

# KiaOraMai Training Agreement

kiaoramai

Essential  
Service  
Skills



**Please print clearly**

## TRAINEE DETAILS

**NAME** *(Please use your legal names)*

Title:  Mr  Mrs  Miss  Ms

First Names  Surname

**HOME ADDRESS** Street

Suburb  Town/City  Postcode

**PHONE** Home (  ) Mobile (  )

**EMAIL ADDRESS**

**DATE OF BIRTH** *(dd/mm/yy)*  /  /  **GENDER**  Male  Female

**NSN/NZQA ID No**  If you do not have an NZQA ID number *KiaOraMai* will apply for one on your behalf. You will need to supply a verified photocopy of proof of identify. (I.e. Birth Certificate, Passport)

**ETHNIC ORIGIN** *(Please tick)*

European/Pakeha  NZ Māori  Chinese  Other Asian  Indian  Fijian  Cook Island Māori  Samoan  Tongan

Niuean  Other Pacific  Other

**HIGHEST PREVIOUS QUALIFICATION** *(Please tick)*

5th Form / NQF Level 1  6th Form / NQF Level 2  7th Form / NQF Level 3  Sub Degree \*  Degree  No previous qualification

\* Sub Degree includes National Certificates, trade certificates or National Diplomas

## EMPLOYER DETAILS

**Organisation Name** *(Legal Trading Name)*

**Trading as** *(if different from Legal Trading Name)*

**Business Unit or Branch** *(if applicable)*

**Which ITO do you belong to?** *(see over for list)*

## Terms of Agreement

The Traineeship shall commence on the day that this agreement is signed by the Employer and shall remain in force until either the Trainee has attained the number of credits required to complete the qualification as outlined in the attached schedule or the employment agreement is terminated.

This training agreement is only for the *KiaOraMai* programme

The trainee shall to the best of his/her ability learn the skills of the Industry, demonstrate the essential skills in a job role in the services sector of a minimum of 200 hours and attain credit for the unit standards detailed in the *KiaOraMai* programme.

In signing this Agreement the Trainee and Employer authorise *KiaOraMai* to collect and exchange information with any Government Agency, NZQA, Industry Assessor, Mayoral Graduation Organisers, providers of training services or other Industry Training Organisations, for the purpose of administering training, assessment and graduation activities.

I declare that the particulars given above are correct and true and would be able to supply documentation if required to confirm this.

Signed by trainee  Date  /  /

Signed by employer  Date  /  /

**When you have signed and dated this form, please return it to *KiaOraMai* within 10 working days.  
C/- ATTTO PO Box 6466, Te Aro, Wellington 6141**

### ***KiaOraMai* use only**

Org ID No  Trainee ID No  Loaded by  Date loaded  NSN # checked

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## Which ITO do you belong to?

### ITO FIELDS

#### Aviation, Travel and Tourism Training Organisation (ATTTO)

- |  |                                  |   |
|--|----------------------------------|---|
| <input type="checkbox"/> Aviation      | <input type="checkbox"/> Gaming  | <input type="checkbox"/> Attractions                |
| <input type="checkbox"/> Travel        | <input type="checkbox"/> Casinos | <input type="checkbox"/> Conventions and Incentives |
| <input type="checkbox"/> Tourism       | <input type="checkbox"/> Museums | <input type="checkbox"/> i-sites                    |
| <input type="checkbox"/> Māori Tourism |                                  |   |

#### Hairdressing Industry Training Organisation (HITO)

- |                               |                                 |                                       |
|-------------------------------|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Spas | <input type="checkbox"/> Beauty | <input type="checkbox"/> Hairdressing |
|-------------------------------|---------------------------------|---------------------------------------|

#### Hospitality Standards Institute (HSI)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Food and Beverage | <input type="checkbox"/> Quick Service Restaurants |
| <input type="checkbox"/> Cookery       | <input type="checkbox"/> Food Service      | <input type="checkbox"/> Catering                  |

#### Retail Institute

- |                                       |                                    |                                       |
|---------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Retail shops | <input type="checkbox"/> Wholesale | <input type="checkbox"/> Distribution |
|---------------------------------------|------------------------------------|---------------------------------------|

#### Skills Active

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Sport and Recreation | <input type="checkbox"/> Outdoor and Community Recreation | <input type="checkbox"/> Snow Sports |
|---|---|--------------------------------------|

#### Tranzqual

- |                                  |                                   |                                      |
|----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Buses   | <input type="checkbox"/> Taxis    | <input type="checkbox"/> Camper Vans |
| <input type="checkbox"/> Coaches | <input type="checkbox"/> VIP Cars |                                      |