



2024 Trades Academy Application/Enrolment Form

Please print clearly

Which Trades Academy course are you applying for:

Secondary school I am attending is:

In 2024, I will be in: Year 11 Year 12 Year 13

Legal Surname: _____ Date of Birth: _____

Legal First Names: _____ Gender: Male Female Gender Diverse

Preferred First Name: _____

M.O.E Notification: 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>.

Home Address _____

Phone: (Home) _____

Student Mobile: _____ Student Email: _____

Parent/Caregiver: Name: _____ Relationship: _____ Phone: (Mobile preferred) _____

Citizenship

New Zealand Citizen (born in New Zealand) New Zealand Permanent Resident (born overseas but have Permanent Residency)
 Australian Citizen (born in Australia) Other, please state:.....

Ethnicity

New Zealand European New Zealand Māori Iwi (if known):.....
 Asian Pacifika Other:.....

Personal Statement: Why do I want to do this course (you may attach extra pages)? Must be completed by applicant.

We understand and agree to the Terms and Conditions detailed over the page.

Signature of Applicant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Completed application form to be returned to your school.

Terms and Conditions:

I hereby declare that the information and attached documentation provided by me on this application form are true and correct. I acknowledge that the Hawke's Bay and Tairāwhiti Schools Trades Academy can cancel my application if false or incomplete information has been provided. I understand that the purpose of gathering this information is to allow the Hawke's Bay and Tairāwhiti Schools Trades Academy to carry out the functions required of it under the Education and Training Act 2020, and its obligations under other enactments and in accordance with the Privacy Act 2020.

I authorise the Hawke's Bay and Tairāwhiti Schools Trades Academy to disclose this information to the agencies outlined in the information on the Privacy Act available from the Hawke's Bay and Tairāwhiti Schools Trades Academy.

I authorise the Hawke's Bay and Tairāwhiti Schools Trades Academy to disclose information about assessments, attendance and progress to the contributing school, and to Whānau/Parents/Caregivers.

We give permission to take photographic images and/or record videos for publicity purposes.

We give permission for our son/daughter to take part in any off campus trips and activities that the Hawke's Bay and Tairāwhiti Trades Academy may organise throughout his/her participation in the programme. We acknowledge that the Hawke's Bay and Tairāwhiti Trades Academy accept no liability for any personal injury or property loss suffered by my child during these trips

We will ensure that up to date medical and contact information has been provided to the school.

School to complete

Learning Support:

Does the student receive any learning support at school?

No

Yes Please give details of the support and appropriate assistance required

Health Information:

Does the student live with an illness, disability or effects of a long term injury?

No

Yes Please give details and appropriate support if required

Support Documentation:

Please attach a copy of one of the following to verify the student's school enrolment:

KAMAR MUSAC ENROL Other School System

School Endorsement:

Principal or Delegate to sign in support of the application.

Signature: _____ Date: _____

OFFICE USE ONLY

Artena

Scanned

Date

Signed

Student Behaviour Agreement

Students taking **Hawke's Bay and Tairāwhiti Schools Trades Academy (HBTSTA)** courses are expected to behave in a responsible manner. HBTSTA will contact your Secondary School regarding failure to maintain the standards of behaviour outlined in this agreement. It is agreed as follows:

HBTSTA will provide the following:

- Tuition
- Pastoral Support and Advice
- Information on risk management and practices
- All the practical steps to ensure that people involved in the activity are not harmed by any hazard that is or arises during the activity undertaken.

The Student:

- Will be courteous and respectful to tutors and other students on the course.
- Will follow the tutor's instructions.
- Will attend classes and be punctual, arriving prior to course start time and returning from breaks at the agreed time.
- Will wear appropriate clothing and footwear for the course. Where a uniform or safety clothing has been issued, this must be worn at all Trades classes.
- Will behave in a safe and reasonable manner so that neither the student nor other people are put at risk by their actions.
- Will adhere to the tertiary provider's policy of zero tolerance to any form of harassment.
- Will use all tools, equipment, safety equipment and clothing issued in a safe and responsible manner.
- Will not be under the influence of and/or consume any alcohol or drugs while attending a Trades Academy programme.
- Will not vape or smoke while in attendance at Trades Academy
- Will adhere to risk management procedures for all activities.

HBTSTA Courses:

For HBTSTA courses that involve trades work shops, to safeguard everyone's safety, the following rules apply:

- Eye protection must be worn when operating any workshop machinery.
- Overall must be worn (no baggy clothes that could get caught in machines).
- Appropriate safety footwear must be worn.
- Hearing protection must be worn in noisy situations.
- Long hair must be tied back or retained in a hat or hair net.
- Walkways must be kept clear.
- No equipment or machinery may be used unless full approval has been obtained from a tutor or technician.
- The workshop must be cleaned thoroughly at the end of each workshop session.
- Pre-used loan/safety gear will be available in specialist courses which will need to be returned at the end of the course.

Agreement:

By signing the Enrolment Form (page 1), I confirm that I have read the information above and agree to the student rules. I understand my responsibilities and that if I fail to follow the rules that I can be excluded from attending the HBTSTA course. I understand that HBTSTA courses involve activities with risks and danger. I understand these risks and accept full responsibility for my own safety. I accept liability for any loss or damage to equipment incurred by myself and that I may be required to pay for the costs of replacement or repairs. I give permission for HBTSTA and tertiary providers' staff to administer first aid and seek medical assistance in the event of an accident.

P. 06 830 1845 or 830 1236
E. tradesacademy@eit.ac.nz



Hawke's Bay & Tairāwhiti Schools
TRADES ACADEMY