

Training Agreement

(Original to be sent to NZJTO, plus a copy for Employer and a copy for Trainee)

Note. Before taking on a Trainee the Employer must have been assessed as suitable to train, in accordance with the requirements of the training programmes administered by NZJTO, and have been issued with a relevant training capacity. If necessary contact NZJTO.

This Training Agreement is made on the..... day of 201...

THE PARTIES to this Training Agreement are:

1. The Employer:
(full name of Employer)

Postal Address:

Street Address:

Phone: Fax:

E-mail:

2. The Trainee:
(full name of Trainee)

Address:

Mobile Phone: E-mail:

The following information must be supplied to meet Government statistical reporting requirements.

Date of Birth: Age:

(A copy of evidence of date of birth must accompany this Training Agreement)

(Please tick the appropriate box)

Gender: Male Female

Origin: European Pacific Island Maori Other
(please state)

Highest qualification attained:

- None
- 5th form (Year 11) qualification or at least 12 credits at level one
- 6th form (Year 12) qualification or at least 12 credits at level two
- 7th form (Year 13) qualification or at least 12 credits at level three
- Tertiary qualification at sub degree (National Certificate, Trade Certificate, Diploma)
- Tertiary qualification at degree level

TERMS OF THE AGREEMENT

1. This agreement in for training in: **Applied Journalism**

for the **National Diploma in Applied Journalism (Print) Level 6**
(state training programme/option)

2. This training agreement shall commence on the 201..... and shall continue for a maximum of **18** months, which is the period set for the training programme, or until the completion of the training programme, whichever is the sooner.

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3. The provisions of this training programme, as set out in the *Training Record* (or any subsequent amendments) are incorporated into and form part of this Training Agreement. The Employer must supply the Trainee with the *Training Record* which is supplied by NZJTO on registration of the Training Agreement.
4. The Employer shall provide training and facilities in accordance with the requirements for the training programme.
5. The Trainee shall to the best of his or her ability learn the skills and meet the requirements applying to the training programme as set out in the *Training Record* or any subsequent amendment.
6. The parties to this agreement may seek the assistance and advice of NZJTO on any matter affecting the training.
7. In signing this Training Agreement the Trainee agrees to abide by the rules of the training provider when attending workshops (if applicable) and further agrees that information relevant to his/her training programme and training progress may be exchanged between the Employer, the training provider involved and NZJTO (including its relevant bodies).
8. In signing this agreement the parties confirm that the Trainee has registered on the National Qualifications Framework (NQF) or submits application for registration with this Training Agreement.
9. The terms and conditions relating to the Trainee's employment are for agreement between the Employer and the Trainee and form no part of this agreement.

Signed for and on behalf of the Employer:

Signature:..... Date:

Name: Designation:

Signed by the Trainee:

Signature: Date:

IMPORTANT CHECK LIST

Please ensure the following are **attached to this Training Agreement** before sending to NZJTO, PO Box 31 131, Lower Hutt, Phone 04 569 2804, Fax 04 569 2108.

- Verified copy of one of the following — Birth Certificate or Passport or Driver's Licence
- Application for registration on the NQF or enter Apprentice/Trainee NQF Number here: