are delivered.
5. Work a minimum of 20 hours per week (30 hours per week for a Modern Apprentice).
6. Paying the required fees to HITO.

2. EMPLOYER OBLIGATIONS

2.1 The employer shall provide training to the apprentice in accordance with the Training Requirements, and in particular will be responsible for:

1. 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.
2. Inspecting and signing the Training Record Book regularly;
3. 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 HITO.
4. Notifying HITO of the termination of an employment contract resulting in termination of the Training Agreement within 28 days of termination;
5. Paying the required fees to HITO.

2.2 The employer shall, within seven (7) days of signing this Training Agreement, forward the original document to the nearest Regional Office of HITO.

2.3 Ensuring the apprentice has entry requirements - 3 years' secondary/tertiary education.

3. 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 contract of employment of which this Training Agreement forms a part shall be no less than the duration of the Training Agreement.

3.3 The Agreement must be registered with HITO.

3.4 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.

3.5 The Agreement may be terminated by 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 HITO does not received sufficient funding to support continued training of the apprentice.

3.6 The Agreement will be deemed to be completed once the apprentice has gained the National Certificate in Barbering.

4. DISPUTES

4.1 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 HITO, which may appoint an independent Assessor for the purposes of assessing an apprentice'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.

5. MISCELLANEOUS

5.1 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.

5.2 Upon signing this agreement the apprentice and the employer authorise 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.

5.3 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.

Legal Declaration and Signatures

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, I also confirm that I have provided the necessary documentation confirming my eligibility to undertake apprenticeship training in New Zealand and that the information provided is true and accurate.

Apprentice/Caregiver Signature

d	d	/	m	m	/	y	y	y	y
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Employer Signature

d	d	/	m	m	/	y	y	y	y
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Please ensure the below lists are checked YES for the salon signing on an apprentice and that the business has someone responsible for training in:

Skills required to be performed

Yes No Beard and moustache shaping

Yes No Wet shaving (if appropriate to the business)

Yes No Blow drying

Yes No Scissor, razor and clipper cutting.

Training product/equipment requirements

Yes No Barbering Training Manual

Yes No Access to current hair & fashion magazines

Yes No Retail products for sale

Yes No Client cards and record system if appropriate

Yes No Sterilising facilities

Yes No Scissors, clippers and razors

Yes No Neck trimmers

Yes No Barber chairs

Yes No Manufacturers instructions for products

Yes No Access to product company training

Yes No Full range of barbering tools (including brushes and combs)