

## 1. Trainee details

Full legal name \_\_\_\_\_  
First name(s) Family name

Previous name(s) \_\_\_\_\_ Preferred name \_\_\_\_\_  
If you have married or changed your name, you may have been registered with NZQA under a previous name. Please provide these details above.

Have you enrolled in REAL ITO on job training before?  Yes  No If yes, what is your REAL ITO number? \_\_\_\_\_

Home physical address \_\_\_\_\_

Home postal address \_\_\_\_\_ Post code \_\_\_\_\_

Workplace physical address \_\_\_\_\_

Workplace postal address \_\_\_\_\_ Post code \_\_\_\_\_

Which postal address do you prefer to use?  Home postal address  Work postal address

Day phone \_\_\_\_\_ Mobile \_\_\_\_\_ Home phone \_\_\_\_\_

Email address \_\_\_\_\_

Preferred contact methods  Email  Phone  Post

REAL ITO will contact you during your training programme to keep your details up to date and get feedback on your training progress. REAL ITO may also send you promotional materials to keep you informed about what resources we have available. If you do not wish to receive any promotional material please tick this box:

NZQA number (if known) \_\_\_\_\_ Note: Your name as registered with the New Zealand Qualifications Authority (NZQA) will be the name printed on your certificate. If you wish to change the name you are registered under, please contact NZQA directly on (04) 802 3000.

## 2. Statistical information

It is necessary for REAL ITO to collect this information on behalf of the Tertiary Education Commission (TEC) for statistical purposes.

Date of birth \_\_\_\_\_  Male  Female

Ethnicity  European/Pakeha  NZ Maori - Iwi \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

Is English your first language?  Yes  No (please list the languages you use most) \_\_\_\_\_

REAL ITO's medium of instruction is English. If English is not your first language, you must provide evidence of having an IELTS score of 5.5 or a TOEFL score of 500 or equivalent. Please attach your form of evidence.

Tick the box that best describes your citizenship, permanent residency, or working status:  NZ citizen  NZ resident  Working visa

What is the name, location, and year of the last school you attended \_\_\_\_\_

What is your highest previous qualification?  Year 11/5th form  Year 12/6th form  Year 13/7th form

What is your highest post-school qualification?  Trade certificate  Diploma/National certificate  Degree

Do you have a disability of any kind that may affect your learning?  No  Yes (please specify) \_\_\_\_\_

Please tick the box that best describes your activity immediately prior to entering training:  Secondary school student  Wage or salary worker

Self-employed  Non-employed or beneficiary  University student  Polytechnic student  University student

University student  House-person or retired  Overseas  Private Training student  Wananga student

College of Education student

How did you hear about REAL ITO's on job training programme?

Website  Newsletter  Phone enquiry  Roadshow  Other (please specify) \_\_\_\_\_

REAL ITO acknowledges the achievements of trainees participating in the on job training programme. Please initial the box if you agree to REAL ITO publishing your name and achievement in REAL ITO publications and promotional material. Initial:

## 3. Internet access

Can you access the internet at work? (for example, to view and/or download training material)  No  Yes. If yes, please indicate internet access:  Broadband  Dial up

Can you access the internet at home? (for example, to view and/or download training material)  No  Yes. If yes, please indicate internet access:  Broadband  Dial up

How often do you visit our website www.realito.co.nz?  Never  Once a month  Once a week  More than once a week

#### 4. Training programme details

Tick one training programme you wish to complete.

	Max duration	Cost inc GST
<input type="checkbox"/> National Certificate in Real Estate (Branch Manager)	21 months	\$1,995.00
<input type="checkbox"/> National Diploma in Real Estate (Agent)	30 months	\$3,295.00

#### 5. Payment

- 5.1 You are responsible to pay to REAL ITO for the proportion of fees payable to REAL ITO as set out below within 7 days upon receipt of an invoice from REAL ITO.
- 5.2 You will become liable for and will pay to REAL ITO interest on any unpaid fees owed by each of them and on any amount owing pursuant to clause 5.1 at the rate of the 90-day bill rate plus 2% per annum as from the date on which payment becomes due, on a daily basis up until the date of full repayment.
- 5.3 You will indemnify REAL ITO for all costs, expenses and/or losses of whatever nature, including without limitation legal costs incurred or expended by REAL ITO in recovering payment of the fees.

Conditional tax invoice - GST No: 89-529-670.

This becomes a tax invoice when paid. Please keep a copy for your records. A GST receipt will be issued.

Form of payment:  Cheque    Credit card:     Amex     Visa     M/Card    REAL ITO will add a 2% surcharge to credit card payments.

Credit card details \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    3 digit security code \_\_\_\_\_    Expiry \_\_\_\_\_    Amount \_\_\_\_\_

Name of cardholder \_\_\_\_\_    Signature \_\_\_\_\_

#### 6. Your agreement

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

This agreement starts 5 working days after the date that this agreement is signed and is for a maximum duration of the time specified in the 'Training programme details'.

I agree:

- that I have read assessment appeals process, reassessment charges, and withdrawals and refunds in the terms and conditions at [www.realito.co.nz](http://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 (refer to the maximum duration in the 'Training programme details' section in this agreement)
- that this agreement will be terminated:
  - immediately upon achieving all the unit standards in the training programme, or
  - if I do not achieve a minimum of 20 credits every 12 months, or
  - if in REAL ITO's opinion I have failed to achieve the requirements of the training programme, in which case REAL ITO will provide me at least 7 days' written notice of termination, or
  - by REAL ITO giving me at least 20 days' written notice of termination
- to advise REAL ITO if I change my contact details or I cannot complete my training programme
- that REAL ITO, 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 RPL
- that if this information is subsequently found to be false, my agreement may be cancelled and I will be liable for any costs incurred by REAL ITO in cancelling my agreement.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### 7. Personal information

The information in this agreement is collected for the purposes of registering to the recognition of prior learning programme. Such information will be retained as a permanent record of the programme you are enrolled for. You may access the personal information held on your record at any time by contacting REAL ITO. If at any time, your personal information needs to be updated or corrected, please contact REAL ITO.