

## **Acknowledgement of Training and Education Responsibilities**

It is acknowledged that \_\_\_\_\_ has applied to become a student at Unitec Institute of Technology. Plumbing, Gasfitting & Drainlaying programmes in New Zealand Certificates in Plumbing and Gasfitting course that is leading to (please tick):

- New Zealand Certificate in Plumbing;
- New Zealand Certificate in Gasfitting;
- New Zealand Certificate in Drainlaying;

He/she will be required to undertake such theory and practical training as necessary to successfully complete the course, which may involve distance learning, night class, block course training and assessment.

In accordance with the approved programme documents, Unitec Institute of Technology will be responsible for the provision of the theory and practical components of off-site training, and for the assessment of Unit Standards and other competencies.







The Employer will be responsible for the provision of on-site training across all aspects of the Plumbing & Gasfitting or Drainlaying industry including, if necessary, secondment to other employers for a period to ensure training in areas not normally undertaken by the employer.

The Apprentice is required to hold a current Limited Certificate issued by the Plumbers, Gasfitters and Drainlayers Board, under the supervision of a registered tradesperson. An application form to obtain a Limited Certificate is enclosed; payment is required for apprentices studying with Unitec.

For Plumbing & Gasfitting apprentices - the Employer agrees to release the student to attend Block Courses at Unitec for the purposes of training and assessment at agreed intervals (Sample Schedule of courses attached). Unitec will prepare a report of the student's progress and achievements after each block course, and a copy of the Course Report will be sent to both the Employer and Student.

The student agrees to undertake Unitec's theory based learning packages in a conscientious and timely manner, and to attend all Block Courses for the purpose of training or assessment.

Fees for the provision of the Training and Assessment package are to be paid annually in advance, and include payment for the following:

-  Enrolment and course fees.
-  Unitec student ID card, including all services and discounts.
-  E book – a comprehensive online learning tool (Plumbing and Gasfitting only)
-  Block Courses, including all materials, use of workshops, classrooms, library, computer labs, some tools and Student facilities at Unitec.
-  Unit Standard Assessments.
-  Unit Standard reporting fees.

Full Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date Signed \_\_\_\_\_

Full Name of Employer \_\_\_\_\_

Signature of Employer \_\_\_\_\_

Date Signed \_\_\_\_\_

Full Name of Supervisor \_\_\_\_\_  
(Registered Tradesperson or Craftsman Plumber/Gasfitter)

Supervisors Licence No \_\_\_\_\_

	<u>Contact details of Employer</u>	<u>Contact details of Apprentice</u>
Managers Name		
Company Name		
Phone		
Fax		
Mobile		
E-mail		
Physical Address		
Mailing Address		
Tuition Fees payment by Employer	Yes / No	