

The choice is yours

So choose the best



## Crop & Food Research (in association with NZ Bakels Ltd)

Offer:

- Excellent tutors from the Baking Industry
- Deliver quality training
- Small class numbers
- Provide up-to-date resources and information
- Courses in 3 locations for easy access (Auckland, Palmerston North and Christchurch)
- Results forwarded to NZQA on a regular basis
- Assistance with on-job assessment
- Proven success rate with Apprentices/Trainees who want to complete
- Free mentoring & coaching provided to 16-21 year olds under the Modern Apprenticeships programme
- Assistance with Literacy or special needs

If this is you and what you expect on a course then tick below to let Skills4work know you wish to come with Crop & Food (NZ Bakels Ltd)

**Yes,** I would like to attend my training courses with Crop & Food Research (NZ Bakels Ltd)

My preferred location is

Christchurch Block Course

Palmerston North Block Course

Auckland Day Release (i.e. Every Wednesday for 10 Weeks)

## Enrolment Form 2008

Freepost 93042, Crop & Food Research  
Private Bag 4704, Christchurch, New Zealand  
www.crop.cri.nz/education

Phone 0800 325 666  
Fax 03 325 6709  
Email education@crop.cri.nz

Welcome to the New Zealand Institute for Crop and Food Research Limited -Education, Training & Information Team (hereafter referred to as 'the Institute' or Crop & Food Research).

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

### INSTRUCTIONS

The purpose of this enrolment form is to get from you the information we need to enrol you into a distance learning programme at our Institute. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please complete the form properly by:

- **Completing all sections of the form**
- **Printing your answers clearly in pen, or ticking the box that applies for multi-choice questions**
- **Signing the form**
- **Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 6 of the form.**

Please note: **PAYMENT MUST BE MADE TO "SKILLS4WORK" AT THE TIME OF ENROLMENT**

A PERSONAL DETAILS						
1	Print your full legal name: <i>Family name</i>					
	Given Name(s)					
2	Preferred first name:					
3	If you have previously enrolled at Crop & Food Research under another name, what was that name?					
4	Date of birth:	___/___/19__ day/month/year	5	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
6	Address & contact details:	Home address			If working, firm's/employer's name & address:	
		Street address:			Company's Name:	
		Suburb:			Street address:	
		Town/City:			Suburb:	
		Post Code:			Town/City:	
		Phone:			Phone:	
		Mobile:			Mobile:	
		Fax:			Fax:	
		E-mail:			E-mail:	



10	<p>Iwi:</p> <p>If you identified as New Zealand Maori in question 9, what is the name of your Iwi?</p> <p>You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.</p>	<p>Iwi:</p> <p>Rohe (Iwi home area): _____</p> <p>Iwi:</p> <p>Rohe (Iwi home area): _____</p> <p>Iwi:</p> <p>Rohe (Iwi home area): _____</p>
11	<p>*Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.</p> <p>If yes, how would you describe your impairment, disability or long term medical condition:</p> <p>*The completion of this section is not compulsory</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>C ACADEMIC AND VOCATIONAL INFORMATION</b>		
12	<p>Prior activity:</p>	<p>What was your MAIN activity or occupation in New Zealand at 1 October 2007?</p> <p>Tick only one box.</p> <p>Secondary school student <input type="checkbox"/> 01 Non-employed or beneficiary (excluding retired) <input type="checkbox"/> 02</p> <p>Wage or salary worker <input type="checkbox"/> 03 Self-employed <input type="checkbox"/> 04</p> <p>University student <input type="checkbox"/> 05 Polytechnic student <input type="checkbox"/> 06</p> <p>College of Education student <input type="checkbox"/> 07 House-person or retired <input type="checkbox"/> 08</p> <p>Overseas (irrespective of occupation) <input type="checkbox"/> 09 Private training establishment student <input type="checkbox"/> 11</p> <p>Wananga student <input type="checkbox"/> 12</p>
13	<p>Secondary School:</p> <p>Your highest achievement may be a 'traditional' award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have.</p>	<p>What was the name of the last secondary school you attended? _____</p> <p>State 'overseas', if applicable. _____</p> <p>What was your last year at secondary school? _____</p> <p>What is the highest level of achievement you hold from a secondary school? <b>Tick only one box.</b></p> <p>No formal secondary qualification <input type="checkbox"/> 00</p> <p>14 or more credits at any level <input type="checkbox"/> 11</p> <p>NCEA Level 1 <b>or</b> School Certificate <input type="checkbox"/> 12</p> <p>NCEA Level 2 <b>or</b> 6<sup>th</sup> Form Certificate <input type="checkbox"/> 13</p> <p>University Entrance <input type="checkbox"/> 14</p> <p>NCEA Level 3 <b>or</b> Bursary <b>or</b> Scholarship <input type="checkbox"/> 15</p> <p>Overseas qualification <input type="checkbox"/> 09</p> <p>(includes International Baccalaureate &amp; Cambridge exams)</p> <p>Other <input type="checkbox"/> 98</p> <p>Please specify if 'Overseas qualification' or 'Other' _____</p>

14	Tertiary Study:	<p>Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If you answered 'No', please enter the name of the organisation you studied at and the year of your first enrolment:</p> <p>Name of organisation: _____</p> <p>Year: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Do you expect to complete the academic requirements of your course/s in order to graduate from your qualification this year?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
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<b>D DISTANCE LEARNING PROGRAMME</b>	
Have you studied at Crop & Food Research before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you intend to study:	<i>Part time</i> <input type="checkbox"/> Full time <input type="checkbox"/>
I am an Industry Training Organisation (ITO) trainee/apprentice If 'yes' please send a copy of your ITO contract If 'no' are you entitled to a government tuition subsidy. Please refer to 'documentation' on page 6 of this enrolment form to check your entitlement.	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
If you know your NSN ( National Student Number) please write it here.	
If you do not have an NSN and you wish to have your results stored on the NZQA Record of Learning database, please add \$25 to the box marked ' NZQA Hook-on-fee' in question 20 of this enrolment form. (If you are in an Industry Training Organisation training agreement this fee is covered in your training agreement costs). Add this \$25 to your total fees payable and a national qualifications framework registration number will be processed on your behalf.	

Unit Standards Available:

Please enrol me in the following:

Unit standard/s	Course Fees for Competenz Trainees in \$NZ	Please indicate with a tick which courses you wish to purchase	Course Fees
Core skills programme (9+ unit standards)	324.00		\$
15135 Demonstrate knowledge of legislative and food code requirements in the baking industry	54.00		\$
15136 Demonstrate knowledge of bakery science	125.00		\$
15137 Demonstrate knowledge of the characteristics and processes of flour technology	98.00		\$
15138 Demonstrate knowledge of bakery management systems	118.00		\$
15139 Demonstrate knowledge of bread baking technology and bread products using manual systems	138.00		\$
15140 (only required if doing a Plant National Certificate) Demonstrate knowledge of plant bread baking technology and plant bread bakery products (automatic)	138.00		\$
15141 Demonstrate knowledge of pastry technology and pastry products	138.00		\$
15142 Demonstrate knowledge of cake products and cake baking technology	111.00		\$
15143 Demonstrate knowledge of biscuit products and biscuit baking techniques	111.00		\$
15144 Demonstrate knowledge of small goods and small good baking technology	98.00		\$
Total			\$

How are you paying your fees? Please tick (✓) and fill in the relevant information (if required). Please do not send cash.

**Apprentice/Company will pay by direct credit**

Please use ALL the following information if paying by Direct Credit.

**Bank** : The National Bank of NZ Ltd

**Branch** : Penrose

**Account name** : Skills4Work

**Account Number** : 06-0241-0155644-00

**Reference** : Please use your Apprenticeship Number

If this is not known then Company Name/Surname

**My cheque is enclosed**  Please make cheques payable to: **Skills4Work**

#### **DOCUMENTATION**

**Please provide a certified copy of one of the following documents:**

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 (GP), School Principal, or Pharmacist (Chemist).

- 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.

**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://www.nsi.govt.nz/ima>

**Please make sure that you sign your enrolment form on the following page.**

## DECLARATION

Privacy - The Institute collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes) and Ministry of Social Development (confirmation of enrolment and academic outcomes) and Inland Revenue Department (student loan interest rebate) Department of Immigration (if you are not a New Zealand citizen or permanent resident) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for programmes, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, the Institute releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that the Institute will observe the general conditions governing the release of information, as set out in the Privacy Act 1993, and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Institute to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/people/peotop.html>

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. The Institute's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules - In signing this enrolment form you undertake to comply with the published rules and policies of the Institute with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

***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.***

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date