



QED ASSOCIATES LTD

ENROLMENT FORM

COURSE TITLE & UNITS COVERED:

DATE:

VENUE:

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

NZQA Hook-on 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 Courses.

Signed

Date

Please enclose your cheque for the course 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 respect the views and beliefs of others
- we can learn by our mistakes
- it is OK to change your mind
- cultural difference is valued
- 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 course is open to all who meet the entry criteria. (Note: the criteria may differ from one course 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 course-related problems. Staff guarantees 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 course 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 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 notified to all participants in writing.

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 course
- 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 Record of Learning 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 course.

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 Managing Director of QED 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

Fee details are shown in the pamphlet or flyer, which advertises a course. 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 courses funded by employers, QED will have negotiated an all-up fee, which includes GST, materials and other costs.

QED will consider requests for a part refund of fees on a case-by-case basis but generally, if you withdraw from a course within 14 days of the course start date, you will be eligible for a 75% refund. If you withdraw from a course within 7 days of the course start date, you will be eligible for a 50% refund. If you withdraw from a course within 48 hours of the course start date, you will forfeit your fees. You may substitute another staff member for the course 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 courses 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 Learning' 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 course 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 Administration Manager, Director at QED Associates Ltd. Ph (09) 818 4289 Fax: (09)818 7150.