

# APPLICATION TO ENROL IN WAIKATO TRADES ACADEMY



## SECTION ONE - PERSONAL DETAILS

### 1.1 Title (Please tick)

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐

### 1.2 Surname / Family Name / Ingoa Whanau (as it appears on your passport, birth certificate).

### 1.3 First Name(s) / Ingoa tuatahi

### 1.4 Preferred First Name

### 1.5 Date of Birth (dd/mm/yy)

### 1.6 Gender (Please tick)

Female ☐ Male ☐

### 1.7 NSN/NZQA Identification Number (If unknown, leave blank).

## SECTION TWO - CONTACT DETAILS

### 2.1 What is your permanent/home address?

Street:

Suburb:

City/Town:

Is this your main postal address? Yes ☐ No ☐

### 2.2 How can we contact you?

Home Phone:

Mobile:

### 2.3 Who is your emergency contact?

Name:

Relationship to you:

Home Phone:

Mobile:

Email:

## SECTION THREE - WTA PROGRAMME SELECTION

Manufacturing and Technology ☐ Longveld ☐

Construction and Infrastructure ☐ Service Sector ☐

Social and Community ☐

## SECTION FOUR - CITIZENSHIP

We require proof of citizenship and eligibility to study from all new applicants to Wintec.

### 4.1 Please tick either A, B or C. In the right hand column next to the box you have ticked, please indicate the document relevant to you.

- |  |   |
|--|---|
| <input type="checkbox"/> A. New Zealand Citizen                      | <input type="checkbox"/> New Zealand birth certificate.   |
|  | <input type="checkbox"/> New Zealand passport.  |
|  | <input type="checkbox"/> Certificate of NZ citizenship or letter of confirmation.                         |
|  | <input type="checkbox"/> A statement of Whakapapa, stating your full name and date of birth.              |
|  | <input type="checkbox"/> Birth certificate with a place of birth stated as Cook Islands, Niue or Tokelau. |
| <input type="checkbox"/> B. New Zealand Permanent Resident           | <input type="checkbox"/> Passport with New Zealand residence stamp.                                       |
| <input type="checkbox"/> C. Australian Citizen or Permanent Resident | <input type="checkbox"/> Passport with Australian resident stamp.   |
|  | <input type="checkbox"/> Australian birth certificate.  |
|  | <input type="checkbox"/> Australian passport.   |

Note: Applicants whose name is different from that which is stated on a birth certificate or passport must also provide evidence of the legal name change.

## SECTION FIVE - CURRENT EDUCATION

Please note: It is important for all applicants to complete section five as this information is required by the Ministry of Education.

### 5.1 What will be your year in Secondary School when starting at Waikato Trades Academy? (Please circle)

Year 11 ☐ Year 12 ☐ Year 13 ☐

### 5.2 Please state the secondary school(s) you have attended while in New Zealand or overseas:

Start year:

**Continued on next page.**

## SECTION SIX - ETHNICITY AND LANGUAGE

**6.1** Please indicate which ethnic group(s) you belong to. You may tick up to three options.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> NZ European   | <input type="checkbox"/> NZ Māori       | <input type="checkbox"/> Cook Island Māori |
| <input type="checkbox"/> Samoan        | <input type="checkbox"/> Tongan         | <input type="checkbox"/> Niuean            |
| <input type="checkbox"/> Tokelauan     | <input type="checkbox"/> Fijian         | <input type="checkbox"/> African           |
| <input type="checkbox"/> British/Irish | <input type="checkbox"/> Dutch          | <input type="checkbox"/> Greek             |
| <input type="checkbox"/> Polish        | <input type="checkbox"/> South African  | <input type="checkbox"/> Italian           |
| <input type="checkbox"/> German        | <input type="checkbox"/> Australian     | <input type="checkbox"/> Filipino          |
| <input type="checkbox"/> Cambodian     | <input type="checkbox"/> Vietnamese     | <input type="checkbox"/> Chinese           |
| <input type="checkbox"/> Indian        | <input type="checkbox"/> Sri Lankan     | <input type="checkbox"/> Japanese          |
| <input type="checkbox"/> Korean        | <input type="checkbox"/> Middle Eastern | <input type="checkbox"/> Latin American    |

Other:

**6.2** If you are of Māori descent, please state the iwi you have the strongest affiliation to.





**6.3** Is English, Māori or Sign Language your first language?

Yes ☐ No ☐ If yes, go to section seven.

**6.4** If you answered no above, what is your first language?

## SECTION SEVEN - IMPAIRMENTS

In order for Wintec to provide the appropriate information and support to students with impairments, students are asked to disclose any impairment which may impact their study.

**7.1** Do you live with the effects of a significant injury, long term illness or disability? (Please tick)

Yes ☐ No ☐ If no, go to section eight.

**7.2** If yes, please indicate the appropriate box below.

- |   |   |
|---|---|
| <input type="checkbox"/> Deaf                         | <input type="checkbox"/> Hearing impairment   |
| <input type="checkbox"/> Blind                        | <input type="checkbox"/> Vision impairment    |
| <input type="checkbox"/> Medical                      | <input type="checkbox"/> Head injury          |
| <input type="checkbox"/> Mental health                | <input type="checkbox"/> Mobility/physical    |
| <input type="checkbox"/> Speech impairment            | <input type="checkbox"/> Temporary impairment |
| <input type="checkbox"/> Specific learning disability |   |

Other:



## SECTION EIGHT - STUDENT DECLARATION

**8.1** I will make myself familiar and comply with provisions of the providers Policies and Regulations obtainable from the Library, Faculty/Schools or the Wintec website, [www.wintec.ac.nz](http://www.wintec.ac.nz), including Academic Regulations, Workplace Health & Safety, Regalia (Graduation), Smokefree, Student Complaints, Student Computer Use and Programme Regulations.

**8.2** I authorise disclosure on the understanding that the providers will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 (refer to 12.1 in the Application to Enrol Guides.) You may see any information held about you and amend any errors in that information, to do so contact the Student Enrolment and Information Centre.

**8.3** I declare that the information I have supplied in this form and any attached documentation is true and complete and I acknowledge that the providers may suspend my enrolment if false information has been supplied or required information is not supplied by the due date.

**8.4** I understand that the providers may contact me via telephone, post, email and/or text message regarding my enrolment or the providers services, news or events.

**8.5** Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see <http://www.nsi.govt.nz/ima>.

**8.6** I understand that the provider may use photographs for news or events that include me during my enrolment.

Your signature:

Caregivers signature:

Date:

## STUDENT CODE OF CONDUCT

Please find below the WTA Student Code of Conduct. Please complete the below with your parents/primary caregiver.

The Waikato Trades Academy expects all enrolled students and their parents/caregivers/whānau to commit to the following.

Please discuss each of the below statements with your son/daughter and initial to confirm both of your agreement.

Principle 1: Responsibilities of Student	Student	Caregiver
Comply with all statutes, policies, regulations and procedures of the provider and their secondary school.		
Exercise responsible and safe use of school and the provider resources.		
Accept consequences of non-compliance.		

**Continued on next page.**

Principle 2 - Respect the Rights of Others	Student	Caregiver
Refrain from all forms of discrimination, intimidation and harassment of fellow students, staff and the wider community.		
Respect the privacy of individuals at all times.		
Avoid behaviour which might cause disruption to the school or the provider community.		
Principle 3 - Behaviour	Student	Caregiver
Follow the employer's and tutor's reasonable instructions.		
Use all tools, equipment, safety equipment and clothing issued to the student in a safe and responsible manner.		
Behave in such a way that neither the student nor other people are put at risk by the student's actions, and that conduct mirrors industry standards for health and safety in the workplace.		
Student Declarations	Student	Caregiver
I intend to remain enrolled in secondary school and in a Trade Academy Programme for the rest of the year.		
I will attend every class at both school and the WTA unless permission is provided by my parent/caregiver/whānau and/or my school for a planned absence.		
I will arrive on time to class at both school and the WTA and after break times.		
I will attempt and try hard to complete all projects and book work both in school and at the WTA.		
I will communicate openly with teaching staff if I need assistance with my learning.		
I will bring a positive attitude to class each day, whether I am in the practical workshop or in the classroom.		
I will behave in compliance with the Student Code of Conduct.		
I will take personal responsibility for myself during breaks whether on-site or off.		

EQUIPMENT AGREEMENT		
<p>If you son/daughter is successful in securing a place at the Waikato Trades Academy they may be issued with the following equipment.</p> <ul style="list-style-type: none"> <li>&gt; 1 pair of safety boots, if applicable.</li> <li>&gt; 1 pair of WTA overalls, if applicable.</li> <li>&gt; A BusIT card, if eligible.</li> </ul> <p>Please discuss each of the below statements with your son/daughter and initial to confirm both of your agreement.</p>		
Students will not be able to enter the classroom or work space (or any other restricted area) without wearing the correct clothing/footwear instructed by the tutor.		
It is the students responsibility to bring their equipment on days that they're at the Trades Academy.		
Should a student forget to bring their equipment, they are at risk of being sent back to school for the day. Should this happen on a regular basis they may be permanently removed from the programme.		
Each student is responsible for taking their own equipment home to be cleaned and stored as instructed by the tutor.		
Each student has been provided with equipment to be used primarily while at the Trades Academy.		
Should the student lose their equipment it is their responsibility to pay for replacement. The Trades Academy will only provide new clothing/footwear if the student outgrows the original set.		
If the student withdraws or is removed from the programme they will be required to return all issued equipment.		
BusIT cards have been preloaded with \$45 and should be topped up as required at the WTA student centre. The exact amount required to cover your bus rides to the WTA for your programme throughout the year has been calculated and allocated to you. Please do not use your card for other bus rides or you will run out. If you lose your card please see the WTA office immediately so that we can cancel the card and save the remaining credit. If you lose a second card please be aware that it will cost you \$5 for your second replacement.		

## EQUIPMENT ORDER FORM

### **Manufacturing and construction students only.**

Please complete this section to confirm the size clothing/footwear you will require if accepted to the Trades Academy.

Your sizing selection below is only an indication that will allow us to order boots and overalls for day one of the course. Should the size you order not fit we will ensure the correct size is provided.

#### **Safety Boot Size** (Please circle)

The safety boot size generally corresponds to your standard shoe size but please remember that you will need to wear thick socks with your safety boots.

4   5   6   7   8   9   10   11   12   13   14

#### **Overall Size** (Please circle)

4   5   6   7   8   9   10   11   12   13   14

The below table is an indication of overall size in centimeters. Use the table to either measure yourself with a tape measure or match the measurements to the size tags in clothing you own already.

(cm)	4	5	6	7	8	9	10	11	12	13	14
Chest	92	97	102	107	112	117	122	127	132	137	142
Waist	82	87	92	97	102	107	112	117	122	127	132
Leg	80	80	81	81	81	82	82	82	82	82	82

How to measure yourself:

**Chest** - Measure around the fullest point of your chest at the under arm point ensuring tape measure is level across the back.

**Waist** - Measure around your natural waist line, this is where your pants sit. Do not measure over the waistband of the pants you're wearing. You should measure for a firm yet comfortable fit against the skin.

**Inside leg**- Measure from the fork at the seams, under your crotch down to the top of the heel of your shoe, this should be about 1cm from the floor.

## WHERE TO SEND THIS FORM

Please return this form to your career advisor or dean at your secondary school.

## FOR MORE INFORMATION

If you need help or assistance in filling out this form please contact the Student Enrolment and Information Centre. Our friendly staff will be able to assist you through the application process and answer any queries you may have.

0800 2 Wintec (0800 2 946 832)

[www.wintec.ac.nz/wta](http://www.wintec.ac.nz/wta)

