



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

The Trainee

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

EMPLOYMENT

Has your employment been arranged and contracts signed?

Yes No

PREVIOUS EXPERIENCE

Previous hairdressing experience or qualifications?

! It is an employers legal responsibility to ensure that their employees have a copy of their signed and dated employment contract !



The Employer

First names

Surname

Salon Name

Permanent Address

Post Code

Business Phone Cellphone

Email Address

The Trainer

First names

Surname

Year Qualified

Has Time to Train? Yes No Mobile phone

Email Address

Trainee Name

Employment Start Date / /

Contracted work hours per week

Training Start Date / /

** Please note that the trainee must work for at minimum of 20 hours per week.*

Trainee has a signed employment contract Yes No

! It is an employers legal responsibility to ensure that their employees have a copy of their signed and dated employment contract !

NZARH Membership

Employer is a financial member of the Regional Association of Registered Hairdressers? Yes No

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, 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. !

Signed by the TRAINEE Date

To be signed by the parent/guardian/caregiver of an apprentice under the age of eighteen (18)

Signed by the CAREGIVER Date

Signed by the EMPLOYER Date

Signed by the HITO SLM Date



Please take note of the following information:

1. Application

This 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 results, 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. Fees

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

Trainee Fees (one-off payment to HITO)

<input type="checkbox"/> Starting training as a first year trainee	\$110.00
<input type="checkbox"/> Transfer of salon	\$110.00
<input type="checkbox"/> Hairdressing Training Record Book Pack	\$40.00

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 **\$100.00**
- per half day missed **\$50.00**

Employer Fees (annual payment to HITO per trainee per year)

<input type="checkbox"/> Employer is a non-financial member of the Regional Association of Registered Hairdressers	\$435.00
<input type="checkbox"/> Employer is a financial member of the Regional Association of Registered Hairdressers	\$ NO FEE

Membership Number

! PLEASE REMEMBER !
HITO fees are non refundable

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





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.

Trainee OBLIGATIONS

- 2.1 The Trainee 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:
 - 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

- 3.1 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 trades person in the industry, in accordance with the provisions of the Training Requirements, the Training Manual, Training Record Book and Training Plan.
 - b. Inspecting and signing the Training Record Book regularly;
 - c. Releasing an 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 contract resulting in termination of the Training Agreement within 28 days of termination;
 - e. Paying the required fees to HITO.
- 3.2 The Employer shall, within seven (7) days of signing this Training Agreement, forward the original document to the nearest Regional Office of HITO.
- 3.3 Ensuring the Trainee 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 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 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.
- 4.6 The Agreement will be deemed to be completed once the Trainee has gained the National Certificate in Salon Support.

DISPUTES

- 5.1 Any dispute between the parties relating to the question of whether an 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 an Trainee'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 Regional HITO and then, if required, to National HITO.

MISCELLANEOUS

- 6.1 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.
- 6.2 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.
- 6.3 The Trainee confirms that he/she has provided the necessary documentation confirming their eligibility to undertake Traineeship training i.e. NZ Birth Certificate or confirmation of New Zealand residency/citizenship.

Signed by the TRAINEE

Date

Signed by the EMPLOYER

Date



OFFICE USE ONLY : INFORMATION

GST No : 61-086-676

Employment Arranged Yes No

Apprentice Hours 20 hrs at least

OJT Provider

Starting Year

Course Type Day Release Block Special

Course Comments and arrangements

	Amount Paid	Date Paid	Payment Method
Trainee Payments	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Amount Paid	Date Paid	Payment Method	Member	Annual Fee
Employer Payments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This training agreement is made on : Day Month Year

Approved by HITO on : Day Month Year

Name of SLM :

Signature of SLM :



Salon Name

Date / /

Employer Name

Trainer Name

Trainer Qualification Trade National Certificate Qualification Year

! please attach a copy of the certificate **!**

Apprentice Name

I agree to release the apprentice for off-job training as directed by the HITO. Yes No

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. Yes No

I agree that a qualified trainer will supervise the apprentice for at least 75% of the apprentice's work hours. Yes No

I agree that the salon has professional products and suitable equipment for training (see list attached). Yes No

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. Yes No

I will abide by the training requirements dated 1 January 2001 Yes No

I agree to hold formal training sessions. Yes No

I agree to hold informal training sessions. Yes No

Does the salon someone responsible for training? Yes No

I agree that I (or the trainer) will accurately record the skills and knowledge of the apprentices progress in the Training Record Book. Yes No

I will ensure that appointments with the HITO Sales and Liaison Manager, the apprentice and the trainer are booked and take place without interruption. Yes No

I am aware the my HITO Sales and Liaison Manager is my contact person for any queries about apprenticeship or training . Yes No

Signed by the TRAINEE

Date

Signed by the EMPLOYER

Date

Signed by the HITO SLM

Date



Please ensure the below lists are checked YES for the salon signing on a trainee and that the salon has someone responsible for training in:

- Shampooing - with a selection of shampoos and conditioners. Yes No
- Setting - both elementary and complex/fashion. Yes No
- Long Hair Work - including pins, bands/ties, postiche brush, tailcomb. Yes No
- Blow Waving - includes blow wave, diffuser and nozzle. Yes No
- Scissor, razor and clipper cutting. Yes No
- Elementary colouring including highlighting. Yes No
- Conditioning treatment. Yes No
- Mould and scaling. Yes No

Training product/equipment requirements

- Hairdressing Training Manual Yes No
- Access to current hair & fashion magazines Yes No
- Client record cards and record system Yes No
- Sterilising facilities Yes No
- Shampoo basin Yes No
- Hood dryer Yes No
- Manufacturers instructions for product Yes No
- Access to product company training Yes No
- Access to stylists who are perming Yes No

- PRODUCTS**
- Variety of shampoos and conditioners Yes No
 - Variety of treatments Yes No
 - Styling products Yes No
 - Finishing products Yes No

- TOOLS**
- Butterfly clips Yes No
 - Sectioning clips Yes No
 - Vent brush Yes No
 - Denman brush Yes No
 - Radial brush - different sizes Yes No
 - Radial brush - under 2cm Yes No
 - Blow waver Yes No
 - Tongs Yes No
 - Straighteners Yes No
 - Velcro rollers Yes No
 - Hot rollers Yes No
 - Traditional rollers Yes No
 - Pins and clasps Yes No
 - Dinky clips Yes No
 - Highlight caps Yes No
 - Foils Yes No