



TRAINING AGREEMENT

(Pursuant to Industry Training Act 1992)

The Parties to this Training Agreement with the ATITO are:

THE EMPLOYER (please print clearly, read the Terms of Agreement & sign on Page 3):

Name of Company: _____

Contact Person: _____ Position: _____

Postal Address: _____

Phone Number: _____ Fax: _____ Email: _____

THE EMPLOYEE/TRAINEE (please print clearly, select qualification on Page 2 & sign on Page 3)

**Please note that the name entered in this section should be your full name (i.e. as it appears on your Drivers Licence). This is the name that will be used on your Record of Learning and certificates.*

First Names: _____

Last Name: _____

Date of Birth: _____ Gender: Female Male

Postal Address: _____ Email: _____
_____ Home Phone: _____

Do you have an NZQA Hook-on Number? No/Yes
If **Yes** – write it here _____ - _____ - _____

Statistical Information: (Please tick the appropriate box)

Ethnic Group: - NZ Maori - NZ European/Pakeha
 - Pacific Islander - Other (please state): _____

Previous Qualifications:

- No previous qualification
- 5th Form Certificate (or at least 12 credits at NQF Level 1)
- 6th Form Certificate (or at least 12 credits at NQF Level 2)
- 7th Form Certificate (or at least 12 credits at NQF Level 3)
- Sub Degree (National Cert, NQF level 2-4) (Trade Cert, NQF level 4)
(National Diploma, NQF level 6)
- Degree

Now select your qualification on Page 2. If you are unsure which qualification is most appropriate, please contact your ATITO Training Advisor.

PLEASE NOTE - EMPLOYER & TRAINEE MUST SIGN THE AGREEMENT ON PAGE 3

Qualifications

National Certificates – Clothing Manufacture	Level	✓
Elementary Sewing Skills	2	
Cutting	2	
Embroidery	2	
Sewing	3	
Cutting	3	
Basic Garment Assembly	3	
Commercial Sewing Skills	3	
Design and Patternmaking	3	
Mechanic	3	
Production	4	
Mechanic	4	
Design and Patternmaking	4	
Cutting	4	
Leather Garment Manufacture	3	
National Certificates – Textiles Manufacture	Level	✓
<i>Textile Industry Orientation Programme</i>	2	
Operations	2	
Advanced Operations – Textile Processing Strand	3	
Advanced Operations – Textile Testing Strand	3	
Fibre Blending with strands in Woollen Processing & Semi-worsted & Worsted	4	
Woven Fabric Technology with strands in Weaving Tech & Finishing Tech	5	
Technology	4	
National Certificates - Drycleaning	Level	✓
Garment Finishing	2	
Processing and Stain Removal	2	
Production Assistant	2	
National Certificates - Laundry	Level	✓
Finishing and Packing	1	
Washroom Procedures	1	
National Certificates-Textile Dyeing & Finishing	Level	✓
Operations – Dyeing Strand	2	
Operations – Finishing Strand	2	
Operations – Printing Strand	2	
Advanced Operations	3	
Dyeing Technology - Chemical Preparation strand	4	
Dyeing Tech - Shade Assessment & Measurement	4	
National Certificates - Footwear	Level	✓
Footwear	2	
Footwear - with strands in Clicking, Closing, Bottom Stock, and Making and Lasting	3	
Footwear - with strands in Pattern Cutting, Clicking, Closing, Bottom Stock, and Making and Lasting	4	
National Certificates – Wool Scouring	Level	✓
Operations	2	
Advanced Operations	3	
Early Stage Wool Processing	4	

Knitting Industry Program

Program Modules will be confirmed for individuals.

National Certificates – Carpet Manufacture	Level	✓
Operations	2	
Advanced Operations	3	
Advanced Carpet Tufting	4	
Tufted Carpet Finishing	4	
Tufted Carpet Inspection & Grading	4	
Carpet Tufter Tuning with an optional strand in Tuning of Multi-height and Enhanced Graphics Tufters	5	
Carpet Weaving with strands in Wilton Weaving, Spool Axminster Weaving, and Gripper Axminster Weaving	3	
Woven Carpet Finishing and Inspection	3	
Woven Carpet Loom Tuning	4	
National Certificates – Industrial Machine Knitting	Level	✓
Warp Preparation- Warp Knitting Operation	2	
Knitted Goods Production	3	
Service and Repair with specialist strands in Warp Knitting, and Weft Knitting	3	
Technology with specialist strands in Circular Garment Length, Circular Piece-Goods, Flat Bed, Full-Fashioned, Full-Length Hosiery, Half-Hose, and Warp Knitting	4	
Advanced Technology	5	
National Diplomas	Level	✓
Textiles Manufacture (Woollen Yarn Processing)	5	
Textile Dyeing and Finishing (Advanced Dyeing Technology)	5	
Textiles Manufacture (Weaving)	5	
Textiles Manufacture	5	
Qualifications in Other Areas	Level	✓
First Line Management (Communications & Quality)	3	
First Line Management	4	
Adult Education & Training	4	
Business Administration & Computing	2	
Business Administration & Computing	3	
Business Administration	4	
Quality Management	4	
Occupational Health & Safety	3	
Competitive Manufacturing (Introductory Application)	2	
Competitive Manufacturing (Technical Application)	3	
Competitive Manufacturing	4	
Competitive Manufacturing (Facilitation)	4	

Textiles Cadetship

National Diploma in Textiles Manufacture (Level 5)

Please select appropriate strand:

- Yarn Processing
- Carpet Manufacture
- Dyeing

Throughout the cadetship, trainees may also complete level 2, 3 and 4 National Certificates in their chosen area & the NC in First Line Management (Level 3 and Level 4).

TERMS OF AGREEMENT

1. The Trainee agrees to serve the employer as a trainee and to receive training.
2. The training shall be undertaken with the objective of the Trainee achieving unit standards in the selected qualification, and in line with the ATITO industry training program described in the Training Schedule for this qualification.
3. The employer has been approved by the NZ Apparel & Textile Industry Training Organisation (ATITO) as suitable to undertake training leading to National Certificates. The employer will provide training in line with the ATITO industry training program described in the Training Schedule for this qualification.
4. A complete record of all units achieved will be held by NZQA. The ATITO will hold records of all units assessed by ITO accredited assessors, and other units gained by trainees where these have been notified to the ATITO. Completion of the appropriate Unit Standards prescribed in a qualification will lead to a National Certificate.
5. The traineeship specified in this agreement will commence on receipt of this completed agreement by the ATITIO, and will be completed when the trainee has gained all of the unit standards leading to the Certificate specified above. The initial period of this agreement will be no less than 12 months.
6. The parties to this agreement may seek the assistance and advice of the ATITO on any matter affecting the training relationship between the parties. This provision shall not affect the operation of the provisions of the Employment Relations Act 2000 relating to personal grievances or to the enforcement of employment contracts.
7. The ATITO has developed a Complaints Procedure to handle complaints from trainees and/or employers. Details of the Complaints Procedure can be obtained either from the ATITO office or from the ATITO website (www.atito.org.nz).
8. Where an employment contract is in-house between the parties outlined in this agreement, provisions of the Employment Relations Act 2000 will apply to Industrial Relations issues.

PRIVACY ACT

The ATITO collects personal information so that it can provide statistical information to its funding agency, and apply for subsidy funding on the trainee's behalf. This information is stored electronically and in paper form at the ATITO. Every trainee has the right to seek access to, and correct if necessary, their personal information.

Information will be provided to others so that the ATITO can:

1. Apply for funding on behalf of the trainee
2. Apply to NZQA for a hook-on number on the Qualifications Framework on behalf of the trainee.
3. Notify NZQA and any training provider of details needed to register training results.
4. Supply statistical information to The ITO's funding agency.

In signing this agreement the trainee confirms that he/she agrees to both the employer and the ATITO receiving a report from the training provider on any off-job training undertaken by the trainee.

Signatures

- ***Please note: The trainee cannot also sign the Employer section.***

Employer: I agree to the terms and conditions contained in this agreement.

Name: _____ **Signature:** _____ **Date:** _____

Employee/Trainee: I confirm that the information given on this form is true and correct.

Name: _____ **Signature:** _____ **Date:** _____

Signed by Parent/Guardian if trainee is under 18 years old: _____ **Date:** _____

Return the completed form to: ATITO, PO Box 13-210, Christchurch