



Important information

To be eligible as a Te Mahi Ako learner, you must be 16 years or older and meet one of the following criteria:

- An employee working in New Zealand
- A self-employed contractor in New Zealand under an arrangement with an organisation in the nature of employment
- Volunteering in New Zealand under an arrangement with an organisation in the nature of employment.

Your workplace/host organisation will be invoiced according to their Workplace Relationship Agreement.

Te Mahi Ako does not invoice individual learners for fees.

Identification

Because our programmes are government-funded, first-time Te Mahi Ako learners must provide one (1) form of ID, from the following list:

- New Zealand Birth Certificate
- Expired passport that has not been cancelled
- Current passport (visa required if an international passport)
- Current New Zealand photo driver licence (front and back),

We may need to ask you for further ID if it does not meet requirements.

If you do not have a NZQA National Student Number your ID must either be a certified copy* or the original presented to a Te Mahi Ako staff member.

* ID can be certified by a [Justice of the Peace](http://www.justiceofthepeace.org.nz), lawyer, barrister or court registrar. To find the closest Justice of the Peace, check www.justiceofthepeace.org.nz

If you are working in New Zealand on a work permit, visa or permanent residency visa, you must also provide a copy of this.

Need help?

Your Te Mahi Ako regional advisor can help you complete this Learner Agreement. Give us a call on 0508 475 455 and we'll connect you with the right person.

Learner details

Do you currently have a NZQA National Student Number?

If no, please see identification information above

Yes

No

National Student Number

-

-

Date of birth

Gender

Male

Female

Gender diverse

Prefer not to say

First and middle names

Last name

Known as

Previous name

Postal address

Contact details

Street

Home phone

Suburb

Mobile

City/town

Postcode

Email

What is your country of citizenship?

If you are not a New Zealand or Australian citizen, what type of visa do you have?

Note: You will need to provide a copy of this visa.

New Zealand Student Visa

New Zealand Student Work Visa

New Zealand Resident Visa

New Zealand Working Holiday Visa

New Zealand Accredited Employer Work Visa

What ethnic groups(s) do you belong to. You may tick up to three (3) boxes.

New Zealand European

Greek

Chinese

Māori

Polish

Indian

Samoaan

South Slav

Sri Lankan

Cook Islands Māori

Italian

Japanese

Tongan

German

Korean

Niuean

Australian

Other Asian

Tokelauan

Other European

Middle Eastern

Fijian

Filipino

Latan American

Other Pacific Peoples

Cambodian

African

British and Irish

Vietnamese

Other Ethnicity

Dutch

Other Southeast Asian

Not Stated

Is English your second language?

Yes

No

If you identified as New Zealand Māori, please specify iwi:

Do you describe yourself as disabled, deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition?

Yes

No

Prefer not to say

Note: If yes, please continue with the next two questions. If no, or prefer not to say, skip to emergency contact details.

Please tell us more. The next two questions are compulsory:

Head injury

Medical

ADD

Mobility/physical

Mental health

Dyslexia

Temporary impairment

Speech impairment

Dyscalculia

Hearing impairment

Autism

Dyspraxia

Vision impairment

ADHD

Other

Are there supports that would help you while learning at Te Mahi Ako? Your response allows us to let you know what assistance is available. Please select all of the supports you might need.

Access to assistive technology (eg., for reading, writing, communication)

Other support including wellbeing, learning or disability support

Accessible format resources for course content

Please specify

New Zealand Sign Language Interpreter

Support for reading, writing and communication

No - I do not need support at this time

Emergency contact details

Who is your emergency contact? Name

Phone

Relationship
to you

Educational details

What were you doing before starting this work/employment and training?

Secondary school student	University student	Living and/or working overseas
Non-employed or beneficiary	Polytechnic student	Private Training Establishment student
Wage or salary worker	College of education student	Wānanga student
Self-employed	House-person or retired	

Are you currently attending a secondary school?

Yes

No

Final year at secondary school

What was the last secondary school you attended?

New Zealand school Name of school

or

Overseas school Country

What is your highest secondary school qualification?

No formal secondary school education	NCEA Level 2 or 6th Form Certificate	Overseas qualification (including Baccalaureate & Cambridge Exams)
14 or more credits at any level	University Entrance	Other
NCEA Level 1 or School Certificate	NCEA Level 3 or Bursary or Scholarship	Unknown

Will this be the first time you have enrolled in a University, Polytech, College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment, or Wānanga either within New Zealand or overseas since leaving school?

Yes

No

If you answered No to the above, what was the year of your first enrolment?

What is your highest post-school qualification?

No qualification	Level 5 Certificate/Diploma	Postgraduate
Level 1 Certificate	Level 6 Graduate Certificate	Bachelor's Degree with Honours
Level 2 Certificate	Level 6 Diploma/Certificate	Master's Degree
Level 3 Certificate	Level 7 Diploma/Certificate	Doctorate Degree
Level 4 Certificate	Bachelor's Degree or Level 7 Graduate Diploma/Certificate	Not known

Qualification details

Please write the full name of the qualification you are applying for

Courses/electives if applicable

If your qualification has a choice of online or workbook-based assessment, what is your preference?

Online

Workbook

Assessor, if known

If your enrolment includes a certificate, upon completion, would you prefer to receive a

printed
certificate

e-certificate
via email

Would you be interested in joining learner voice forums to help Te Mahi Ako enhance the learning experience for future learners?

Yes

No

Workplace/host organisation

What is the workplace or organisation where you will be completing your learning programme?

City/town

Employed

Volunteer

Self-employed

Start date at this workplace

What is your job title at this workplace?

If you are enrolling into Pool Lifeguard Practicing Certificate (PLPC), what is the start date of your training?

Terms of agreement

- To be eligible to be a Te Mahi Ako learner you must be 1) employed with a workplace; or 2) a volunteer with a host organisation in a manner that is equivalent to a worker role; or 3) a self-employed contractor contracted to a host organisation
- Your Learner Agreement will begin when Te Mahi Ako has received full and complete documents and will run for the agreed programme duration. An extension of time to complete the training will require written approval from Te Mahi Ako
- In signing this agreement, the learner and employer/host organisation authorise Te Mahi Ako to collect and exchange information with any government agency, NZQA, assessors, or other tertiary education organisations for the purpose of administering training and assessment activities
- In signing this agreement I consent to Skills Active Te Mahi Ako checking my immigration visa status with Immigration New Zealand
- Te Mahi Ako will collect and hold learners personal information for the purpose of complying with requirements of the Education and Training Act 2020, and complying with legislation relating to the maintenance of records; and supplying information to government agencies and or organisations as follows: Tertiary Education Commission, Ministry of Education, Ministry of Social Development, Inland Revenue, Ministry of Business, Innovation and employment, including Immigration New Zealand. When required by law: New Zealand Police, Department of Justice, Accident Compensation Corporation
- To help us provide you with appropriate support, if you have not previously completed NCEA Level 2 or an NZQA Level 2 qualification or equivalent, you will be required to complete a literacy, language and numeracy (LLN) assessment
- Your enrolment is a three-way agreement between yourself, your employer and Te Mahi Ako. If you decide at any stage to withdraw your enrolment, your workplace will be notified
- If enrolling into a New Zealand Apprenticeship programme the [Code of Good Practice for New Zealand Apprenticeships](#) applies.

Privacy Act 2020

Te Mahi Ako respects the privacy of learners. This privacy statement explains how we may collect, store, use and disclose personal information that you provide to us. You the learner authorise Te Mahi Ako staff and its agents to:

- collect and securely hold information relevant to your Learner Agreement (note: you can access your personal information on request)
- distribute this information as necessary to manage your training (in accordance with the relevant provisions of the Privacy Act 2020) to the New Zealand Qualifications Authority (NZQA), the Tertiary Education Commission (TEC), education training providers, iwi authorities, graduation ceremony organisers, your employer, NZRRP and any third party required in relation to your learning and development
- keep you informed of any changes or updates to qualifications or services, and to support your progress using electronic communications in accordance with the provisions of the Unsolicited Electronic Messages Act 2007
- use your assessment evidence as part of Te Mahi Ako's and NZQA's moderation or quality control systems. Te Mahi Ako will remove all references to people/places before using this information for moderation purposes
- provide your employer and assessor with your National Student Number ('NZQA hook-on number') and your NZQA Record of Achievement (ROA)
- allow Te Mahi Ako and your employer access to the personal information created by the Literacy Assessment Tool for teaching and learning purposes only
- allow Te Mahi Ako and the TEC to use the information and results for research purposes and general statistics on tertiary education
- promote your successful completion details on NZRRP if appropriate.

Signatures

Learner

As a workplace learner, your health and safety will be covered by two sets of legislation. [The Health and Safety at Work Act](#) and the [Education Pastoral Care of Tertiary and International Learners Code of Practice](#). This means that anything related to your health and safety on the job is the responsibility of your workplace; anything that relates to your learning experience is the responsibility of Te Mahi Ako. If in any case you are unsure about who to talk to about an issue, you can contact us.

If you are enrolling into an apprenticeship programme the [Code of Good Practice for New Zealand Apprenticeships](#) also applies.

By signing here, you the learner acknowledge that the information supplied is correct to the best of your knowledge, and that you have read and agreed to the terms and conditions listed in the terms of Learner Agreement (section 8) and to the responsibilities listed below.

I agree:

- to achieve at least 10 credits for each calendar year that I am enrolled (where I am enrolled for more than 90 days in the calendar year)
- to supply all my own evidence in assessments
- to work to complete my qualification in the required time period
- to advise Te Mahi Ako if: I need to place my Learner Agreement on hold; or, my employer has changed; or, if any of my details (including contact details) have changed
- that I have disclosed any history of fraud, dishonesty or criminal activity that could cause doubt over my fitness or ability to act in my role to my employer
- that I understand if I am Fees Free eligible, my Fees Free entitlement will be used with a New Zealand Apprenticeship enrolment.

Learner signature

Name

Employer/host organisation

Te Mahi Ako provides work-based learning. We partner with your organisation to understand and respond to the educational, safety and wellbeing needs of your learners. We do this through an agreement between Te Mahi Ako, your organisation, and your learners. This arrangement is described in detail in the Workplace Learning Policy, in the Skills Active Te Mahi Ako Policy Manual found at www.temahiako.org.nz.

By signing here, you the employer acknowledge that the information supplied is correct to the best of your knowledge, and that you have read and agreed to the terms and responsibilities of this Learner Agreement (Section 8), and to the terms and conditions of trade, available in the [About us](#) section on our website www.temahiako.org.nz

I am responsible for providing support to the learner and agree:

- that the person identified in this Learner Agreement has a current employment agreement (consistent with the provisions of the Employment Relations Act 2000) or a volunteer/unpaid work arrangement that is in the nature of employment
- that in the case of a volunteer/unpaid arrangement, there must be an agreement in place with:
 - clear contractual obligations between the parties
 - regular or rostered hours of duty, commitments to attend work on a regular or when required basis
 - a command and control structure
 - an arrangement that can be subject to termination for unsatisfactory performance
- to provide support to the learner of a type and level appropriate to the nature/scope of their learning programme
- to advise Te Mahi Ako if the Learner Agreement is to be placed on hold or if the learner leaves the employment of my organisation
- that Te Mahi Ako will ensure all Fees Free eligible learners are aware of the implications of apprenticeship enrolment on future tertiary education learning. All Fees Free enrolments will be reconfirmed with the learner prior to processing.

Employer/host organisation signature

Employer/host organisation name

Job title

Phone

Email

Purchase Order Number (if applicable)

Te Mahi Ako approval

Workplace

Original ID sighted and copy attached

Qualification

Elective

Resources Online

Workbook

Already has resources

Discount (if applicable)

Send resource to:
Learner

Other

Contract assessor?
Yes

No

Internal assessor name

Regional advisor signature

Date

Regional advisor name