

EMPLOYER INFORMATION AND CHECKLIST

To ensure your Trainee meets the minimum eligibility for Tertiary Education Commission funding ETITO needs to ensure that:

- Your Trainee has an employment contract to cover the term of the Training Programme.
- They are legally able to work and study in New Zealand.

Listed below are the documents that need to be provided to ETITO/REAL to be able to complete the signing of a Training Agreement.

A verified document is a photocopy that has been signed as a true and accurate copy of the original. Verified photocopies must show:

- the name of the verifier [printed]
- their job title
- their signature
- the date verified.

All of the documents supplied to ETITO/REAL must be verified. A faxed or scanned copy will not be accepted. Unless specifically stated the following people can verify documents:

- ETITO/REAL staff
- ETITO/REAL authorised verifier
- Justice of the Peace
- Member of the New Zealand Police.

Authorised verifiers

ETITO/REAL will authorise people with whom we have a contracted Registered Training Workplace agreement to verify documents required for ETITO course enrolments. To become an ETITO/REAL authorised verifier, individuals will have to complete the application form and agree to the Terms and Conditions. We suggest those most appropriate to becoming authorised verifiers will be human resources or management staff.

EMPLOYMENT STATUS		TICK
	Employee	
Description	Employed in New Zealand	
Document	Contract of employment in accordance with the Employment Relations Act 2000	
or	Self Employed Contractor	
Document	Principal contractor agreement	

RESIDENCY STATUS		
	New Zealand Citizen	
Description	A citizen of New Zealand	
Documents	Any of these documents are acceptable: New Zealand passport [with full name, date of birth and citizenship] Full New Zealand birth certificate [with full name, date of birth and citizenship] New Zealand certificate of citizenship [with full name, date of birth and citizenship].	
	New Zealand permanent residency	
Description	Not a citizen of New Zealand, however, holds New Zealand permanent residency visa status	
Document	Full passport [with full name and date of birth] stamped with permanent residency visa	
	Work and study visa	
Document	Full passport [with full name and date of birth] <u>and</u> work visa <u>and</u> for formal training arrangements a Variation of Conditions [VoC] to be obtained from the New Zealand Immigration Service.	

AGE CRITERIA		
	16 years and older	
Document	Same document used for verification of residency status	