

Student Enrolment Form

NZQA Provider Number 8405



Please read the instructions below carefully before you complete this enrolment form

INSTRUCTIONS:

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our organisation. We also need to collect information from you, which is a requirement of the Ministry of Education, Tertiary Education Commission and other Government agencies for statistical and registration reasons.

Checklist:

- Complete **all** sections of this form
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions
- Signing the form where all indicated
- Attaching to the form additional documentation that is required for Ministry of Education and Tertiary Education Commission funding purposes. A description of the required documentation is provided on page 4 of this form.

PROGRAMME SITE/VENUE INFORMATION

Site/Venue Name: _____

QUALIFICATION DETAILS

Start Date: _____ End Date: _____

Please enter the name/s of the programme/certificates enrolling into for in 20____

1 Code: _____ Qualification: _____

2 Code: _____ Qualification: _____

Have you studied with LBT before:

Yes	No
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Do you intend to study:

Part Time	Full Time
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STUDENT DETAILS

NZQA / NSI No: - -

Name: _____
(First Name) (Middle Name) (Surname)

Also known as / or previous name: _____

Residential Address: _____

City: _____ Post Code: _____

Contact Phone Number: _____

Email: _____

Date of Birth: ____ / ____ / ____ Gender: Male Female Diverse (tick one)

How will you be paying for your programme? Fees (if applicable)

Student Loan Privately / Self Scholarship Other: _____

NEXT OF KIN DETAILS

Name: _____
(First Name) (Middle Name) (Surname)

Relationship to You: _____ Contact Phone Number: _____

Residential Address: _____

City: _____

CITIZENSHIP / ETHNICITY / LANGUAGE

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> NZ European - 111 | <input type="checkbox"/> Fijian - 361 | <input type="checkbox"/> Italian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> NZ Māori - 211 | <input type="checkbox"/> Other Pacific People - 371 | <input type="checkbox"/> German | <input type="checkbox"/> Chinese - 421 |
| <input type="checkbox"/> Samoan - 311 | <input type="checkbox"/> British/Irish | <input type="checkbox"/> Australian | <input type="checkbox"/> Indian - 431 |
| <input type="checkbox"/> Cook Island Maori - 321 | <input type="checkbox"/> Dutch | <input type="checkbox"/> Other European | <input type="checkbox"/> Sri Lankan |
| <input type="checkbox"/> Tongan - 331 | <input type="checkbox"/> Greek | <input type="checkbox"/> Other Asian - 444 | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Niuean - 341 | <input type="checkbox"/> Korean | <input type="checkbox"/> Other 611 | <input type="checkbox"/> Not Stated |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> African | <input type="checkbox"/> Filipino | <input type="checkbox"/> |
| <input type="checkbox"/> Latin American | <input type="checkbox"/> Polish | <input type="checkbox"/> Cambodian | <input type="checkbox"/> |
| <input type="checkbox"/> Tokelauan - 351 | <input type="checkbox"/> Other Southeast Asian | <input type="checkbox"/> South Slav | <input type="checkbox"/> |

If you have ticked "other or other Pacific People/European/Asian", please specify: _____

Iwi Affiliation:

If you identified as New Zealand Māori, what is the name of your Iwi?

Main tribal affiliation: _____

Other tribal affiliation: _____

Tick the box which best describes your citizenship:

- | | | | | | | | | | |
|---------------------------|--------------------------|--------------------------|--------------------------|------------------------|--------------------------|--|--------------------------|-----------------------|--------------------------|
| New Zealand Citizen - NZL | <input type="checkbox"/> | Australian Citizen - AUS | <input type="checkbox"/> | NZ Permanent Residency | <input type="checkbox"/> | Australian Resident / Permanent Resident | <input type="checkbox"/> | International / Other | <input type="checkbox"/> |
|---------------------------|--------------------------|--------------------------|--------------------------|------------------------|--------------------------|--|--------------------------|-----------------------|--------------------------|

If "Other", please specify your country of citizenship: _____

(For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand)

Is English your first language?

Yes	No
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If no, what is your first language? _____

PRIOR ACTIVITY

What was your MAIN activity or occupation in New Zealand as at 1 October 2018? *Tick one box only*

- | | |
|---|--|
| <input type="checkbox"/> Secondary School Student - 01 | <input type="checkbox"/> Polytechnic Student - 06 |
| <input type="checkbox"/> Non-employed or beneficiary (excluding retired) - 03 | <input type="checkbox"/> House-person or retired - 08 |
| <input type="checkbox"/> Wage or salary worker - 02 | <input type="checkbox"/> Overseas (irrespective of occupation) - 09 |
| <input type="checkbox"/> Self-employed - 04 | <input type="checkbox"/> Private Training Establishment Student (PTE) - 11 |
| <input type="checkbox"/> University Student - 05 | <input type="checkbox"/> Wānanga Student - 12 |

How long have you been paid employment at any time? *(please tick only one)*

Full-time work for one year or more	<input type="checkbox"/>	Full-time work for less than one year	<input type="checkbox"/>
Part-time work only	<input type="checkbox"/>	Never worked in paid employment	<input type="checkbox"/>

DISABILITY

Do you live with the effects of significant injury, long term illness, food allergy, or disability?

Yes	No
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If yes, how would you describe your impairment, disability, food allergy, or long term medical condition:

ACADEMIC INFORMATION

Name the last secondary school you attended (state overseas if applicable): _____

What was your last year at secondary school (e.g. 2000)? _____

What is / will be the highest level of achievement you hold from secondary school? tick one box only

- | | |
|---|---|
| <input type="checkbox"/> No formal secondary qualifications - 00 | <input type="checkbox"/> NCEA L3 or Bursary or Scholarship - 15 |
| <input type="checkbox"/> 14 or more credits at any level - 11 | <input type="checkbox"/> Other - 98 |
| <input type="checkbox"/> NCEA L1 or School Certificate - 12 | <input type="checkbox"/> Not Known - 99 |
| <input type="checkbox"/> NCEA L2 or 6 th Form Certificate - 13 | <input type="checkbox"/> Overseas qualification (includes International Baccalaureate & |
| <input type="checkbox"/> University Entrance - 14 | <input type="checkbox"/> Cambridge Exams) - 09 |

Please specify if 'other'

TERTIARY STUDY

Will this be the first time you have ever enrolled in a University, Institute of Technology Polytechnic, Institute of Technology College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas **since** leaving school? *Do not include enrolment in community classes.*

Please tick

Yes

No

If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment

Name: _____

First Year of Enrolment: _____

What year do you expect to complete the academic requirements of our course(s) in order to graduate with your qualification?

Year: _____

ADMINISTRATION TO COMPLETE

Programme:

- | | |
|-----------------|--------------------------|
| Youth Guarantee | <input type="checkbox"/> |
| SAC 1 & 2 | <input type="checkbox"/> |
| SAC 3 & 4 | <input type="checkbox"/> |
| ILN (KEY) | <input type="checkbox"/> |
| WPL | <input type="checkbox"/> |
| JSS / T4W | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Enrolment Details:

- | | |
|--|--------------------------|
| NSI <i>Printout</i> | <input type="checkbox"/> |
| RoA <i>Printout</i> | <input type="checkbox"/> |
| Qualification Check <i>Printout</i> | <input type="checkbox"/> |
| Birth Certificate/Passport (<i>verified copy required</i>) | <input type="checkbox"/> |
| MOE Exemption Certificate <i>If required</i> | <input type="checkbox"/> |
| Assessment Tool <i>Printout</i> | <input type="checkbox"/> |
| Assessment Tool Results: | Lit: _____ Num: _____ |

Eligibility confirmed Name of person confirming eligibility: _____

Signature: _____ Date: _____

Enrolled into (SMS) _____

Name and signature of person SMS data entry: _____ Date: _____

NOTES

DOCUMENTATION

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 or
- New Zealand passport.
- A certificate of identity.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- A New Zealand certificate of citizenship.
- Overseas passport with residency stamp.
- Australia learners who are living in New Zealand must supply one of the following documents: birth certificate, Australian passport, current Returning Resident's Visa if you are an Australian Permanent Resident.

You can bring the original documentation to LBT's Head Office, 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.

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>**

STUDENT DECLARATION

Privacy – Land Based Training collects and stores information from this form to:

- Manage the business of Land Based Training (including internal reporting, administrative processes and selection of scholarship and prize winners).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records.
- Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that Land Based Training will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the administration team.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires Land Based Training to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act which can be viewed on the Privacy Commissioner's web site: <http://www.privacy.org.nz/privacy-act>

Supply of Information to Government Agencies and Other Organisations

Land Based Training supplies data collected on this form to government agencies, including:

- The Ministry of Education.
- The New Zealand Qualifications Authority.
- The Tertiary Education Commission.
- The Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans).
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents).
- Agencies that support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from tertiary education organisations to:

- Administer the tertiary education system, including allocating funding.
- Develop policy advice for government.
- Conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index, if not already registered, and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, Land Based Training releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

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. Land Based Training policy on withdrawal and refund of fees may be obtained from our Head Office, 0508 872 466.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Land Based Training with regard to attendance, academic integrity and progress, conduct and use of information systems.

Student Images Release – I hereby give Land Based Training permission to use my image in any publicity, promotion or marketing material.

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.

Student Name: _____

Signature: _____

Date: _____

Name of parent/caregiver (if student under 16): _____

Signature: _____

Date: _____

Admission & Enrolment Guide 2019



Welcome to Land Based Training (LBT).

This Admission and Enrolment Guide and attached Enrolment Form are for YOUTH GUARANTEE AND STUDENT ACHIEVEMENT COMPONENT (SAC) FUNDED DOMESTIC STUDENTS only.

You must read this Admission and Enrolment Guide before filling out the Enrolment Form.

This Admission and Enrolment Guide and the Enrolment Form contain important terms and conditions of your contract with LBT.

The Step by Step Admission and Enrolment Process at LBT is:

1. Attend a formal interview with your course Tutor and / or Field Officer
If you are successful with your interview, you will be required to complete the Enrolment Form.
2. LBT will process your Enrolment Form to ensure you meet all the entry requirements of the programme you are enrolling.
3. A letter will be sent along with your invoice to confirm your acceptance onto the programme.
4. You **must** pay all of your course fees (if applicable) before the first day of teaching. If you are paying your fees by Student Loan, apply online at www.studylink.govt.nz or call 0800 88 99 00
5. A Trainee Manual will be issued and you will start your course. This will include Programme Regulations which set out the structure and requirements of the programme.
6. You will need to discuss with you course Tutor and/or field officer, what structure your programme will follow, depending on cross credits or RPL's (Recognition of Prior Learning).

Admission / Entry Criteria Information:

Programme	Funding	Entry Criteria	Course Fees
Foundation Skills (Level 1)	Youth Guarantee	<ul style="list-style-type: none"> • Have left school • 16 & 19 years of age 	Fees free Studylink Allowance eligible (conditions apply)
Vocational Pathway - Construction and Infrastructure Civil and Building (Level 2)	Youth Guarantee	<ul style="list-style-type: none"> • Have left school • 16 & 19 years of age 	
Vocational Pathways Primary Industries Agriculture, Horticulture, Apiculture (Level 2)	Youth Guarantee	<ul style="list-style-type: none"> • Have left school • 16 & 19 years of age 	
Foundation Skills (Level 1)	SAC L1	<ul style="list-style-type: none"> • Have left school • 16 & 19 years of age 	Fees free Studylink Allowance eligible
Vocational Pathways Primary Industry (Apiculture) (Level 2)	SAC L2	<ul style="list-style-type: none"> • Be aged 16 years and over • Have left school 	Fees free Studylink Allowance eligible
Vocational Pathways Primary Industry (Horticulture) (Level 2)	SAC L2	<ul style="list-style-type: none"> • Be aged 16 years and over • Have left school 	Fees free Studylink Allowance eligible
Vocational Pathway – Construction and Infrastructure (Level 2) Basic Residential Property Maintenance	SAC L2	<ul style="list-style-type: none"> • Be aged 16 years and over • Have left school 	Fees free Studylink Allowance eligible
Vocational Pathway – Construction and Infrastructure (Level 2) Introduction to Infrastructure Works	SAC L2	<ul style="list-style-type: none"> • Must hold a Restricted Car Licence • Have left school • Be aged 17 years and over 	Fees free Studylink Allowance eligible
2218 - New Zealand Certificate in Primary Industry Skills (Level 2) (Agriculture and Horticulture strands)	SAC L2	<ul style="list-style-type: none"> • Be aged 16 years and over • Have left school 	Fees free Studylink Allowance eligible

Programme	Funding	Entry Criteria	Course Fees
2215 – New Zealand Certificate in Agriculture (Vehicles, Maintenance and Infrastructure) (Level 3)	SAC L3	<ul style="list-style-type: none"> National Certificate in Agriculture Level 2 and / or equivalent qualification or experience in the industry A minimum of three years of secondary education; <i>and/or</i> 48 or more credits at NCEA Level 1, with no fewer than 12 credits in each of four subjects; <i>and/or</i> Step 3 Reading and Step 4 Numeracy on the Literacy and Numeracy for Adults Assessment Tool (LNAAT) 	\$306.00 Studylink loan and allowance eligible
2217 - New Zealand Certificate in Agriculture (Pastoral Livestock Production) (Level 3)	SAC L3	<ul style="list-style-type: none"> Open entry 	\$306.00 Studylink loan and allowance eligible
2220 – New Zealand Certificate in Agriculture (Farming Systems)(Level 3)	SAC L3	<ul style="list-style-type: none"> National Certificate in Agriculture Level 2 and / or equivalent qualification or experience in the industry A minimum of three years of secondary education; <i>and/or</i> 48 or more credits at NCEA Level 1, with no fewer than 12 credits in each of four subjects; <i>and/or</i> Step 3 Reading and Step 4 Numeracy on the Literacy and Numeracy for Adults Assessment Tool (LNAAT) 	\$418.00 Studylink loan and allowance eligible
2223-New Zealand Certificate in Apiculture (Level 3)	SAC L3	<ul style="list-style-type: none"> National Certificate in Agriculture/Horticulture Level 2 and / or equivalent qualification or experience in the industry A minimum of three years of secondary education; <i>and/or</i> 48 or more credits at NCEA Level 1, with no fewer than 12 credits in each of four subjects; Step 3 Reading and Step 4 Numeracy on the Literacy and Numeracy for Adults Assessment Tool (LNAAT) 	\$1,530.00 Studylink loan and allowance eligible
2677 - New Zealand Certificate in Horticulture (General)(Level 3)	SAC L3	<ul style="list-style-type: none"> National Certificate in Agriculture/Horticulture Level 2 and / or equivalent qualification or experience in the industry A minimum of three years of secondary education; <i>and/or</i> 48 or more credits at NCEA Level 1, with no fewer than 12 credits in each of four subjects; Step 3 Reading and Step 4 Numeracy on the Literacy and Numeracy for Adults Assessment Tool (LNAAT) 	\$418.00 Studylink loan and allowance eligible
2684- New Zealand Certificate in Land Based Sustainability Practices (Level 3)	SAC L3	<ul style="list-style-type: none"> Be aged 16 years and over Have left school 	\$306.00 Studylink loan and allowance eligible
2212 – New Zealand Certificate in Agriculture (Level 4)	SAC L4	<ul style="list-style-type: none"> National Certificate in Agriculture Level 3 and / or minimum two years prior experience within the industry. 	\$418.00 Studylink loan and allowance eligible
2681 - New Zealand Certificate in Organic Primary Production (Level 4)	SAC L4	<ul style="list-style-type: none"> Applicants should demonstrate an ability to succeed in tertiary study, shown by the completion of any of the following qualifications or courses of study: New Zealand Certificate in Agriculture / Horticulture Level 3 and / or equivalent qualification or experience in the industry. Any qualification specified by the ITO or equivalent standards setting body <i>appropriate</i> for this qualification. 	\$418.00 Studylink loan eligible

(Fees could be subject to change)

Other Course Costs

Land Based Training does not charge Student Services Fees.

Additional course costs such as clothing and equipment are listed in the programme prospectus. This is for Level 3 and Level 4 students only.

Life Skills/Work Experience

Applicants who do not meet the academic entry criteria above may be admitted to the programme/course of study if they are able to demonstrate:

- Equivalent farming knowledge and skills; *and/or*
- Previous and relevant life skills or work experience; *and/or*
- Other formal or informal study such as to suggest likelihood of successful course completion.

Attendance Requirements:

You are expected to maintain 100% attendance throughout your programme of study. Further information regarding the Student Code of Conduct can be found in your Trainee Manual.

Students must complete courses in the academic year enrolled.

Student Support:

Student support information is available at each delivery site as well as external agencies being listed in your Trainee Manual. Please contact your Tutor and / or Field Officer for a copy of the student support services that are available for your programme. You can also call our Head Office on 0508 TRAIN ME (872 466) for further details.

Enrolment Documentation:

The following documentation is required to process your Enrolment:

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 your course tutor / field officer, 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.

Please note that your name, date of birth and residency as entered on the Enrolment Form 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>

Paying Course Fees:

Once you receive LBT's Confirmation Letter you must pay ALL fees. Even if you do not participate you are still liable to pay all fees to LBT. You can pay your fees by cheque, cash and direct credit.

If you would like to pay by direct credit, LBT's bank details are; BNZ 02-0792-0394852-00

Please put your surname and Student ID in the reference field so we can identify your payment.

Anyone can pay your fees on your behalf (e.g. your employer) but if they fail to do so then you are still liable to pay all fees. If someone else is to pay your fees, please provide their contact details with your Enrolment Form so that we may contact that person to confirm payment.

If you have problems paying your fees, please contact LBT's Head Office to see if there is anything that can be done to help. We also offer financial and budgeting advice.

Fees Free:

From 1 January 2018 all New Zealand students who finish school in 2017, or will finish school during 2018, qualify for a year of free provider based tertiary education or industry training.

This policy will also benefit those who aren't school leavers. Adults who have previously studied for less than half full time year of tertiary education or industry training also will qualify for fees free.

You can find out whether you are eligible on the <https://www.feesfree.govt.nz>

Studylink:

Student Loan

A Student Loan helps to pay for your course fees (the compulsory fees charged by your education provider), study resources (e.g., books, computer, travel, wet weather gear etc.) and living costs. ***You'll have to pay the money back***

Student Allowance

A Student Allowance is a weekly payment that can help with your living expenses while you're studying.

You don't have to pay the money back.

Youth Guarantee and Level 1 & Level 2 Learners (16 & 17 Year Olds)

Learners enrolled in these programmes, are not eligible for Student Loans or course related or living costs, as this is a Fees free course.

Learners enrolled in SAC Level 1 and Level 2 may be eligible for allowances if they meet the Studylink Eligibility Requirements.

Youth Guarantee and Level 1 & Level 2 Learners (18 Years and over)

Learners enrolled in these programmes, must transfer over to Studylink to access the Student Loan Scheme for living and course related costs and if eligible, student allowances.

SAC Level 3 and Level 4 Learners (16 & 17 Year Olds)

Learners enrolled in SAC Level 3 and Level 4 who are 16 & 17 years of age are not eligible for Student Loans administered by Studylink. You will not be able to claim any type of Student Loan through StudyLink.

Learners are not eligible for Student Loans, they are also not eligible for the course related costs or living costs components of a Student Loan.

Learners enrolled in SAC Level 3 and Level 4 may be eligible for allowances if they meet the Studylink Eligibility Requirements.

SAC Level 3 and Level 4 Learners (18 Years and over)

Learners enrolled in SAC Level 3 and Level 4 who are 18 years and older must transfer over to Studylink and access the Student Loan Scheme for living costs and if eligible student allowances.

Please talk to your Work and Income Case Manager for your options if you are on a WINZ benefit.

There may be debt incurred if you are receiving the wrong benefit.

Declaration:

It is important that you read and understand this Guide and the Enrolment Form before signing. This is because when LBT receives your Enrolment Form you have a contract to study the programme as listed on your Enrolment Form (subject to your right to withdraw as stated in the attached Withdraw and Refund Policy).

Please refer to the attached policies as it contains further Terms and Conditions of your enrolment.

- Withdraw and Refund Policy (*Level 3 and Level 4 students only*)
- Recognised Prior Learning

0508 872 466

info@landbasedtraining.co.nz