



**QED ASSOCIATES LTD**

# ENROLMENT FORM

**WORKSHOP TITLE & UNITS COVERED:**

**DATE:**

**VENUE:**

Please note; the name entered in this section will appear on your NZQA Record of Achievement and certificates. Please tell us whether you want any unit standard credits reported to NZQA:

**NZQA registration number:** .....**If you are not registered with NZQA**

**tick the box for QED to register you**

Surname (family name)

First names (given names), Enter all names in full

Address. This should be your permanent address, NOT your work address or a temporary address used while attending a teaching institution.

  
  

Email address:.....

(We will automatically add your name to receive our email newsletter, if you do not wish to receive it please tick here \_\_\_\_\_ )

I am a New Zealand Citizen/Resident

Yes

No

if no please contact administration

Date of Birth

Day

Month

19

Year

Phone No: .....

Fax No: .....

Tick appropriate box (for statistical purposes only)

Male

Female

Tick box(es) next to the ethnic group(s) you feel you belong to (for statistical purposes only)

European/NZer .....

Tongan.....

Chinese...

Asian..

Indian..

New Zealand Maori ....

Niuean.....

Other Pacific

Island.....

Samoan .....

Tokelauan .....

Other.....

Cook Island Maori ...

Fijian.....

I declare that I agree to comply with the attached Learner Information of QED Associates Ltd with regard to this training and I note that fluent written and spoken English are required for entry to QED Associates Ltd workshops.

Signed

Date

**Please enclose your cheque for the workshop fees and post to PO Box 34 357, Birkenhead, North Shore City 0746, or fax to 09 8187150.**

## Learner Information

### The Learning Contract

To make the learning environment a safe, secure place to work in we ask you to agree that it is a place where

- we co-operate rather than compete
- we can learn by our mistakes
- cultural difference is valued
- we respect the views and beliefs of others
- it is OK to change your mind
- discussions are confidential so we may share without fear

Please note that smoking and the consumption of alcohol are not permitted during training.

Please be considerate with cell phone use.

### Entry Criteria

Entry to the workshop is open to all who meet the recommended entry criteria. (Note: the criteria may differ from one workshop to the next based on unit standard prerequisites and client requirements)

### Health and Safety Procedures

Your facilitator will make you aware of emergency evacuation procedures and any potential hazards in the training environment. Should you see anything hazardous in the training environment bring it to the attention of the facilitator immediately.

### Learning Support

QED staff are available for guidance and support during normal office hours and, if appropriate, outside of those hours. Please discuss with your facilitator any workshop-related problems. Staff guarantee strict confidentiality. If you need guidance and support outside the expertise of your facilitator, please ask for details of other sources of support.

#### Typical community support and guidance available in the Auckland area:

Citizens Advice Bureau	305 Queen Street Auckland	Ph: 377 3314
NZ Income Support Services	450 Queen Street	Ph: 367 6310
Hearing Clinic		Ph: 524 9847
Phone counselling	11 am - 11 pm	Ph: 376 6633
NZ Employment Service	326 Karangahape Rd	Ph: 309 3318
NZQA (certificates, participant disputes etc)	P O Box 160, Wellington	Ph: 0800 QAHELP

### Special needs

If you have any special needs which impact on your ability to undertake training and assessment, please discuss these with your facilitator at the commencement of the training/assessment. Your facilitator will then make arrangements with you on how these will be accommodated.

### Assessment & reassessment

If you elect to undertake the assessment for the workshop you will be given full details as part of the training. You can resubmit your work for assessment as many times as you need to within 6 months of completing the training. If you take longer than 6 months a reassessment fee of up to \$150 may apply. You must submit work for assessment in English unless otherwise arranged. Submissions in Te Reo Maori will be accepted provided this is negotiated prior to submission of the work. To enable participants to achieve all unit standard outcomes facilitators may on occasion extend the six-month completion period. In this case a revised completion date will be agreed with the participant.

To assist you with the completion of assessed work within the 6 month period allowed for completion you will be given:

- the opportunity to establish a "study buddy / buddies" before the facilitator closes the face to face part of the workshop
- contact details of your facilitator / assessor who will answer any queries you might have
- reminders by your in-house training manager (- where appropriate)
- a reminder by the QED administrator one month before the deadline for submission of assessed work

### Assessment Appeals

If you want to appeal against an assessment result tell your assessor / facilitator within 14 days of receipt of the assessed work. If you and the assessor / facilitator cannot reach agreement the Management and Delivery Team will consider the appeal. If satisfaction is not reached your case will be referred to an external assessor.

### Recognition of Prior Learning or Current Competence

We acknowledge and support the right of learners to gain credit for existing skills and knowledge through the process of recognition of prior learning. If you let us know that you wish to have existing skills and knowledge recognised a process of assessment of this prior learning will be begun. Credit will be allocated to you if you meet the assessment requirements.

## Credit Transfer

If you can show us that your NZQA Record of Achievement shows achievement of a unit standard/s that is a component in a programme you will be given credit and will be exempted the unit or units you have achieved.

## Disciplinary Procedures

If you endanger the learning environment by consciously disregarding the learning contract you will be reminded verbally to abide by the contract. Should your behaviour re-occur, you will be given a written request to abide by the contract. If the behaviour continues, you will be asked to leave the workshop.

## Complaints

If you have a complaint about QED or one of our staff members:

- In the first case, raise it with the QED facilitator/staff member most closely concerned.
- If it is not resolved, write to the Administrator of QED at PO Box 34- 357 Birkenhead North Shore Auckland 0746 and it will be considered at the next meeting of the QED Management and Delivery Team.
- If you are not satisfied with the Management and Delivery Team's response contact NZQA at Wellington - Ph: (04) 802 3000.

## Fees Information, Withdrawals and Refunds

Full fee details are shown in the email or web information, which advertises a workshop and are reproduced below. If you are paying the fee yourself, please ensure that your payment accompanies the enrolment form. A cheque is acceptable, if identification is provided. With workshops funded by employers, QED will have negotiated an all-up fee, which includes GST, materials and other costs.

*Training fees per public workshop (note that 'in house' fees will vary from those below):*

- Train the trainers Part 1 'Planning and preparing for training' \$650+GST per participant, \$620+GST special early-bird rate
- Train the trainers Part 2 'Delivering and evaluating training' \$650+GST per participant, \$620+GST special early-bird rate
- Train the trainers Part 3 'Assessing Performance' \$650+GST per participant, \$620+GST special early-bird rate
- Moderating Assessments \$440+GST per participant, \$400+GST special early-bird rate
- Designing Assessments \$650+GST per participant, \$620+GST special early-bird rate
- Multi-cultural Classroom \$350+GST per participant, \$310+GST special early-bird rate

QED will consider requests for a part refund of fees on a case-by-case basis but generally, if you withdraw from a workshop more than 14 days before the course start date, you will be eligible for a 75% refund. If you withdraw from a course between 14 & 7 days before the course start date, you will be eligible for a 50% refund. If you withdraw from a course less than 7 days before the start date, you will forfeit the paid fees. You may substitute another staff member for the workshop place if you wish with no penalty. No refund is available when an employer pays the fees. QED is exempted from the requirement to provide fee indemnification arrangements because its workshops are very short.

## Information about you and your results

Information about you and your learning achievements is governed by the Privacy Act, which QED follows closely. There are three reasons why QED might need to provide copies to other people of your personal information. They are:

- To send assessment results to NZQA so that your 'Record of Achievement can be updated with new credits or qualifications added to it.
- To make photocopies of some of your assignments to use when the assessment is moderated by another person or persons. The purpose of moderation is to make sure that the assignment is fair, valid and consistent.
- To report on your progress to an employer who is paying for all or part of your training. The employer may also ask for a summary of the overall workshop evaluation, in which case you may contribute to that evaluation.

When you sign the enrolment form you give permission to QED to pass on your learning material and learning results to a restricted number of other people. If you have any concerns about your personal information being transmitted to other people, please contact the Administrator or a Director at QED Associates Ltd. Ph (09) 818 4289 Fax: (09)818 7150.

## Declaration of interests of governing members of QED Associates

Aly McNichol is a governing member of QED Associates Ltd and she is also a governing member of the NZ Mentoring Centre Ltd which operates in a different area of education and training from QED Associates Ltd. As such no material conflict of interest exists. The other governing members of QED Associates Ltd do not have any interests in other education or immigration sector organisations.

## Workshop approval/status

QED Associates Ltd is rated a *Category 1* provider by NZQA. This is the highest category available and reflects our long term commitment to quality education and training. All our training workshops are of short 1-3 day duration. NZQA has classified short training courses such as these that do not lead to award of an entire qualification as *Training schemes*. Training schemes offered to domestic students and not funded by a government source do not need NZQA approval. However, QED Associates holds NZQA *Consent to assess* all the standards included in its workshops and holds Training Scheme approval for one of its workshops as a requirement of continued PTE registration.