



Please print clearly using block capitals and a ballpoint pen. You must complete all sections.  
**The parties to the training agreement are : "The Applicant" and "The Employer".**

**The Applicant**

First names

Current surname

Previous surname

Permanent Address

Post Code

Home Phone  Cellphone

Email Address

Date of birth  /  /

NZQA Number (NSI or NSN)

Gender  
*As determined by you*

Male  Female

NZ Citizen?  
*or permanent resident*

Yes  No

Ethnicity  
*As determined by you*

NZ European/Pakeha  
 Pacifica  
 Other/Details

Maori  
*As determined by you*

NZ  
 European  
 Samoan  
 Cook Island  
 Other

Maori Iwi Code

**PRIOR ACTIVITY**

Tertiary Course  School  Employed  Unemployed

**PREVIOUS EDUCATION**

Last school

Last year attended  Highest Qualification  No qualification  NCEA 3  
 NCEA 1  Other  
 NCEA 2

Age that you left

Tertiary College

Last year attended  Highest Qualification  None  Degree/Masters  
 Diploma / Nat Cert  Other  
 Trade Certificate

Age that you left

English  
*Is English your second language?*

Yes  No

Disability

*Do you have a disability that will affect your learning?*

Yes  No

**PREVIOUS EXPERIENCE**



**The Employer**

First names

Surname

Salon Name

Permanent Address

Post Code

Business Phone  Cellphone

Email Address

**The Fees**

Please tick the required programme below:

- Advanced Hairdressing* (\$1300.00)
- Train the Trainer* (\$1650.00)

*HITO will arrange for learning materials to be delivered. No additional costs are associated unless you require practical support and tutor time.*  
*Cheques should be made out to **HITO***  
**GST NUMBER : 61-086-676**

**Supporting Documents**

Please tick that you have enclosed the following documents

- NZ Birth Certificate*  *Pre-trade evidence or record of learning*
- Confirmation of NZ citizenship or permanent residency*  *Previous hairdressing or barbering qualification*

**1. Training Requirements**

- This agreement requires that the applicant has a recognised hairdressing qualification as entry into the programme e.g. the National Certificate in Hairdressing Practice or the equivalent of.
- This Agreement must be registered with HITO.
- The Agreement will be deemed to be completed once the trainee has gained the Limited Credit Programme (the programme).
- 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.
- This Agreement may be terminated by HITO if the applicant does not achieve a minimum of twenty credits per year, or upon non-payment of the fees specified in this Agreement.
- The Agreement will be deemed to be completed once all of the unit standards within the programme have been gained.

**2. Obligations of the Applicant**

- Take all reasonable steps to acquire the knowledge and skills required to complete this award.
- Pay the required fees to HITO.
- Submit assessment material.
- On completion of all the requirements of the programme an award will be issued by HITO on behalf of the Industry

**3. Disputes**

- Any dispute between the parties relating to this Agreement shall be referred in the first instance to the Regional HITO and then, if required, to the National HITO.

**4. Miscellaneous**

- All parties understand that this Agreement is subject to approval and registration.
- The agreement will not have effect until it is approved and registered.
- Upon signing this agreement the parties authorise HITO to collect, hold and release information about the traineeship to: training providers; the New Zealand Qualifications Authority; Tertiary Education Commission, the trainee; the employer and other government organisations as appropriate for the purposes of administration.
- The applicant confirms that they has provided the necessary documentation confirming their eligibility to undertake training i.e. NZ Birth Certificate or confirmation of New Zealand residency/citizenship.

I acknowledge that I have read and understood the provisions of this Agreement, I also confirm that I have provided the necessary documentation confirming my eligibility to undertake training in New Zealand.

Signed by the APPLICANT  Date

Signed by the EMPLOYER  Date



This programme consists of 32 credits in total consisting of:

The following 22 credits are from Core Compulsory component of National Certificate in Hairdressing (Management) (Level 5) Salon Management strand

<b>Unit Standard</b>	<b>Title</b>	<b>Level</b>	<b>Credits</b>
8495	Develop self to improve performance	4	5
6402	Provide resuscitation level 2	1	1
13465	Design a layout plan for a hair salon	5	5
13466	Demonstrate knowledge of identification and correction of a permanent wave problem	4	4
13467	Identify and correct colour problems in the hair	5	2
13468	Incorporate a hairpiece in a hairstyle	5	5

The remaining 10 credits are from other areas of the Management Certificate.

<b>Unit Standard</b>	<b>Title</b>	<b>Level</b>	<b>Credits</b>
13464	Demonstrate knowledge of competition styling	4	4
13469	Demonstrate knowledge of the preparation, maintenance, and fitting of wigs	4	6

This programme is designed for people who are working as a qualified hairdresser who wish to extend their knowledge to include hairdressing skills at a higher level. It is suggested that this programme be an achievable goal to staircase between National Certificate in Hairdressing Practice and the National Certificate in Hairdressing (Management) Salon Management strand.

This programme is aimed at broadening the range of hairdressing skills beyond those required for the National Certificate in Hairdressing Practice or equivalent qualification.

The cost of the Hairdressing Advanced Hairdressing Skills is \$1300.00 which includes learning materials, assessment and credit fees.

This includes learning materials, assessment and credit fees but does not include additional tutor or practical time.



This programme consists of 44 credits in total consisting of:

The following 33 credits from Core Compulsory component of National Certificate in Hairdressing (Management) (Level 5) Salon Management strand

<b>Unit Standard</b>	<b>Title</b>	<b>Level</b>	<b>Credits</b>
1987	Create and maintain positive workplace relationships	4	5
8495	Develop self to improve performance	4	5
8496	Develop and maintain a safe and supportive working environment	5	5
11281	Prepare candidates for assessment	4	3
1312	Give oral instructions in the workplace	3	3
9680	Communication within an organisational context	2	3
13466	Demonstrate knowledge of identification and correction of a permanent wave problem	4	4
13467	Identify and correct colour problems in the hair	5	2
18203	Verify evidence for assessment for candidate	4	3

The remaining 11 credits from other areas of the Management Certificate

<b>Unit Standard</b>	<b>Title</b>	<b>Level</b>	<b>Credits</b>
7095	Facilitate adult learners' individualised learning	5	3
7108	Deliver on-job training to adults	4	8

This is designed for people with knowledge of the industry wishing to progress towards becoming trainers or existing trainers wishing to build on identified skill gaps to allow training to meet the needs of the trainee's and workplace.

This programme is aimed at ensuring on-job training is facilitated in an environment conducive to trainee learning, and meeting the skill needs of unit standard assessment and the industry.

The cost of the Hairdressing Train the Trainer Programme is \$1650.00 which includes learning materials, assessment and credit fees.

This includes learning materials, assessment and credit fees but does not include additional tutor or practical time.