

# ATNZ Gateway Enrolment Form 2024



This form functions as both an enrolment form for the learner, and a Memorandum of Understanding (MoU) between Apprentice Training New Zealand (ATNZ) and your school.

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Name of school:

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Gateway Contact:

Position:

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Telephone:

Mobile:

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Email:

Edumis No.

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Onsite Educator Email Address:

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## LEARNER INFORMATION

Name:

DoB:

NSN:

School Year

Gender:

Phone Number:

Email

Ethnicity:

If NZ Māori,  
please state

Main tribal  
affiliation:

Other tribal  
affiliations:

Street Address:

Suburb:

City:

Company for work placement:

Company  
Contact Name:

Company  
Contact Email:

Gateway  
Start Date:

## Student Responsibilities and Declaration

I declare that all the information on this form is true and correct.

I authorise the school to submit to Apprentice Training New Zealand (ATNZ) the information contained on this form and in any supporting documentation. Where the information is submitted electronically the school may not alter any of the information, except to correct any obvious typographical error (and where such a correction is made the school is to note the correction on the form). I agree to notify the school and ATNZ if any of the information I have provided changes.

I acknowledge that:

- The information provided in this form is being collected and will be held by both the school, and ATNZ to enrol me in ATNZ's Engineering Gateway Programme. The information may also be used for the other purposes set out in this section.
- If I do not provide the information required I may not be able to be enrolled.
- Under the Privacy Act 2020 I have a right to access and to request correction to any of my personal information provided to the school and to ATNZ. I can contact the school and/or ATNZ to do this.

I authorise the school and ATNZ to collect from and disclose to other Training providers/brokers, Tertiary Education Commission, Work and Income New Zealand, Ministry of Education, New Zealand Qualifications Authority, Workbridge, Studylink and employers, information that is required to:

- a) verify my eligibility for and record my progress on this and future training or to confirm an employment outcome.
- b) confirm credits that I have or may achieve on the National Qualifications Framework, and/or compile information for statistical purposes.
- c) I acknowledge that ATNZ may undertake evaluations of our Gateway programme that I may be invited to take part in interviews as part of these evaluations. I understand that standard research ethics procedures will be followed, including protecting my identity and obtaining my informed consent.
- d) I acknowledge my responsibilities as per the terms and conditions written in this enrolment form.

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**Signed:**

**Date:**

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**Print Name:**

## Invoicing and Payment

If this is your first time enrolling a student in ATNZ's Metal Work Engineering Gateway Programme, please make sure you have completed the 'ATNZ School Application Form' form found alongside this enrolment form at [www.atnz.org.nz/gateway](http://www.atnz.org.nz/gateway) and include this in your enrolment email.

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**Price: \$350.00 plus GST**

**Purchase Order Number:**

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Send completed form(s) to [gateway@atnz.org.nz](mailto:gateway@atnz.org.nz)

## School Declaration

By helping your learner complete the student declaration above, and signing the school declaration below, you:

- a) agree to terms, rights, and responsibilities set out in the terms and conditions written in this enrolment form.
- b) confirm that this student meets the eligibility criteria to participate in the Gateway programme, and has not completed any of these units prior to enrolment.
- c) confirm that, to the best of your knowledge and belief, the information relating to this learner is true and correct.
- d) have verified that this student has signed the student declaration.
- e) have completed the 'School Application Form' to facilitate invoicing and agree to the charge of \$350 GST for this learner.

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**Signed:**

**Date:**

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**Print Name:**

**Position:**

# TERMS AND CONDITIONS

## 1. Purpose

This terms and conditions establishes a formal agreement between ATNZ and the school named above. The primary purpose of this agreement is to provide support and assessment against unit standards delivered under the ATNZ Gateway programme for the school's learners.

## 2. Learner Entry

It is the school's responsibility to ensure that learners meet the prerequisites for participating in the ATNZ Gateway training within a workplace. These prerequisites align with the guidelines set forth in the Tertiary Education Commission's Gateway Handbook. Learners will be interviewed and approved by the host employer or their representative to ensure suitability for the workplace environment.

Furthermore, the school must ensure that learners possess the necessary maturity, physical fitness, manual dexterity, literacy, numeracy skills, and the capacity to learn and follow instructions.

## 3. Support, Assessment, and Reporting

- a) An ATNZ Account Manager will assume responsibility for assessing learners against the unit standards within the ATNZ Gateway programme. Assessment results will be communicated in writing to the Gateway Coordinator.
- b) ATNZ will oversee the lodging of achievement results with NZQA.
- c) ATNZ will oversee the moderation process for the assessments.
- d) Schools can purchase a Canvas login for an onsite educator/co-ordinator for educational purposes with access to the learning content and model answers for \$50.00 per year.

## RIGHTS AND RESPONSIBILITIES

### 1. ATNZ's Obligations

- a) ATNZ will endeavour to offer administrative support, facilitate work placements (where applicable) for Gateway learners, and provide insights regarding potential career pathways in the industry.
- b) ATNZ will supply an individual login to our Canvas platform for the learner using a nominated email address, allowing access to learning materials and assessments associated with the units the learner.
- c) All obligations undertaken by ATNZ under this agreement are contingent upon the receipt of fees and costs outlined herein.
- d) Successful completion of the Gateway programmes will be acknowledged with certificates issued by ATNZ.

### 2. School's Responsibilities

- a) The school will fulfil its financial obligations by remitting the fees and costs associated with the ATNZ Gateway programme as specified in this agreement.
- b) The school must implement a comprehensive Health and Safety programme that ensures the safety of learners during their on-site work-based training.
- c) Provision of necessary personal safety equipment and basic tools to learners during their on-site experiences is the responsibility of the school.
- d) The school will identify appropriate host employers for learner work placements.
- e) Adequate workplace time will be allocated to learners to meet the objectives of the structured workplace learning and assessment programme.
- f) The school will ensure each learner has an individual (either personal or school based) email address for use as their Canvas login.

### 3. Host Employer Responsibilities

ATNZ expects that the Host Employer providing on-job training will:

- a) Be an independent contractor/business and not an agent or employee of the School.
- b) Be responsible for meeting all obligations of an Employer or Principal under the Health and Safety at Work Act 2015, its subsequent amendments, the Human Rights Act 1993, and any other relevant statute, regulation, or bylaw.
- c) Deliver the workplace learning required and provide sufficient scope of work for the learner to achieve the requirements of the ATNZ Gateway programme.
- d) Promptly inform the School of any matters arising that could affect the delivery of the workplace learning.
- e) Provide a learning environment that recognizes the interests and welfare of the learner.

### 4. Learner Responsibilities

- a) Follow the Host Employer's reasonable instructions.
- b) Supply an email address to be used as their point of contact for Canvas notification and access to learning materials.
- c) Use all tools, equipment, safety equipment, and clothing issued to the learner in a safe and responsible manner.
- d) Behave in such a way that neither the learner nor other people are put at risk by the learner's actions.
- e) Keep records of the work undertaken while on work experience and working towards the achievement of unit standards detailed in the ATNZ Gateway package.
- f) Use their Canvas login to access their learning and assessment materials in a safe and secure manner as per ATNZ's Canvas User Agreement.

### 5. Transfers and Refunds

- a) For the purposes of this section, the MoU is considered active once received and processed by ATNZ.
- b) ATNZ will only reimburse fees for any learner who withdraws without having used their individual Canvas login, less a \$50.00 (GST Inclusive) administration fee, regardless of time spent in the workplace.
- c) In the case of an unused learner login, a school can request a transfer to another learner. This will incur a \$50.00 (GST Inclusive) administration fee.
- d) Should a school or Gateway Coordinator consider there are circumstances where a learner(s) should be exempt from clause 5b, they are to email a request for exemption to [gateway@atnz.org.nz](mailto:gateway@atnz.org.nz) for consideration. The request should explain the circumstances and reasons why they believe an exemption is warranted. ATNZ's decision will be final.

### 6. Disputes and Termination of the Agreement

- a) Parties agree to act in good faith.
- b) Should a dispute arise, the parties to this agreement will undertake to meet and/or communicate to resolve it and may proceed to mediation or arbitration.
- c) Either the School or ATNZ may terminate this agreement forthwith if the workplace learning is not being delivered to either party's satisfaction and/or the welfare and interests of participating learners are not being met.