



National Certificate in Beauty Services (Nail Technology) Level 4 Qualification by Experience

Congratulations on your decision to have your skills recognised towards gaining the National Certificate in Beauty Services (Nail Technology) Level 4. We have an enthusiastic team to help you gain your qualification in the shortest time frame possible. The steps outlined in this application are a guide to how this process will work for you.

Please contact the Assessment Moderation Administrator, HITO National Office on (04) 499 1180.

Qualification by Experience at a Glance



Schedule of fees

Fees	Cost
Application fee	\$200, which is non-refundable
NZQA credit fees	\$2 per credit (there are up to 82 credits within the qualification)
Interview and/or practical session	\$65 per hour + any travel and accommodation incurred by the assessor

Please note that, during this process, credit fees will be payable for all unit standards awarded. The unit standards are awarded over a period of time, allowing for the fees to be paid gradually.

All Qualification by Experience fees are non-refundable.



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

Employer Details

Employer Name

Business Name

Business Address Post Code

Business Phone Cellphone

Email Address

Experience

Unit Standards Completed

Any other qualifications

Time served in industry

Reason for your application



Work History Details

Employment history in nail technology or other relevant positions

Date eg) 1985-1989	Employer / Business Name	Role and responsibilities of employment

Work Experience

Please tick the approximate number of times you have given the following services in the last two years.

	Never	1-5 times	6-20 times	more often
Gel Nails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sculptured Nails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nail Art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manicure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pedicure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Qualifications

You only need to complete this if you have a full or part international qualification. If you have printed material that outlines details of this qualification, you can attach that to this application too. Please attach copies.

Qualification Name	Length of course	Date achieved	Awarded by	Country	List of course content

Courses & Seminars Attended

Please list all courses/seminars you have attended in the last 5 years. Please include copies of certificates



Other Information

Please use this space or attach more paper to note any other information that might be helpful for us when evaluating your application. A portfolio of your work can also be helpful in assisting the assessor.

Referees

Where possible please provide the contact details for two professional/qualified referees who can confirm your skills and your employment records. You may also include copies of any other references that will support your application.

Document Checklist

Please make sure that where possible you include the following supporting documentation or explain in writing why it is not possible to provide it.

- | | | | |
|------------------------------------|--------------------------|----------------------------------|--------------------------|
| Application Fee of \$200 | <input type="checkbox"/> | Copies of qualification achieved | <input type="checkbox"/> |
| Copy of birth certificate/passport | <input type="checkbox"/> | Course content from overseas | <input type="checkbox"/> |
| Course/seminar certificates | <input type="checkbox"/> | References | <input type="checkbox"/> |
| Summary of work history (CV) | <input type="checkbox"/> | | |

Payments

- The \$200 fee covers your initial evaluation and administrative costs.
- Additional fees for credit achievement and assessor costs will be invoiced to you and must be paid before you receive your qualification.
- The fee must accompany the application unless otherwise arranged.
- 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 fees are not refundable.

Do you require a receipt? Yes No

Agreement & Signature

I acknowledge that I have read and understood the provisions of this Agreement. I also confirm that I have provided the necessary documentation. I give permission to allow access to my NZQA records and for my details to be made available when appropriate during this process.

Employer Signature / /

Now please post to **HITO, QbyE, PO Box 11764, Wellington 6142**