



# HITO Training Agreement

Full Terms and Conditions are available at: [www.hito.org.nz](http://www.hito.org.nz)

Programme (please circle one)	NZ Certificate in Hairdressing / NZ Certificate in Commercial Barbering / NZ Certificate in Beauty Therapy
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## TRAINEE INFORMATION PLEASE USE BLACK INK AND CAPITAL LETTERS

First Name		Last Name	
Previous Names		Contact Number	
Home Address			
Home City		Post Code	
Email Address			
NZQA/NSN Number		Date of Birth	
Gender		English Second Language? <input type="radio"/> Yes	Disability? <input type="radio"/> Yes
Last School Year		School Name (add country if not NZ)	
Residency	<input type="radio"/> NZ Citizen	<input type="radio"/> NZ Permanent Resident	With another ITO? <input type="radio"/> Yes <input type="radio"/> No

You can add a support person to your account. This is someone (not your employer) that HITO can discuss your training with. To add a support person, contact HITO on 04 499 1180

## INFORMATION FOR TERTIARY EDUCATION COMMISSION & NZQA

Tick any circles for the ethnic groups you relate to:			
<input type="radio"/> NZer/NZ European	<input type="radio"/> NZ Māori	<input type="radio"/> Indian	<input type="radio"/> Latin American
<input type="radio"/> Samoan	Iwi: _____	<input type="radio"/> Chinese	<input type="radio"/> Middle Eastern
<input type="radio"/> Fijian	<input type="radio"/> Cook Island Māori	<input type="radio"/> Australian	<input type="radio"/> African
<input type="radio"/> Tongan	<input type="radio"/> Niuean	<input type="radio"/> Not Stated	<input type="radio"/> British/Irish
<input type="radio"/> Other Pacific people	<input type="radio"/> Tokelauan		<input type="radio"/> Other _____
<input type="radio"/> Filipino			
What was your highest school qualification (tick one)			
<input type="radio"/> 14 or more credits at any level	<input type="radio"/> NCEA L3 or Bursary or Scholarship	<input type="radio"/> Other	
<input type="radio"/> NCEA L1 or School Certificate	<input type="radio"/> No formal secondary school qualification	<input type="radio"/> Overseas qualification	
<input type="radio"/> NCEA L2 or 6th Form Certificate	<input type="radio"/> Not Known	<input type="radio"/> University Entrance	
What was your highest after school qualification (tick one)			
<input type="radio"/> L1 Certificate	<input type="radio"/> L5 Diploma / Certificate	<input type="radio"/> Masters Degree	
<input type="radio"/> L2 Certificate	<input type="radio"/> L6 Grad. Diploma / Certificate	<input type="radio"/> Doctorate Degree	
<input type="radio"/> L3 Certificate	<input type="radio"/> Bachelor Degree, L7Dip./Cert, Grad Dip	<input type="radio"/> No Qualification	
<input type="radio"/> L4 Certificate	<input type="radio"/> Postgrad. Dip./Cert., Bachelor Honours	<input type="radio"/> Not Stated	
What did you do before this employment (tick one only)			
<input type="radio"/> Secondary School Student	<input type="radio"/> University Student	<input type="radio"/> House Person or Retired	<input type="radio"/> Wānanga Student
<input type="radio"/> Non-Employed	<input type="radio"/> Polytechnic Student	<input type="radio"/> Overseas	<input type="radio"/> Self-Employed
<input type="radio"/> Wage or Salary Worker	<input type="radio"/> College Student	<input type="radio"/> Private Training Student	

## PROOF OF IDENTITY

HITO can verify your identity using your NZQA/NSN number. If you don't know your NZQA/NSN number, or you don't have one, include either a:

Copy of your current New Zealand passport or

Copy of your New Zealand birth/citizenship certificate and New Zealand driver license

## EMPLOYER

Business Name		Employer Name	
Business Address			
Business City		Post Code	
Business Email			
Business Cell Phone		Business Phone	
Trainer Name			
Trainer Qualification Held		Year Qualification Gained	



# HITO Training Agreement

## TRAINEE FEES

HITO trainees pay **\$1560 per year** during their training that covers everything including training resources, materials, assessments and any off-job training costs.

**HITO fees are non-refundable.**

I confirm that the direct debit form has been completed and attached. \$30 per week.

You may also pay in full for each year of training. A 10% discount applies to full payments.

I will pay in full. Cost \$1560 per year (less 10% discount). Total cost: \$1404 per year

To pay in full, deposit \$1404 to the HITO bank account 03 - 0502 - 0096479 - 00, using your name as a reference.

**Note that a dishonour fee of up to \$14.95 will be charged for any payment dishonoured within 14 days of the payment rejecting.**

## HITO MEMBERSHIP

Employers and trainees in a HITO training agreement can enjoy free membership of HITO. To agree to become a member, simply tick the circle below. Your membership will last for the duration of the training agreement.

I want to be an Employer Member (for employers)

I want to be a Trainee Member (for trainees)

## LEGAL DECLARATION AND SIGNATURES - ALL PARTIES MUST SIGN THIS DOCUMENT

In signing this Training Agreement, I confirm that I have the necessary eligibility to undertake industry training in New Zealand and that the information provided is true and accurate. I acknowledge that I have read and understood the provisions of this Agreement, including the full terms as outlined on the HITO website <http://www.hito.org.nz/about-us/terms/>. All parties have a "cooling-off" period of 5 working days after the signed date of the Agreement, during which the Parties can cancel this Agreement.

Trainee signature

Date

Employer signature

Date

HITO signature

Date

Guardian signature (for applicants under 18 years of age)

Date

**ONCE YOU HAVE COMPLETED THIS AGREEMENT, EMAIL IT TO SUPPORT@HITO.ORG.NZ OR POST TO HITO, PO BOX 11 764, WELLINGTON 6142**

## HOW DID YOU HEAR ABOUT HITO?

I am the employer, and I heard about HITO through:

- My HITO Training Advisor Visited
- The HITO Website
- HITO Facebook page
- HITO Instagram
- Other (please state)
- Spoke to HITO on the Phone
- BarberCraft
- Beauty Expo

I am the trainee, and I heard about HITO through:

- My HITO Training Advisor visited
- The HITO website
- HITO Facebook page
- HITO Instagram
- Other (please state)
- Spoke to HITO on the Phone
- BarberCraft
- Beauty Expo

## HITO USE ONLY

- IT
- NZA

NF

OJT Provider & Start Year

Block course

Day release

Payments

Resources to be sent to trainee/  
employer

Training Manual for salon

Training Record Book

Apprentice pack

Workbooks to be sent:

HITO Year

1

2

3

Notes