

# NZ Certificate in Sport, Recreation and Exercise (Multi-sector) [Level 3]

Get an introduction to various aspects of the health and fitness industry. You will learn practical skills, initially with an individual focus, and later focusing on working with groups.

You could go on to gain employment in the health and exercise industry or continue on to higher level study.

<b>LOCATION</b>	Hawke's Bay
<b>START</b>	February
<b>LENGTH</b>	17 weeks full-time
<b>CONTACT</b>	Sue Jackson   Phone: 06 830 1521   Email: <a href="mailto:sjackson@eit.ac.nz">sjackson@eit.ac.nz</a>





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For NZ Citizens and Permanent Residents



Te Pūkenga

EASTERN INSTITUTE OF TECHNOLOGY

[eit.ac.nz](http://eit.ac.nz) | 0800 22 55 348 |   



## Kick start your future in sport and exercise

The NZ Certificate in Sport, Recreation and Exercise (Multi-sector) is a practical, 17 week programme which can provide you with the opportunity to gain employment in the sport and exercise industry, or serve as a staircase into further study in sport and exercise.

The Certificate provides the knowledge and skills needed to work in supporting roles within and/or across the sport, recreation and exercise industries, in relation to individuals, groups and community needs.

Subject areas you'll study are:

- ▶ What is sport, recreation and exercise and their benefits?

- ▶ Presentation and communication skills.
- ▶ Health and safety and ethical practice.
- ▶ Working effectively with groups and group management.
- ▶ Working alongside individuals, groups and communities to assist with a sport, recreation or exercise activity or event.
- ▶ Health and wellness framework.

Please feel free to contact us to chat about your study options. You can also visit our Hawke's Bay campus at any time to view our facilities.

### YOUR FUTURE CAREER & STUDY OPPORTUNITIES

As a graduate of the NZ Certificate in Sport, Recreation and Exercise (Multi-sector) [Level 3] you will be able to work under supervision, assisting in the delivery of a range of sport, recreation and exercise activities, programmes and/or events to meet the needs of individuals, groups and/or communities.

The programme will also equip you with the essentials and the confidence to carry on to higher-level study with the NZ Certificate in Exercise [Level 4] to further develop your skills and employment options.

## WHAT YOU NEED TO KNOW

### NZ Certificate in Sport, Recreation and Exercise (Multi-sector)

<b>LEVEL</b>	3	<b>CREDITS</b>	60
<b>LENGTH</b>	17 weeks full-time	<b>FEE*</b>	\$3,200 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

### Sport Hawke's Bay, Pettigrew Green Arena, EIT Institute of Sport and Health (EIT ISH)

We value our partnership with students and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.

### 2023 KEY DATES

#### PROGRAMME STARTS

Monday, 13 February

#### PROGRAMME ENDS

Friday, 23 June

#### SEMESTER HOLIDAYS

7 April - 21 April

## 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 9.00am - 4.00pm, Monday to Wednesday.

## ASSESSMENTS

Assessments are a combination of practical and written assessments. The emphasis in all assessments is the demonstration of practical knowledge relevant to the industry.

## ENTRY CRITERIA

This is an open entry programme which means no formal qualifications are required. You must be aged 16 or over and you are required to have a reasonable reading level in order to cope with the programme and to carry out written instruction.

### Information Session

An information session is highly recommended as it is an opportunity for us to clarify what is involved in the programme and for you as a potential student to make sure the programme is right for you.

### Health and Professional Criteria

All applicants are required to:

- ▶ Sign a declaration and a request for personal information held on the Police computer.
- ▶ Sign 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.

## ENGLISH LANGUAGE ENTRY REQUIREMENT

A level of English language fluency is required for the programme. This may be demonstrated through successful study of a programme in which English, completion of a New Zealand Certificate in English Language (Level 3), approved scores on IELTS tests (5.0 Academic with no band score lower than 5.0), completion of accepted international equivalents, or completion of an EIT | Te Pūkenga assessment.

## ENTRY WITH CREDIT

If you wish to claim credit from previous studies or experiences, you can do so by applying 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.

Please identify any credit you may wish to be considered as part of the programme at application. 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 Administrator, on 06 830 1521 or email [sjackson@eit.ac.nz](mailto:sjackson@eit.ac.nz).

## LITERACY & NUMERACY SKILLS

A Literacy and Numeracy assessment is part of the preparation for all Level 1 to 3 programmes. The first assessment will take place within the first three weeks of the programme. The second will be a week or two before you finish the programme.

This final assessment will show how you have improved with your Literacy and Numeracy skills.

The assessment is for information only and the results are not considered part of any assessments in the programme.

## FACILITIES

Lectures are held either at the EIT | Te Pūkenga Hawke's Bay campus in Taradale, or at the EIT Institute of Sport and Health (EIT ISH) at the Mitre 10 Sports Park.

Included in the enrolment for the course is a limited membership to the Pettigrew Green Arena Gym or the EIT | Te Pūkenga Sport Science Lab at EIT ISH, Mitre 10 Sports Park. Further details will be provided on acceptance into the programme.

## 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. Your enrolment for study in 2023 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

## THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED

When you study at EIT | Te Pūkenga 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.

## EXPERIENCED LECTURERS

At EIT | Te Pūkenga, you can be confident in the quality of our teaching and your learning experience.

EIT | Te Pūkenga is highly regarded in New Zealand for research excellence due to the quality of our community centred research, our publications and our external grant income provided by funding institutions who have confidence in our research capability. You can be confident 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. Staff have industry experience and are passionate about the practical application of teaching techniques to help others to pursue their goals in the field of sport and exercise.

NAME	QUALIFICATION	NAME	QUALIFICATION
Ashleigh Shelldrake <i>Lecturer/Programme Coordinator Tairāwhiti Campus</i>	DipFitnessTrng	Ormond Heather <i>Lecturer Hawke's Bay Campus</i>	MHSc (Distinction), PGDipSpSc, BRec&Sp

## COURSE DESCRIPTION

COURSE NO.	BRIEF DESCRIPTION	NO. OF CREDITS	NZQA LEVEL
CSRE3.01	<b>Supporting Active Communities</b> Introduce students to various sport, recreation and exercise activities, developing their skills and knowledge required to assist in the delivery of such activities while focusing on holistic health and wellbeing.	60	3

# How to Enrol

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

## Step 1

Check out the programmes online at [eit.ac.nz](http://eit.ac.nz) 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 | Te Pūkenga. 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](http://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](http://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](http://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 | Te Pūkenga. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT | Te Pūkenga 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](http://studylink.govt.nz).



DISCLAIMER: The Eastern Institute of Technology Limited is a subsidiary of Te Pūkenga – New Zealand Institute of Skills and Technology. All information in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. EIT | Te Pūkenga reserves the right to amend/withdraw programmes or courses. From 2023 programmes may be subject to review as part of the Reform of Vocational Education and Training. As the review is ongoing, this document is correct at the time of publishing but the courses outlined may change over time. For full programme entry requirements visit [eit.ac.nz](http://eit.ac.nz).





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

## NZ CERTIFICATE IN SPORT, RECREATION AND EXERCISE (MULTI-SECTOR) [LEVEL 3]

DOCUMENTATION / FORMS

### **Please Note**

**The following documents need to be completed and returned with your enrolment form.**

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

- ▶ Brief Personal Statement
- ▶ Referee Form
- ▶ Health Declaration Form
- ▶ Student Field Trip Contract Form
- ▶ Student Health Profile and Consent to Participate Form
- ▶ NZ Police Vetting Service Request and Consent Form
- ▶ Please provide two of the following forms of evidence of your ID:
  - Passport (NZ or Overseas)
  - NZ Full Birth Certificate
  - NZ Driver Licence
  - Community Services Card
  - 18+ Card





# NZ CERTIFICATE IN SPORT, RECREATION AND EXERCISE (MULTI-SECTOR) [LEVEL 3]

## BRIEF PERSONAL STATEMENT

(Handwritten please)

Applicant's Name: .....

1. What do you believe are your personal strengths?

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

2. Why are you interested in studying the NZ Certificate in Sport, Recreation and Exercise (Multi-sector)?

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

3. Have you ever had a criminal conviction?

Yes  No

As part of this programme, you may have practical experiences with agencies or organisations who require this and/or other personal information. A prior conviction may not necessarily exclude you from acceptance into the programme, but we may need to discuss it with you.

4. 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 Kura Kaupapa Hauora, Hākinakina  
School of Health and Sport Science

## NZ CERTIFICATE IN SPORT, RECREATION AND EXERCISE (MULTI-SECTOR) [LEVEL 3] 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 Programme Administrator, NZ Certificate in Sport, Recreation and Exercise, School of Health and Sport Science, EIT | Te Pūkenga, 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 Programme Administrator, NZ Certificate in Sport, Recreation and Exercise  
School of Health and Sport Science  
EIT | Te Pūkenga  
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: .....





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*School of Health and Sport Science*

## NZ CERTIFICATE IN SPORT, RECREATION AND EXERCISE (MULTI-SECTOR) [LEVEL 3] 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 CERTIFICATE IN SPORT, RECREATION AND EXERCISE  
(MULTI-SECTOR) [LEVEL 3]  
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 | Te Pūkenga 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 Administrator 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 | Te Pūkenga 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 Administrator immediately and complete a new form.

If you have not completed this contract and sent it to the Programme Administrator, 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 | Te Pūkenga 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 Administrator 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 CERTIFICATE IN SPORT, RECREATION AND EXERCISE (MULTI-SECTOR) [LEVEL 3]

## STUDENT HEALTH PROFILE AND CONSENT TO PARTICIPATE FORM

EIT | Te Pūkenga requires you to provide the following health information.

This information is confidential and will enable EIT | Te Pūkenga 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, COVID, 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 | Te Pūkenga 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:**

**Name of Applicant to be vetted:**

**Description of Applicant's role:**

Student - NZ Certificate in Sport, Recreation and Exercise Level 3

**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: Sue Jackson

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Electronic  
Signature

**Name of Approved Agency submitting vetting request:**

**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
















## 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 (not guilty), discharged without conviction, withdrawn, or resolved by way of the Police diversion scheme
  - **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

