

For NZ Citizens and
Permanent Residents



NZ Diploma in Sport, Recreation and Exercise [Level 5]

Do you like being involved in sport and exercise? If you want to help people improve their physical wellbeing and sporting ability then this diploma is for you.

The NZ Diploma in Sport, Recreation and Exercise will give you a foot in the door to the vibrant and people-oriented sport, health and exercise industries. You will learn how the human body is structured and how it functions so you can plan and organise exercise and health programmes for individuals and communities.

Campus EIT Hawke's Bay

Starts February and July

Length One year full-time or equivalent part-time

Contact Sue Jackson | Phone: 06 830 1521 | Email: sjackson@eit.ac.nz

EASTERN INSTITUTE OF TECHNOLOGY

eit.ac.nz | 0800 22 55 348 | [f](#) [@](#) [in](#)





Do you like being involved in sport and exercise?

The NZ Diploma in Sport, Recreation and Exercise is a one year full-time, or equivalent part-time, programme which offers you stimulating studies and provides a pathway to a career in the wide field of recreation, sport and health. This programme has close links with the Bachelor of Sport and Exercise Science.

In particular, the programme is designed to enable you to:

- ▶ Understand human body structure and function with emphasis on the musculo-skeletal system.
- ▶ Develop knowledge and skills related to professional practice in the recreation and sport industry.
- ▶ Understand the relationship between nutrition, physical activity and

other personal health behaviours and health.

- ▶ Develop knowledge of a range of sporting and recreational activities through practical experience and active participation.
- ▶ Understand the sport and recreation industry in New Zealand.
- ▶ Design and apply group exercise programmes.
- ▶ Assess physical performance, apply exercise techniques and design exercise for people with special needs.

Subject areas covered are: anatomy and physiology, nutrition and health, coaching and leading, sport management and exercise science.

You are welcome to make an appointment to discuss your study options with our staff and to view our facilities.

YOUR FUTURE CAREER AND STUDY OPPORTUNITIES

For trained sport, exercise and recreation professionals, employment opportunities are varied and exciting.

Possible jobs and career opportunities can include:

- ▶ Personal trainer
- ▶ Community recreation assistant
- ▶ Community health initiatives assistant
- ▶ Group exercise instructor
- ▶ Sports coordinator

Further your study with the Bachelor of Sport and Exercise Science.

WHAT YOU NEED TO KNOW

NZ Diploma in Sport, Recreation and Exercise

| | | | |
|--------|--|---------|-----------------------|
| Level | 5 | Credits | 120 |
| Length | One year full-time or equivalent part-time | Fee* | \$7,600 approximately |

* This is a guide only based on the previous year. All costs quoted include GST and student services levy. Fees apply to New Zealand citizens and New Zealand permanent residents only.

PARTNERSHIPS

We value our partnership with Sport Hawke's Bay, Pettigrew Green Arena, and the EIT Institute of Sport and Health at the Mitre 10 Sports Park. We also value our partnership with students and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.

2022 KEY DATES

| INTAKE ONE | | INTAKE TWO | |
|------------------|---------------------|------------------|----------------------|
| Programme starts | Monday, 14 February | Programme starts | Monday, 18 July |
| Programme ends | Friday, 25 November | Programme ends | Friday, 23 June 2023 |

| EIT SEMESTER HOLIDAYS | | YEAR ENDS | |
|-----------------------|-------------------|------------------------|---------------------|
| 15 April - 29 April | 27 June - 15 July | 3 October - 14 October | Friday, 25 November |

TIMETABLE

Your study time will be made up of contact time (class times, tutorials, industry-based learning) and non-contact time (your own individual study time, online learning).

Contact Time

On-campus classes are usually scheduled between 8.00am - 5.00pm, Monday to Friday. Full-time students have approximately 20 hours on-campus per week.

Non-contact Time

You should plan to spend 16 hours of individual study per week.

Access to a computer and the internet is required to complete this programme.

ADDITIONAL COSTS

- ▶ \$500 approximately recommended for textbooks
- ▶ \$100 approximately for extra uniform (one polo shirt and sweatshirt provided)

ENTRY CRITERIA

Academic Criteria

- ▶ NZ Certificate in Exercise [Level 4]; or
- ▶ NCEA Level 2.
- ▶ Applicants who are 20 years of age or more and do not meet the academic entry requirements may be granted entry to the programme on the basis of a portfolio of evidence of their ability to succeed on the programme and subject to an interview.

Health and Professional Criteria

All applicants are required to sign:

- ▶ A Police Vetting Service Request and Consent form; and
- ▶ A declaration that they are in good health (having no medical, physical or psychological conditions that would preclude working with vulnerable clients).

This request is consistent with industry expectations and the type of work undertaken whilst on the programme or as a graduate of the programme.

If the declaration identifies any issue that may impact on the applicant's ability to complete the programme, the applicant can discuss these with the Programme Coordinator at an information session. EIT reserves the right to decline entry to the programme should an applicant's Police record or health difficulties be such that they would be considered unsuitable for the type of work undertaken whilst on this programme or by graduates of this programme. The guidelines on which this decision will be based are the relevant professional association or industry requirements.

ENGLISH LANGUAGE ENTRY REQUIREMENT

All applicants must demonstrate an acceptable level of English language fluency prior to acceptance in the programme. For international applicants, ways in which English language fluency may be demonstrated include the following:

- ▶ Successful study of a programme in which English was the language of instruction (subject to NZQA conditions).
- ▶ Completion of a New Zealand Certificate in English Language (Level 4 with any endorsement).
- ▶ IELTS Academic score of 5.5, with no band score lower than 5, achieved in a single test within the two years preceding enrolment.
- ▶ Accepted international equivalents to the above IELTS scores.

ENTRY WITH CREDIT

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms including study while at high school, study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- ▶ CC is based on the equivalency of courses or qualifications. You would apply for CC if you have passed a very similar course at the same level.
- ▶ RPL is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

You will be asked to provide details of anything that you would like considered as credit toward your intended programme of study, as part of your application.

CC and RPL cannot be awarded for a course if you are enrolled in that course. **Please contact the Programme Coordinator to discuss this option BEFORE you enrol.**

Please note recognising prior learning may reduce your study load in this programme and impact on your ability to receive funding.

For further information and enquiries about CC and RPL please contact Sue Jackson, the Programme Secretary, on 06 830 1521 or email sjackson@eit.ac.nz.

Transfers/Cross Credits

A similar qualification may be delivered at a number of other tertiary institutes around New Zealand. If you were to transfer to one of those other institutes you may be granted academic credit for some of the papers

completed successfully while studying at EIT, but this is at the discretion of the other institute.

Please note: Fees are not transferable between institutes.

FACILITIES

Lectures and/or practical studies take place at the Pettigrew Green Arena and EIT Institute of Sport & Health at the Mitre 10 Sports Park.

Pettigrew Green Arena Gym

Included in the enrolment for the NZ Diploma in Sport, Recreation and Exercise is a user agreement to the gym facilities. Further details will be provided on acceptance into the programme.

ASSESSMENTS

Assessments include essays, written/online reports, assignments, written assignments and practical examination.

YEAR 13 DEGREE SCHOLARSHIP

EIT offers a limited number of Year 13 Degree Scholarships.

The Year 13 Degree Scholarship covers one year of full-time study and is available to Hawke's Bay, Tairāwhiti (Gisborne) and Taupō based students who are beginning an undergraduate degree in 2022. It is also open to Diploma applicants intending on entering Year 2 of a corresponding degree in their second year of consecutive study.

NOTE: Scholarships for the Bachelor of Māori Visual Arts | Te Toi o Ngā Rangi, Bachelor of Viticulture and Wine Science and Bachelor of Veterinary Nursing degrees are open to students nationwide.

For more information about the Year 13 Degree Scholarship check out scholarships.eit.ac.nz, email scholarships@eit.ac.nz or text your name, address and the word YR13 to 4631 and we will send you a Year 13 scholarship pack.

THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED

When you study at EIT you'll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number. They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.

HOW TO ENROL

There is an easy 3-step process to follow when enrolling at EIT.

STEP 1

Check out the programmes online to see the programmes available for you to study. A copy of the course information for each programme is available online.

STEP 2

You can now use your RealMe verified identity to apply for study at EIT. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign. It will also include course selection forms which you need to complete and return. Your enrolment cannot progress until you have sent the summary and forms back to us.

You can also apply using a paper enrolment form. Please call us on **0800 22 55 348** and we will send you one out.

You will receive an acceptance letter from your Faculty with programme information. This will include the start date of your

study and any special information regarding your programme. Depending on your chosen programme of study, you may be invited to attend an interview before you are accepted.

STEP 3

Arrangement for full payment of enrolment fees must be made before the start of your programme. You will receive an invoice with payment details.

Fees-Free government scheme: Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to [FeesFree.govt.nz](https://feesfree.govt.nz) and enter your National Student Number (NSN). If you are not eligible you will be responsible for paying your fees.

Scholarships and grants: Scholarships and grants make life easier by helping to cover your fees, other costs and living expenses while you study. You don't always need to be an academic high-flyer to qualify. You can find out more about scholarships and other options for paying your fees at eit.ac.nz.

StudyLink: If you need to pay for your own study you can choose to apply for your Student Loan and Student Allowance with StudyLink. You should do this early, even if you haven't yet been accepted on your programme. You can change your details later if anything changes. Visit studylink.govt.nz to find out more about StudyLink.

STUDENT SERVICES LEVY

The Student Services Levy is a compulsory non-tuition fee that is charged to students enrolled at EIT. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT from the levy are ring-fenced, meaning they can only be spent on student services.

STUDENT LOANS AND ALLOWANCES

StudyLink is a service of the Ministry of Social Development. Apply well before your programme begins (even if you haven't been accepted yet) so you'll be ready to get your payments when you need them most.

Check out what you qualify for at studylink.govt.nz.



EIT is now part of Te Pūkenga

Te Pūkenga will bring together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on campus and online learning. The services we offer will not only remain, they will be strengthened by being part of the extensive Te Pūkenga network around the country. From 2023 your enrolment will transfer to Te Pūkenga and you will become part of the extensive Te Pūkenga network around the country.



EXPERIENCED LECTURERS

You can be confident in the quality of our teaching and your learning experience at EIT.

EIT is one of the top ITPs in New Zealand for research excellence due to the quality of our community centred research, and associated publications and level of government and external grant income. This means that your lecturers use the latest knowledge and research in their field of expertise to inform their teaching, and many are at the forefront of knowledge creation within their discipline area.

Our lecturers are highly trained professionals with particular areas of expertise in health, sport and exercise science. Staff also maintain contact with other professionals through organisations such as PENZ (Phys-Ed New Zealand), Fitness N.Z., SFRITO (Sport, Fitness and Recreation Industry Training Organisation).

| NAME | QUALIFICATION | NAME | QUALIFICATION |
|--|--|---|---------------------------------|
| Jodee Reid Programme Coordinator | CIDESCO, CIBTAC, ITEC, PGCertAppMgt, CertAdEd | Dr Sue Scott-Chapman Senior Lecturer | PLD, BSpLS (Honours) |
| Lee-Anne Taylor Principal Academic Staff Member | MHSc (Rehab), PGDipHSc, BPhy, BSc | Ormond Heather Lecturer | PGDipSpSc, BRec&Sp |
| Kirsten Westwood Stakeholder Manager | MHSc, BHSc, LLB, BCom | Dr Russell Rayner Lecturer | PhD, PGHonsESSc, BESC (Honours) |
| Edmond Otis Senior Lecturer | MS, MFT (Licensed Clinical Psychotherapist) | Nikki Wawatai-Aldrich Lecturer | BSpEx |

COURSE DESCRIPTIONS

| COURSE NO. | BRIEF DESCRIPTION | NO. OF CREDITS | NZQA LEVEL | SEMESTER OFFERED |
|------------|---|----------------|------------|------------------|
| | Health, Activity and Nutrition | | | |
| BSES5.001 | The aim of this course is to equip students with knowledge and skills relating to health, activity and nutrition to the context to individuals, groups and communities. | 15 | 5 | 1 |
| | Exercise Science | | | |
| BSES5.002 | The aim of this course is to equip students with the knowledge and practical skills required to design and deliver exercise programmes to enhance clients' performance. | 30 | 5 | 1 |
| | Te Tū Rangatira – Professional Project | | | |
| BSES5.003 | The aim of this course is to provide students the opportunity to develop professional skills and knowledge of an industry standard through participation in a project. | 15 | 5 | 1 |
| | Coaching and Leading | | | |
| BSES5.004 | The aim of this course is to develop skills and knowledge to effectively plan and lead sport and recreation projects for individuals, groups and communities. | 30 | 5 | 2 |
| | Sport and Recreation Management | | | |
| BSES5.005 | The aim of this course is to equip students with knowledge and understanding management within sport and recreation. | 15 | 5 | 2 |
| | Te Aranga Ake – Community Project | | | |
| BSES5.006 | The aim of this course is for students to plan a community project, provide leadership within it, and to evaluate its effectiveness. | 15 | 5 | 2 |

PART-TIME STUDENTS: Please contact the Programme Coordinator

NZ DIPLOMA IN SPORT, RECREATION AND EXERCISE [LEVEL 5] DOCUMENTATION / FORMS

Please Note

The following documents need to be completed and returned with your application/enrolment.

Without these documents we are unable to proceed with your application.

- ▶ Brief Personal Statement
- ▶ Health Declaration Form
- ▶ Referee Form
- ▶ Student Field Trip Contract Form
- ▶ Student Health Profile and Consent to Participate Form
- ▶ Police Vetting Service Request and Consent Form

Please provide two of the following forms as evidence of your ID:

Passport (NZ or Overseas)

NZ Full Birth Certificate

NZ Driver Licence

Community Services Card

18+ Card



NZ DIPLOMA IN SPORT, RECREATION AND EXERCISE [LEVEL 5] PERSONAL STATEMENT

(Handwritten please)

Applicant's Name:

1. What do you believe are your personal strengths?

.....
.....

2. How would you describe your attributes as a friend, a family member, or as a member of your community?

.....
.....

3. Why are you interested in studying for a qualification in sport, recreation and exercise?

.....
.....

4. Has your health ever affected your performance at work/school?

Yes No

If yes, please comment:

5. Have you ever had a criminal conviction?

Yes No

As part of this programme you may have practical experiences with agencies or organisations who may require you to obtain a Police vet of your personal information for any criminal convictions, criminal history, and details of fines and enforcements. A prior conviction may not necessarily exclude you from acceptance into the programme, but we may need to discuss it with you.

6. Do you have a First Aid Certificate that includes NZQA Unit Standards 6401, 6402 and 6400?

Yes (a copy of this will need to be provided at time of application)

No

If you have any other First Aid Unit Standards, please list them here:

.....

Note that a First Aid Certificate is valid for two years from date the of issue. If you do not hold a **current** First Aid Certificate you will have an opportunity to gain this as part of the programme.

Applicant's Signature:

Date:



TE AHO A MĀUI



Te Pūkenga

Te Kura Kaupapa Hauora, Hākinakina
School of Health and Sport Science

NZ DIPLOMA IN SPORT, RECREATION AND EXERCISE [LEVEL 5] REFEREE FORM

To the Applicant:

Please fill in your referee's name and address below and give this form plus a stamped addressed envelope to your referee as soon as possible. (It is recommended that you contact your referee beforehand to obtain their permission.) **Be sure you fill in your name below.**

Applicant's Name:
(please print)

You are required to ask one referee to complete this confidential reference form.

1. Please supply the referee with a **stamped envelope** addressed to the Secretary, Bachelor of Sport and Exercise Science, School of Health and Sport Science, EIT, Private Bag 1201, Hawke's Bay Mail Centre, Napier, 4142.
 - a. If you are still attending school (or have recently left) it is ideal to have as your referee the **Principal of that school**.
 - b. If you are (or have been) employed, please endeavour to have as your referee a **recent employer**.

Family members and people residing at your address are **NOT** considered appropriate referees.

To the Referee:

This is a CONFIDENTIAL Reference Form.

The information given will be held in the strictest confidence and will assist in the selection process.

Please complete this page and return as soon as possible to:

The Secretary, NZ Diploma in Sport, Recreation and Exercise
School of Health and Sport Science
Eastern Institute of Technology
Private Bag 1201
Hawke's Bay Mail Centre
Napier 4142

You may be contacted with regard to the suitability of the Applicant. Thank you for your assistance.

I give permission to be contacted:

Referee's Signature:

Date:

Referee's Name:
(please print)

Referee's Address:

Referee's Phone Number:



TE AHO A MĀUI



Te Pūkenga

Te Kura Kaupapa Hauora, Hākinakina
School of Health and Sport Science

NZ DIPLOMA IN SPORT, RECREATION AND EXERCISE [LEVEL 5] HEALTH DECLARATION FORM

Applicant's Name:

Should you have any questions about the level of health required to complete this programme please contact the Programme Coordinator prior to completing this declaration.

I declare that I have no medical, physical or psychological conditions that would significantly impact on my ability to participate in the practical and theory components of this programme. Should my health status change dramatically during my study I confirm I will make the Programme Coordinator aware of this change.

Applicant's Signature: Date:



NZ DIPLOMA IN SPORT, RECREATION AND EXERCISE [LEVEL 5] STUDENT FIELD TRIP CONTRACT FORM

Student's Name: Student ID Number:

Programme:

RESPONSIBILITY:

I agree to take full responsibility for my actions while away on Field Trips and understand that EIT will not be responsible for any damage or misdemeanour caused by me. I will also take full responsibility for any loss of private property and or money.

I agree to meet the regulations and protocols of Field Trip hosts as explained to me before and during the Field Trip.

I recognise that it is also my responsibility to take reasonable care of my own health and safety, and to be aware of the safety and actions of my fellow students. I will report to the tutor any concerns or problems which may arise during the duration of a Field Trip. If a student requires assistance regarding their safety, I will endeavour to assist them and notify the tutor of the situation.

If any of the information I have given below changes, I will contact the Programme Secretary and complete a new form.

TRANSPORT:

I will ensure that I arrange transport to and from Field Trip activities. (Please discuss this with the tutor or administration staff well in advance of the off-campus activity.)

VENUE (only in the case of an excursion):

I will stay together with the group at the venue arranged by EIT for any Field Trip, unless I have specifically requested an exemption. (This exemption needs to be in writing and must be signed off by the Programme Coordinator and your tutor.)

If an emergency should arise, my next of kin to contact is:

Name: Relationship:

Address: Home Number:

..... Mobile Number:

..... Work Number:

Full Name:

Student's Signature: Date:

FIELD TRIPS

You are responsible for keeping your personal information on this form up-to-date. If any of the information changes you are required to contact the Programme Secretary immediately and complete a new form.

If you have not completed this contract and sent it to the Programme Secretary, you will not be allowed to attend any field trips in the programme.

When you are involved in field trips as part of this programmes, a high standard of dress and behaviour are required. Relevant codes of conduct in the EIT Student Handbook and specific rules and regulations governing the field trip or placement must be observed carefully. Failure to observe these standards may have serious consequences, including failing the course or even exclusion from the programme.

HEALTH INFORMATION

Students are reminded that in case of any health condition, they **must** carry their medication, are encouraged to inform the staff member in charge of the trip of what needs to be done to support them, and what to do in case of an emergency.

The details on the following 'STUDENT HEALTH PROFILE AND CONSENT TO PARTICIPATE' form are to be completed and returned to your tutor, Programme Secretary or Programme Coordinator immediately and will need to be updated as and when any circumstances change that may impact on your participation during field trips.

NZ DIPLOMA IN SPORT, RECREATION AND EXERCISE [LEVEL 5]

STUDENT HEALTH PROFILE AND CONSENT TO PARTICIPATE FORM

EIT requires you to provide the following health information.

This information is confidential and will enable EIT to provide you with appropriate support and help us meet our Health and Safety obligations.

Student's Name: Medic Alert Number:

(if applicable)

1. Please tick if you have any of the following:

- | | | | | | |
|---------------------|--------------------------|-----------------|--------------------------|------------------|--------------------------|
| Migraine | <input type="checkbox"/> | Epilepsy | <input type="checkbox"/> | Asthma | <input type="checkbox"/> |
| Diabetes | <input type="checkbox"/> | Travel sickness | <input type="checkbox"/> | Fits of any type | <input type="checkbox"/> |
| Chronic nose bleeds | <input type="checkbox"/> | Heart condition | <input type="checkbox"/> | Dizzy spells | <input type="checkbox"/> |
| Colour blindness | <input type="checkbox"/> | ADHD | <input type="checkbox"/> | | |

Other (please specify):

For overnight events:

- | | | | |
|--------------|--------------------------|----------|--------------------------|
| Sleepwalking | <input type="checkbox"/> | Insomnia | <input type="checkbox"/> |
|--------------|--------------------------|----------|--------------------------|

2. Are you currently taking medication? Yes No

If YES, please state: Health condition/s:

Name of medication/s:

Dosage and time/s to be taken:

Other treatment:

3. Is a health plan required? Yes No

Have you had any major injuries (breaks or strains) or illness (glandular fever, etc) in the last six months that may limit full participation in any activities?:

- Yes No

If YES, please state the injury/illness:

.....
.....
.....

4. Are you allergic to any of the following?

| | Yes | No | Please specify |
|-------------------------|--------------------------|--------------------------|----------------|
| Prescription medication | <input type="checkbox"/> | <input type="checkbox"/> | |
| Food | <input type="checkbox"/> | <input type="checkbox"/> | |
| Insect bites/stings | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other allergies | <input type="checkbox"/> | <input type="checkbox"/> | |

What treatment is required?:

.....

.....

5. When was your last tetanus injection?

.....

6. Outline any dietary requirements:

.....

.....

.....

.....

7. To the best of your knowledge, have you been in contact with any contagious or infectious diseases in the last four weeks?

Yes No

If YES, please give brief details:

.....

.....

.....

8. Is there any information the staff should know to ensure your physical and emotional safety? (For example, cultural practices; disability; anxiety; about heights/darkness/small spaces; pregnancy; behaviour or emotional problems)?

Yes No

If YES, please state or attach the information:

.....

.....

.....

9. Agreement and Signature - please tick each box and sign below.

- I agree to myself receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- Any medical costs not covered by ACC, or a community service card, will be paid by me.
- If I am involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, I will be sent home at my expense.
- I note that EIT does not carry insurance for personal property that may be damaged, lost or stolen during the programme.
- I am aware that the programme operates with an ethos of personal choice. I understand that I have the choice to step back from any programme activity should I feel my physical, emotional, and/or cultural safety may be compromised.

Student's Full Name:

Student's Signature: Date:

Section 1: Approved Agency to complete (For more information please see the [Guide to Completing the Consent Form](#) - <http://www.police.govt.nz/advice/businesses-and-organisations/vetting/forms-and-guides>)

Name of Approved Agency submitting vetting request:

Eastern Institute of Technology - E70351

Name of Applicant to be vetted:

Description of Applicant's role:

NZ Diploma in Sport, Recreation and Exercise student

Applicant's purpose

- Employee
 Contractor/Consultant
 Volunteer
 Prosecution
 Vocational Training
 Licence/Registration
 Visa/Work Permit
 Other

What group(s) will the applicant have contact with in their role for your agency?

- Children/Youth
 Elderly
 Other Vulnerable Adults
 Other

What is the applicant's primary role for your agency?

- Caregiving (Children)
 Caregiving (Vulnerable adults)
 Healthcare
 Education
 Other

Will the role take place in the applicant's home?

- Yes
 No

Will the applicant be a volunteer or paid for their role?

- Paid
 Volunteer

Is this request mandatory under the Children's Act 2014 (CA)?

- Yes: Core childrens worker
 Yes: Non-core childrens worker
 No (mandatory under other legislation/optional/standard Police Vet)

If this is a mandatory Children's Act request, please specify the check reason below:

- New Children's Worker
 Existing Children's Worker
 CA Renewal

Evidence of Identity (to be completed by agency representative/delegate or identity referee - see [guide](#) for details)

- A primary ID has been sighted (Mandatory)
 A secondary ID has been sighted (Mandatory)
 One form of ID is photographic (Mandatory)
 Evidence of name change has been sighted (if applicable)

OR: If your organisation is able to accept a verified RealMe identity then:

- An assertion of a RealMe identity has been received (see [guide](#) for further information).

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Approved Agency Agreement](#)
- ✓ I am satisfied with the correctness of the applicant's identity
- ✓ I have obtained the Applicant's authorisation to submit this vetting request as set out in section 3 of this form

Approved Agency Authorised Representative:

Name: _____ Date: _____

Signature: _____ Electronic Signature

Name of Approved Agency submitting vetting request:

Eastern Institute of Technology - E70351

Section 2: Applicant to complete and return to Approved Agency

**Denotes a mandatory field*

Personal Information

Details (note: the name you are most commonly known by is your primary name)

*Family name (Primary):

Given name(s):

*Gender: (M) (F) (Other) *Date of birth:
(dd/mm/yyyy)

Place of birth:
(Town/City/State)

*Country of birth

NZ Driver Licence number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

| Family name | First name | Middle names |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Permanent Residential Address

*Number/Street:

Suburb: Post Code:

*City/Town/Rural District:

Section 3: Applicant to complete and return to Approved Agency

Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
 - Conviction histories and infringement/demerit reports
 - Active investigations, charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - Information subject to name suppression where that information is necessary to the purpose of the vet
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - b. Section 31(3) of the Children's Act 2014 applies to this request (safety checks of core children's workers).
 - c. The vetting request is made by an individual for the purpose of an overseas Visa/Work Permit as a Privacy Act request authorising the vetting result to be provided directly to the relevant embassy, high commission or consulate.

Please see the [guide](#) for more information regarding the Clean Slate legislation.

3. The Police Vetting Service may disclose newly-obtained relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police Vetting Service has taken steps to confirm that the purpose of the Police vet still exists – e.g. that I got the role which required a Police vet and am still employed or engaged in it.

The Vetting Service will endeavour to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
6. The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency.

For further information, please see the [Guide to Completing the Consent Form](#).

Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability at any time.

Name: _____

Date: _____

Signature: _____

Electronic
Signature

