

TRAINING PROGRAMME ENROLMENT: REAL ESTATE

This enrolment forms part of the ETITO Training Agreement signed between Employer/Agent, Trainee and ETITO. The registration of this enrolment cannot be processed unless you complete all sections.

Training Agreement information			
Company name: _____			
Contact person: _____		Contact email: _____	
Contact phone: _____		Contact mobile: _____	
Trainee full name: _____			
NZQA number [if known]: _____			
Training Programme information:			
Please select a Training Programme:		Cost [inc GST]	Cost [inc GST]
<input type="checkbox"/>	National Certificate in Real Estate [Salesperson] [Level 4] ¹	\$995	<input type="checkbox"/>
<input type="checkbox"/>	National Certificate in Real Estate [Branch Manager] [Level 5]	\$1995	<input type="checkbox"/>
<input type="checkbox"/>	REAL Knowledge [Salesperson] ²		\$395
<input type="checkbox"/>	National Diploma in Real Estate [Agent] [Level 5]		\$2995
Payment			
The Trainee is responsible for paying ETITO the fee on enrolment.			
The Employer/Agent and/or Trainee will indemnify ETITO for all costs, expenses and/or losses of whatever nature, including without limitation legal costs incurred or expended by ETITO in recovering payment of the fees.			
On receipt of payment a tax invoice and receipt will be issued.			
Form of payment: <input type="checkbox"/> Cheque Credit card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Direct credit			
ETITO will add a 2% surcharge to credit card payments.			
Amount \$ _____			
Card number: _____ - _____ - _____ - _____		3 digit security code: _____ Expiry: _____	
Name of cardholder _____		Signature _____	
Direct credit details			
Account name: ETITO		Account number: 12-3107-0037798-00	
Particulars: REAL		Code/Ref: Full name	

1 Important for applicants enrolling in the National Certificate in Real Estate [Salesperson] qualification:

Enrolling in the National Certificate in Real Estate [Salesperson] allows you to train towards the prescribed qualification that a person must hold before s/he can apply for a salesperson's licence. If you are not currently licensed as a salesperson, you cannot hold yourself out to be a salesperson or act in any way to carry out real estate agency work prior to being licensed as a salesperson. You must attach a copy of your employment agreement or contract of engagement with a licensed real estate company. Please initial the following declaration:

I acknowledge that I cannot carry out any real estate agency work, nor can I hold myself out to be a salesperson while training to gain my salesperson's licence. Duties of real estate agency work are defined in the Real Estate Agents Act 2008.

2 Important for applicants enrolling in the REAL Knowledge [Salesperson] qualification:

You must verify that you have been in the real estate industry for a minimum of two years. Please initial the following declaration:

I confirm that I have been working in the real estate industry for a minimum of two years.

Declaration

I acknowledge that to access on job training I must be employed or engaged in a real estate office.

I have an active real estate licence registered with the Real Estate Agents Authority **OR**

I have attached a copy of my employment/engagement agreement with a licensed real estate company.

Authorisation

Signed by the Trainee:

I can confirm that I have legal right to work and study in New Zealand for the duration of this Training Programme and I have read, understood and agreed to the Terms and Conditions of this Agreement.

Signature: _____ Date: _____

Signed for and on behalf of the Employer/Agent:

I can confirm that the employment contract/self-employed contract of service in place for this Trainee is for the duration of this Training Programme and I have read, understood and agreed to the Terms and Conditions of this Agreement.

Full Name: _____ Title: _____

Signature: _____ Date: _____

Signed for and on behalf of ETITO:

Full Name: _____ Title: _____

Signature: _____ Date: _____

Terms and Conditions of Enrolment

General

- The Terms and Conditions of the ETITO Training Agreement apply to this Training Programme Enrolment.
- The Employer/Agent or Trainee of this agreement may seek the assistance and advice of ETITO on any matter affecting this enrolment or the training relationship between the parties.
- ETITO may change the assessment as the result of any review of the qualification, or any change in unit standards or contents of such unit standards.
- This Training Programme Enrolment is not transferable or assignable unless any new Employer/Agent and the Trainee agree with ETITO in writing to be bound by the Terms and Conditions of this Enrolment, in which case ETITO will consent to its transfer/assignment.

Employer/Agent obligations

When you sign this Training Programme Enrolment, you are stating that all details you have provided are true and accurate in every Employer/Agent section of the Enrolment. You agree to accept the terms of the Enrolment and your responsibilities as listed below.

I am responsible for providing support to the Trainee. This means that:

- I have read assessment appeals process, reassessment charges, and withdrawals and refunds in the Terms and Conditions at www.realito.co.nz
- I will notify ETITO in writing within five business days of the Trainee ceasing to be employed by this company/agency.
- I will ensure that this company keeps and retains records of all training undertaken by, and assessment results for, the Trainee pursuant to this Training Programme Enrolment.
- I will provide appropriate training to the Trainee to enable ETITO to conduct assessments in accordance with industry standards as detailed in the relevant unit standards.
- I will provide internet access to the Trainee to download assessment objectives, guidelines and support material.
- I will be available to answer questions or provide support to the Trainee throughout their training.

I agree:

- that the Trainee is employed or engaged by this licensed real estate company and has a current employment or engagement contract.
- that if this information is subsequently found to be false, this Training Programme Enrolment and its corresponding Training Agreement may be cancelled and I will be liable for any costs incurred by ETITO in its cancellation.
- that if the Trainee is not a licensed salesperson, branch manager, or agent, the Trainee may not carry out real estate agency work or hold themselves out to be a salesperson.
- that I am authorised to sign this on behalf of the Employer/Agent.

I acknowledge:

- that all workplace documents used for any assessment by the Trainee must be their own work.

Trainee obligations

I agree:

- that I have read the assessment appeals process, reassessment charges, and withdrawals and refunds in the Terms and Conditions at www.realito.co.nz
- to participate in the assessment in good faith and use my best endeavours to undertake and complete all aspects of the assessment.
- to complete the Training Programme in the specified time.
- to complete all assessments myself using my own work.
- not to plagiarise any assessment.
- that any workplace documents I include in any assessment are my own work.
- to advise ETITO if I change my contact details, change employer, or if I cannot complete my Training Programme.
- that ETITO, its staff, and its agents can distribute the information on this form to any person, department, agency or organisation for administrative purposes in respect of my training including but not limited to the New Zealand Qualifications Authority, Tertiary Education Commission, and Real Estate Agents Authority.
- that if this information is subsequently found to be false, my Training Agreement may be cancelled and I will be liable for any costs incurred by ETITO in cancelling my Training Agreement.
- that information on my progress through the Training Programme can be given to my Employer/Agent/branch manager.

If you are not currently licensed as a salesperson, branch manager, or agent, you must:

- agree not to carry out any real estate agency work or hold yourself out to be a salesperson for the duration of this Training Agreement.
- enclose a copy of engagement or employment agreement with a licensed real estate company.

ETITO obligations

- Provide the assessment consistent with its obligations under the Industry Training Act 1992.
- Provide assistance and guidance to the Employer/Agent in relation to assessment.
- Apply any available subsidy and/or incentive in respect to the assessment provided to it at its sole discretion and available to it under the Act.
- Provide a fixed term employment agreement template if required by the Employer/Agent for their use.
- Track the progress of the Trainee and inform the Employer/Agent and the Trainee of that progress on a regular basis.

Terms and Conditions of Enrolment**Completion**

- The enrolment will cease if the Trainee completes the training requirements for the Training Programme.

Termination

This Training Programme Enrolment will be terminated:

- immediately upon the Trainee achieving all the unit standards in the Training Programme, or
- immediately upon the Trainee ceasing to be employed by this company, or
- if in ETITO's opinion the Trainee has failed to achieve the requirements of the Training Programme, in which case ETITO will provide the Trainee and this company at least seven days' written notice of termination.

Privacy

- The Employer/Agent and the Trainee authorise ETITO and their agents to collect and hold information relevant to this Enrolment and to distribute such information as is necessary to facilitate the management of the training [providing it is done in accordance with the Privacy Act 1993] to NZQA, Tertiary Education Commission, regulatory bodies [if required], training providers [if required] and the parties to this Agreement.

Payment of fees and collection

- The Trainee is responsible for paying ETITO the enrolment fees [and any other fees] as set out in this Training Programme Enrolment.
- Payments are due upon enrolment.
- If an invoice remains unpaid 30 days after the due date ETITO reserve the right to recover any collection fees from the Trainee. Full details of the ETITO collection policy are available at www.etito.co.nz.
- If fees are not paid ETITO also reserves the right to refuse supply of further services until the fees are paid.

Signatures

- Signatures to be required from the Employer/Agent, the Trainee and ETITO as an acceptance of the Training Programme Enrolment.