



NZ Diploma in Sport, Recreation and Exercise

Level 5

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

Get a foot in the door to the vibrant and people-oriented sport, health and fitness industries. You will learn about exercise science, anatomy and physiology, coaching and leading, and writing exercise programmes for a wide range of people.

Graduates are recognised as personal trainers by the Register of Exercise Professionals.

Location	Hawke's Bay
Start	February and July
Length	One year full-time*
Contact	Sue Jackson Phone: 06 830 1521 Email: sjackson@eit.ac.nz

* Part-time study available.

For NZ Citizens and Permanent Residents



TE AHO A MĀUI



TePūkenga

Get involved in sport and exercise

The NZ Diploma in Sport, Recreation and Exercise (NZDipSR&E) 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 Aotearoa 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.

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.

Partnerships

We value our partnership with Sport Hawke's Bay, Pettigrew Green Arena, and the EIT Institute of Sport and Health (EIT ISH) 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.



NZ Diploma in Sport, Recreation and Exercise Level 5, 120 credits



Hawke's Bay



Full-time: 1 year
Part-time: equivalent



Fee:
Visit fees.eit.ac.nz to see the fees for this programme

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 spend approximately 20 hours on-campus per week.

Non-contact time

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

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

Additional costs

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

Entry requirements

Academic requirements

- 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).



2024 Key dates

Intake one

Starts: Monday, 19 February
Ends: Friday, 29 November

Intake two

Starts: Monday, 22 July
Ends: Friday, 27 June 2025

Semester breaks

Intake one:
15-26 April
1-19 July
30 September-11 October
Intake two:
30 September-11 October
29 November-17 February 2025
April 2025 (to be confirmed)

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 | Te Pūkenga 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 requirements

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 the Programme Administrator, Sue Jackson, on 06 830 1521 or email sjackson@eit.ac.nz.

Transfers/cross credits

This programme leads to the award of a nationally approved qualification. Similar qualifications are 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 | Te Pūkenga Hawke's Bay, 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 ISH at the Mitre 10 Sports Park.

Pettigrew Green Arena Gym

Included in the enrolment for this course 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 scholarship

EIT | Te Pūkenga offers a limited number of Year 13 Scholarships to eligible Taupō, Hawke's Bay and Tairāwhiti (Gisborne) students who are beginning an undergraduate degree in 2024. You can study any one of our 13 degrees or selected level 5 certificate and diploma programmes that pathway into a degree.

If you live outside the Taupō, Hawke's Bay or Tairāwhiti regions there are scholarships available nationwide for a selected few programmes. Go to scholarships.eit.ac.nz to find out which programmes you can apply for.

For full information about the Year 13 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.

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.

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 NZ, SFRITO (Sport, Fitness and Recreation Industry Training Organisation).

Name	Qualification
Dr Helen Ryan-Stewart <i>Assistant Head of School</i>	PhD, MSc, PGCertL&THE, BSc (Honours)
Sheryl-Lee Judd <i>Programme Coordinator</i>	PGCertHSc, DipHSc, ACAT
Lee-Anne Taylor <i>Principal Academic Staff Member</i>	MHSc (Rehab), PGDipHSc, BPhy, BSc
Dr Sue Scott-Chapman <i>Senior Lecturer</i>	PhD, MSc, PGCertEd, BSc
Nikki Wawatai-Aldrich <i>Senior Lecturer</i>	BSpEx, PGDipEd, DipTeReoMāori
Ormond Heather <i>Lecturer</i>	MHSc (Distinction), PGDipSpSc, BRec&Sp

EIT is now part of Te Pūkenga

Te Pūkenga brings 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 not only remain, they are strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2024 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.

Course descriptions

Course no.	Brief description	NZQA level	No. of credits
	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.	5	15
	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.	5	30
	Te Tū Rangatira - Professional Project		
BSES5.003	The aim of this course is to provide students the opportunity to develop professional skills and knowledge to an industry standard through participation in a project.	5	15
	Coaching and Leading		
BSES5.004	The aim of this course is to develop skills and knowledge to effectively organise and lead sport and recreation projects for individuals, groups and communities.	5	30
	Sport and Recreation Management		
BSES5.005	The aim of this course is to equip students with knowledge and understanding of management within sport and recreation.	5	15
	Te Aranga Ake - Community Project		
BSES5.006	The aim of this course is for students to plan a community project in response to stakeholder consultation and evaluate its effectiveness.	5	15



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 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 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 | 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.



Disclaimer: The Eastern Institute of Technology Limited is a business division 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.

Apply now for 2024

eit.ac.nz

0800 22 55 348

Hawke's Bay campus

501 Gloucester Street
Taradale, Napier 4112

Tairāwhiti campus

290 Palmerston Road
Gisborne 4010



TE AHO A MĀUI



TePūkenga

NZ Diploma in Sport, Recreation and Exercise (Level 5)

Please Note

These forms are to be returned with your completed enrolment form.

Without these we are unable to process your application.

Please complete and return the following:

- Enrolment Form
- 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 as evidence of your identity:
 - 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)

Brief Personal Statement

(Handwritten please)

Applicant 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 name:

Date:



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 name:

You are required to ask one referee to complete this confidential reference form. Family members and people residing at your address are **NOT** considered appropriate referees.

1. Please supply the referee with a stamped envelope addressed to the Programme Administrator, NZ Diploma 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.**

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 Diploma in Sport, Recreation and Exercise
School of Health and Sport Science
EIT | Te Pūkenga
Private Bag 1201
Hawke's Bay Mail Centre
Napier 4142

or email to sjackson@eit.ac.nz

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

I give permission to be contacted:

Referee signature:

Date:

Referee name:

Referee phone: Day Night

Referee address:



NZ Diploma in Sport, Recreation and Exercise (Level 5)

Health Declaration Form

Applicant 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 signature:

Date:



NZ Diploma in Sport, Recreation and Exercise (Level 5)

Student Field Trip Contract Form

Student 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:

Student 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 Diploma in Sport, Recreation and Exercise (Level 5)

Student Health Profile and Consent to Participate Form

Student name: Medic alert number:
(if applicable)

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

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

Other (please specify):

.....

For overnight events:

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

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?:

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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 name:

Student signature: Date:

Section 1: Agency to complete

For more information please see the [Guide to PVS Request & Consent Form](https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides)
(<https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides>)

1.1 Name of agency submitting vetting request

EIT/Te Pukenga

1.2 Name of the person being vetted

1.3 Description of the role of the person being vetted

This is a brief description of the role (not the job title). This is used by Police to help decide what type of vet is conducted if it is unclear from the following questions.

Student - Recreation and Sport

1.4 Which groups will the person being vetted be working with (select all that apply):

Children/ Young People

Vulnerable Adults

1.5 Does the role involve caring for people in the home of the person being vetted?

This is about whether the person being vetted is providing services out of their own home (that is, are vulnerable children or adults visiting the home of the person being vetted for support).

Yes

No

1.6 Is the person being vetted:

A paid worker

A volunteer

Undertaking vocational or educational training

1.7 Is the person being vetted a Children's Worker according to the Children's Act 2014, section 23(1)?

If the person being vetted is not working with children/ young people (Q 1.4), tick 'No' then skip to question 1.11.

If the person being vetted IS working with children (Q 1.4) AND is a volunteer (Q 1.6), tick 'No' then skip to question 1.9.

Yes

No (skip to question 1.9)

1.8 Is the role of the person being vetted a core or non-core worker role according to the Children's Act 2014, section 23(1)?

Core worker

Non-core worker

1.9 Has the person being vetted previously been Police vetted by your agency?

Yes

No (skip to question 1.11)

1.10 Is the person being vetted still working in the role for which your agency last obtained a Police vet?

If this request is a renewal of the person's previous vet for this role, please select Yes. Otherwise, answer no.

Yes

No – the person being vetted is applying for a new role or position

1.11 What is the job title of the person being vetted?

Student

1.12 Evidence of identity (to be completed by agency representative or identity referee)

[See consent form guide for details on how to complete this section](#)

A primary ID has been sighted (mandatory)

A secondary ID has been sighted (mandatory)

One form if ID is photographic (mandatory)

Evidence of name change has been sighted (if applicable)

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

An assertion of a RealMe identity has been received (see [consent form 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 as to the identity of the person being vetted.
- ✓ I have obtained the authorisation of the person being vetted to submit this vetting request as set out in section 3 of this form.

Agency Representative:

Name:	Sue Jackson	Date:	
Signature:		Electronic signature	<input type="checkbox"/>

Section 2: Person being vetted to complete and return to agency

** Denotes a mandatory field*

2.1 Personal Information

Note the name you are most commonly known by is your primary name

* Family name (Primary)	
* First/Middle name(s)	
* Gender	
* Date of birth	
Place of birth (Town/ City/ State)	
* Country of birth	
NZ Driver Licence number	

2.2 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. Please include ALL names (first, middle and last) for each alias/previous name.

Family name	First name	Middle names

2.3 Permanent residential address

* Flat/ Number/ Street			
* Suburb		Post Code	
* Town/ City			

Section 3: Person being vetted to complete and return to agency

3.1 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:
 - a. Conviction histories and infringement/demerit reports.
 - b. Active investigations, charges and warrants to arrest.
 - c. Charges that did not result in a conviction including those that were acquitted (not guilty), discharged without conviction or withdrawn.
 - d. **Any** interaction I have had with New Zealand Police relevant to the role being vetted, including investigations that did not result in prosecution or were resolved by an alternative resolution programme.
 - e. Information regarding family violence where I was the victim, offender or witness to an incident or offence. This is particularly relevant where the role being vetted for takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - f. Information subject to name suppression where that information is necessary for 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 for the purpose of an overseas visa/work permit and authorises the vetting report to be provided directly to the relevant embassy, high commission, or consulate.

Please see the [vetting website](#) for more information regarding the Clean Slate legislation and what may be released.

3. The Police Vetting Service may disclose newly obtained relevant information to the requesting agency after the completion of the Police vet in the following circumstances:
 - a. The disclosure of the newly obtained information is justified under the Privacy Act 2020 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - b. The Police Vetting Service has taken steps to confirm that the purpose for the Police vet still exists – e.g., that I am employed or engaged in a role that required a Police vet.

The Police Vetting Service will take reasonable steps 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 report released to the agency (to be provided by the agency) and can request a correction of any personal information by contacting the Police Vetting Service.
6. Please notify the agency or the Police Vetting Service if you wish to withdraw your consent.

For further information about the vetting process, please see the [vetting website](#).

Authorisation of person being vetted:

- ✓ 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 relevant to my application (as described above) to the agency making this request for the purpose of assessing my suitability.

Name:		Date:	
Signature:		Electronic signature	<input type="checkbox"/>