

2017 ENROLMENT FORM FOR TEACHER AIDE

Welcome to Training For You. Please read the instructions below before you complete this enrolment form.

1. Please complete Sections 1 to 12.
2. Write clearly using a ball point pen.
3. Ask for help if you need to.

ADMISSION AND ENROLMENT OFFER

Following your application for admission and enrolment to our Tertiary Programme we advise that the completion of this Enrolment Form confirms your acceptance of enrolment. The Qualification for which you will be enrolled is listed below.

SECTION 1: COURSE

- PC4031 - Certificate in Guiding Children's Behaviour – Level 3
- PC4030 - Certificate in Supporting Literacy & Numeracy – Level 3

- PC4029 - Certificate in Assisting Children with Special Needs – Level 4

SECTION 2: PERSONAL DETAILS

Preferred Title: Mr Mrs Miss Ms

Surname: _____ **First Name:** _____ **Middle Names:** _____

Gender: Male Female **Date of Birth:** _____

Previous Name/s: _____

Street Address

City _____ **Postcode** _____

Phone : _____ **Mobile:** _____ **Work:** _____

Fax: _____ **E-mail:** _____

NEXT OF KIN

Name: _____ **Phone:** _____

Street Address:

City _____ **Postcode** _____

SECTION 3: OFFICE USE ONLY (PLEASE CARRY ON TO SECTION 4)

National Student Number:

Enrolment Received:

All Documentation Verified & Approved:

Enrolment Entered into Take 2:

SECTION 4: CITIZENSHIP & RESIDENCY

Tick the box which best describes your citizenship or permanent residency status. You will be required to produce your Birth Certificate or other evidence of permanent residence to verify your status as a domestic student.

*Other evidence includes: NZ Passport, Certificate of Citizenship, Overseas Passport with residency stamp.
For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.*

- | | |
|--|--|
| <input type="checkbox"/> NZL <i>New Zealand Citizen</i> | <input type="checkbox"/> AUS <i>Australian Citizen</i> |
| <input type="checkbox"/> NZP <i>New Zealand Permanent Resident</i> | <input type="checkbox"/> Other |

Country of origin if NZ Permanent Resident or Other :

If you are a New Zealand or Australian permanent resident, or an Australian citizen, please specify in years and months how long you have resided in New Zealand with a residence class visa, or with Australian citizenship

Years _____ Months _____

SECTION 5: ETHNIC ORIGIN

Tick the box which best describes your ethnicity.

- | | |
|--|---|
| <input type="checkbox"/> 111 <i>New Zealand European</i> | <input type="checkbox"/> 211 <i>New Zealand Maori</i> |
| <input type="checkbox"/> 321 <i>Cook Island Maori</i> | <input type="checkbox"/> 311 <i>Samoan</i> |
| <input type="checkbox"/> 331 <i>Tongan</i> | <input type="checkbox"/> 128 <i>Australian</i> |
| <input type="checkbox"/> 121 <i>British / Irish</i> | <input type="checkbox"/> 421 <i>Chinese</i> |
| <input type="checkbox"/> 431 <i>Indian</i> | <input type="checkbox"/> 442 <i>Japanese</i> |
| <input type="checkbox"/> Other (Please Specify): | <input type="checkbox"/> 361 <i>Fijian</i> |

If New Zealand Maori, please state your IWI

SECTION 6: HISTORY

What was your MAIN activity or occupation in New Zealand at 1 October last year? You may tick only one box.

- | | |
|---|--|
| <input type="checkbox"/> 01 <i>Secondary School Student</i> | <input type="checkbox"/> 02 <i>Non employed or Beneficiary (excluding retired)</i> |
| <input type="checkbox"/> 03 <i>Wage or salary worker</i> | <input type="checkbox"/> 04 <i>Self-employed</i> |
| <input type="checkbox"/> 08 <i>House person or retired</i> | <input type="checkbox"/> 09 <i>Overseas (Irrespective of Occupation)</i> |
| <input type="checkbox"/> 11 <i>Private Training Establishment Student</i> | <input type="checkbox"/> 12 <i>Wānanga Student</i> |
| <input type="checkbox"/> Other (Please Specify): | |

What was the last secondary school you attended? (state 'overseas' if applicable):

What was your last year of secondary school?

What was your first year of tertiary study:

Highest Secondary School Qualification Gained:

- | | |
|--|--|
| <input type="checkbox"/> 00 <i>No formal secondary school qualifications</i> | <input type="checkbox"/> 15 <i>NCEA Level 3 or Bursary or Scholarship</i> |
| <input type="checkbox"/> 11 <i>14 or more credits at any level</i> | <input type="checkbox"/> 09 <i>Overseas Qualification*</i>
<i>(Incls Cambridge Exams & International Baccalaureate)</i> |
| <input type="checkbox"/> 12 <i>NCEA Level 1 or School Certificate</i> | <input type="checkbox"/> 98 <i>Other*</i> |
| <input type="checkbox"/> 13 <i>NCEA Level 2 or Sixth Form Certificate</i> | <input type="checkbox"/> 99 <i>Not Known</i> |
| <input type="checkbox"/> 14 <i>University Entrance</i> | |

**If you selected 'Overseas Qualification' or 'Other', please specify:*

Have you used the Literacy and Numeracy for Adults Assessment Tool Yes No

If yes, what types of assessments did you do:

Reading Literacy Vocabulary Numeracy

Marketing: How did you hear about Training For You?

Disability: Do you live with the effects of significant injury, long term illness or disability? Yes No
(The information you supply is confidential).
 If yes, how would you describe your impairment, disability or long term medical condition?

Enrolment: Are you currently enrolled with another tertiary education organisation? Yes No
(e.g. Polytechnic, PTE, Wananga, University or College of Education)
 If yes, which organisation?

SECTION 7: COURSE FEES

Please indicate how you intend to pay your course fees (if applicable):
 NB: Students are not permitted to attend classes, workshops or receive course materials until Course Fees have been paid in full.

<input type="checkbox"/> Not applicable	<input type="checkbox"/> Cheque or Direct Credit	<input type="checkbox"/> Student Loan	<input type="checkbox"/> Work & Income NZ - Training Incentive Allowance	<input type="checkbox"/> My employer is paying <i>(Please ask your employer to complete the section below)</i>
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I _____ (authorised signatory name and position) of _____ (Company) agree to pay all Course Fees in full upon of receipt of invoice from Training For You.

Signed: _____ Date: _____

Contact phone number: _____ Email: _____

SECTION 8: IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF:

Do you currently have, or will you have, a Student Loan this year?

Not applicable

No Please go to the next section

Yes Please insert your IRD number (see notes for more information on interest write-off).

□□□-□□□-□□□□

Interest Free Student Loans and Other Interest Write-offs:

On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand.

Completing your IRD number is voluntary. This is requested so the Ministry of Education can share information with IRD regarding student enrolments. If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education.

For more information on interest free student loans, visit www.ird.govt.nz/studentloans

SECTION 9: BIRTH CERTIFICATE / PASSPORT

To qualify as a **domestic student**, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth Certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- New Zealand passport.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- Certificate of Citizenship or letter of confirmation.
- Overseas passport with residency stamp.

You can bring the original documentation to the enrolment desk; alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Solicitor, Minister of the Church, General Practitioner or School Principal for example.

International students must bring their passport with them when they enrol.

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see: <http://nsi.education.govt.nz/home.aspx>

If you do not have a Birth Certificate or a Passport, please complete the following to allow Training For You to obtain a Birth Certificate on your behalf. In doing so you agree to cover the cost of any fees that are incurred.

First Names: _____ **Surname at Birth:** _____

Date of Birth: _____ **Place of Birth:** _____

Mother's Maiden Name (First Name and Last Name): _____

Father's Name (First Name and Last Name): _____

SECTION 10: CHANGE OF NAME

If you have changed your name through marriage or other means and do not have a Marriage Certificate or Deed Poll as evidence, please complete the following to allow Training For You to obtain a Marriage Certificate or Deed Poll on your behalf. In doing so you agree to cover the cost of any fees that are incurred.

First Names: _____ **Maiden Name:** _____

New Name: _____ **Date of Change:** _____

Place of Marriage: _____ **Partners Date of Birth:** _____

Partner's First Names: _____ **Partner's Surname:** _____

**SECTION 11: DECLARATION - CERTIFICATE IN ASSISTING CHILDREN WITH SPECIAL NEEDS* (ON-LINE)
DECLARATION - CERTIFICATE IN SUPPORTING LITERACY & NUMERACY (ON-LINE)
DECLARATION - CERTIFICATE IN GUIDING CHILDREN'S BEHAVIOUR (ON-LINE)**

I declare that I:

- Have sufficient opportunities to work with children, including children with identified special needs as required*, in an educational setting, in order to meet the course practicum requirements
- Have access to a computer that meets minimum requirements, with broadband, for the online mode of delivery
- Have proficiency in keyboarding skills and; ability to access the internet, send and receive emails, attach and retrieve email attachments

I understand that:

- Admission to the course is subject to obtaining a satisfactory police check
- I am only provisionally enrolled until a satisfactory police check is received

SECTION 12: DECLARATION & PRIVACY ACT – ALL STUDENTS

Privacy The Organisation collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records.

In addition, when required by statute, the Institute releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that the Organisation will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Organisation to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/privacy-act>

Fees: In signing this enrolment form you undertake to pay all fees as they become due and to meet any late fees and collection charges associated with debt recovery. The Organisation's policy on withdrawal and refund of fees may be obtained from the Office.

Waiver: In signing this enrolment form you give permission for your likeness to be used by Training For You in any promotional material presently and in the future.

Rules: In signing this enrolment form you undertake to comply with the published rules and policies of Training For You with regard to attendance, academic progress, standard of dress, health and safety and behaviour.

Declaration: I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete. I agree to abide by the conditions described above and I consent to the disclosure of personal information as described above.

Signed:

Date:

Checklist - before you send your enrolment in to Training For You

have you included:

- Completed Enrolment form – signed back page
- Completed Principals letter – School Access form
- Completed Police check Form **or** completed Verification of Police Vetting Form signed by School
- Main ID verified by trusted referee* – Passport or Birth certificate. If your last name has changed, please provide your name change documentation or marriage certificate
- 2nd verified Photo ID (can be drivers licence) Required for Police check form. *Note: if sending Verification of Police Vetting form 2nd ID is not required*

a trusted referee must be over 16, have known the applicant for at least 12 months, and not be related, or a partner/spouse, or a co-resident of applicant, and be either registered with the Approved Agency or a person of standing in the community (e.g. registered professional, religious or community leader). **The trusted referee must sign a copy of the photo ID and provide his or her name and contact details.*