

ENROLMENT APPLICATION

Health and Safety in Construction Programme



This enrolment application obtains key information we need to enrol you into a qualification at our organisation. We collect information from you required by government agencies for statistical and registration purposes. Please complete all sections of this application, sign or type your name on the last page, and return it to: programme@sitesafe.org.nz

If you have any questions, please call us on 0800 SITE SAFE (0800 748 372)

Personal Details

Preferred Title: Mr: Ms: Miss: Mrs: Other: _____ Site Safe ID Number: (If known) _____
Gender: Male: Female: Other:
Print your full legal name as it appears on your Birth Certificate or Travel Passport
Given Name(s): _____
Surname: _____
Preferred First Name: _____
Previous Name(s) known by: _____ Date of Birth: day ____ month ____ year ____
Email: _____ Mobile: _____
Work Phone: _____ Home Phone: _____
Position in Company: Worker/Employee: Supervisor: Manager: Business Owner:

Personal Address Details:

Street Address: _____
Suburb: _____
Town/City: _____
Post Code: _____

Employer Details:

Contact Person: _____
Company Name: _____
Postal Address: _____
Suburb: _____
Town/City: _____
Post Code: _____
Phone: _____
Email: _____

Emergency Contact Details:

In the event of an emergency, who do you want us to contact?

Name: _____
Relationship to you: _____
Phone/Mobile: _____

NZQA Number (also known as NSN): (If known)

Citizenship Details: Tick the box which best describes you

New Zealand Citizen/Permanent Resident: Australian Citizen/Permanent Resident: Other:
If "Other", please specify: _____
Do you hold a NZ Work Visa? Yes: No: Are you over 18 years of age? Yes: No:

Ethnicity: What ethnic group(s) do you belong to? You may tick any that apply to you.

NZ European/Pakeha	<input type="radio"/>	South African	<input type="radio"/>	Cambodian	<input type="radio"/>
New Zealand Maori**	<input type="radio"/>	Dutch	<input type="radio"/>	Vietnamese	<input type="radio"/>
Samoan	<input type="radio"/>	Greek	<input type="radio"/>	Other Southeast Asian	<input type="radio"/>
Cook Island Maori	<input type="radio"/>	Polish	<input type="radio"/>	Chinese	<input type="radio"/>
Tongan	<input type="radio"/>	South Slav	<input type="radio"/>	Sri Lankan	<input type="radio"/>
Niuean	<input type="radio"/>	Italian	<input type="radio"/>	Japanese	<input type="radio"/>
Tokelauan	<input type="radio"/>	German	<input type="radio"/>	Korean	<input type="radio"/>
Fijian	<input type="radio"/>	Other European	<input type="radio"/>	Other Asian	<input type="radio"/>
Other Pacific Peoples	<input type="radio"/>	Middle Eastern	<input type="radio"/>	Other	<input type="radio"/>
Australian	<input type="radio"/>	Latin American	<input type="radio"/>	Not Stated	<input type="radio"/>
British/Irish	<input type="radio"/>	African	<input type="radio"/>		
Canadian	<input type="radio"/>	Filipino	<input type="radio"/>		

**If you identify as New Zealand Maori, please specify your Iwi:

ENROLMENT APPLICATION

Health and Safety in Construction Programme



Activity and Education: What is your main activity or occupation at the time of this enrolment: (please tick only one box)

- | | | | |
|---|-----------------------|--|-----------------------|
| Wage or salary worker | <input type="radio"/> | Secondary school student | <input type="radio"/> |
| Self-employed | <input type="radio"/> | University student | <input type="radio"/> |
| Non-employed or beneficiary (excluding retired) | <input type="radio"/> | Polytechic student | <input type="radio"/> |
| Retired | <input type="radio"/> | Private Training Establishment student | <input type="radio"/> |
| Overseas Visitor | <input type="radio"/> | Wananga student | <input type="radio"/> |

Secondary School Education

What was the name of the last secondary school you attended?
(If applicable, write "overseas" or N/A)

What was your last year at secondary school? _____

What is the highest level of achievement you hold from a secondary school?

- No formal secondary qualifications
- 14 or more credits at any levels
- NCEA Level 1 or School Certificate
- NCEA Level 2 or 6th Form Certificate
- University Entrance
- NCEA Level 3 or Bursary or Scholarship
- Overseas qualification
- Not Known
- Other

Tertiary Education (Industry Training, Polytechnic, University, etc)

What was the name of the last tertiary organisation you attended?
(If applicable, write "overseas" or N/A)

What was your first year you enrolled? _____

What is the highest level of achievement you hold from a tertiary organisation?

- No formal tertiary qualifications
- Level 1 Certificate
- Level 2 Certificate
- Level 3 Certificate
- Level 4 Certificate (trade certificate)
- Level 5 Certificate (advanced trade certificate)
- Diploma
- Bachelor Degree or Higher
- Miscellaneous education (training/courses/tickets)
- Other

Health and Wellbeing: Do you live with the effects of significant injury, long term illness, impairment, or disability?

If yes, please specify: (The information you supply is confidential)

- | | | | |
|---------------|-----------------------|-------------------------------|-----------------------|
| Hearing | <input type="radio"/> | Vision | <input type="radio"/> |
| Speech | <input type="radio"/> | Mobility | <input type="radio"/> |
| Physical | <input type="radio"/> | Head Injury | <input type="radio"/> |
| Mental Health | <input type="radio"/> | Temporary Impairment | <input type="radio"/> |
| Learning | <input type="radio"/> | Other (Please specify): _____ | |

ENROLMENT APPLICATION

Health and Safety in Construction Programme



Programme Pathway Selection

When enrolling into this qualification, you can select a pathway of learning that best suits your needs. Further details about each of these pathways and the courses that we recommend are outlined in the Programme Guide.

Please select which pathway of learning you would like to enrol into to achieve this qualification:

Worker / Leading Hand / Foreman Pathway	Select <input type="radio"/>	Supervisor Pathway	Select <input type="radio"/>
Manager Pathway	Select <input type="radio"/>	Business Owner Pathway	Select <input type="radio"/>
Custom Pathway: (refer below)	Select <input type="radio"/>		

If the programme pathways do not meet your learning needs, you may customise your own courses.

- You must reach a minimum of 40 programme credits and meet the completion criteria for the programme.
- ** You must complete two of these courses to meet the completion criteria for the programme.
- If you have already earned certificate credits towards the Certificate in Construction Site Safety (CCSS) – these credits may be counted towards the achievement of this programme and will be valid until 1 January 2021.
- If you have achieved any of the Unit Standards listed in the Programme Guide that can be cross-credited – please contact Site Safe for this to be applied.

Please tick the courses you have already completed and select the courses that you wish to attend to complete this qualification.

Foundation Passport:	CCSS Credits	Credits	Achieved CCSS credits	Completed courses from 2019	Courses to attend
Foundation Passport - Building Construction (Previously: Building Construction Passport)	3	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foundation Passport - Civil	3	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foundation Passport - Consultants	3	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foundation Passport - Electrical Workers	3	4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Passport Plus:					
Passport Plus - Height	3	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Passport Plus - Worker Health	3	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Passport Plus - Tools and Plant	3	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Passport Plus - Flexi	3	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Courses					
First Aid Construction Safety	4	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Site-Specific Safety Planning ** (Previously: Advanced Passport)	12	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Height and Harness Safety	9	6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervisor (Previously: Supervisor Gold Card)	10	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training and Supervising Workers (Previously: Supervisor Update)	9	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health and Safety Representative	10	9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership in Safety **	12	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk Management **	8	8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health and Safety in Contracting (Previously: Contractor Management)	8	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fall Arrest Systems	8	9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workplace Evidence (maximum of 9 pieces)	0	1	N/A	<input type="radio"/>	<input type="radio"/>
Total credits					

ENROLMENT APPLICATION

Health and Safety in Construction Programme



Enrolment Information:

Thank you for expressing an interest in this programme. This page outlines our enrolment policies, and terms and conditions for this programme, which are subject to change. This information should be read in conjunction with Site Safe's terms and conditions on the website: www.sitesafe.org.nz

Please keep a copy of this as a reference.

Your Workplace and Personal Contact Details

Always keep your contact details up to date. Let Site Safe New Zealand (Site Safe) know about changes or call 0800 SITE SAFE to update your information. If your job/role changes, your employer changes, or you leave work, please let us know as soon as you can so that we can update your records.

Enrolment Conditions

To enrol into this programme, you must:

- Provide Site Safe with proof of identity. This can be either a Travel Passport and any associated document such as a visa, Birth Certificate, or Citizenship
- Be 18 years of age or over
- You must have a level of English literacy that enables you to complete the course and programme requirements
- Provide Site Safe with English Language proficiency if you are on a Work or Student Visa. If this applies to you, please contact Site Safe for further information.

Once these conditions have been met, you will be officially enrolled into the programme, and can begin to complete your programme learning with Site Safe.

Programme Rules

The following rules apply to completing this programme:

- You must achieve a minimum of 40 programme credits.
- You must complete two of the following courses:
 - o Site Specific Safety Planning
 - o Risk Management
 - o Leadership in Safety
- Each piece of workplace evidence is one programme credit. You can only achieve a maximum of nine credits from workplace evidence.
- You may cross credit recognised learning from other providers up to a maximum of 10 credits. Please refer to the Programme Handbook for further detail on which unit standards or courses Site Safe recognise, and contact Site Safe for further information.
- All training, assignments, and workplace evidence must be completed within five years for you to complete the programme.

When the above criteria has been met, you will be ready to graduate. Please get in contact with Site Safe if you have any questions.

Work Visas

If you are working in New Zealand on a visa, we will check that you can complete your programme before your visa expires. If your visa expires, your enrolment will cease. If you are waiting for a renewal, your enrolment can be placed on hold. Please contact Site Safe to make these arrangements.

Withdrawals

You may withdraw from your programme if your personal circumstances change. Please talk to Site Safe in these circumstances. We may be able to assist you continue or put your training on hold.

Cancellations

Site Safe reserves the right to cancel training courses. If you have booked onto a training course, Site Safe will contact you if details of the course changes. We will also work with you to rebook onto another course if the course is cancelled.

If you do not attend the course you have booked, our standard terms and conditions on our website apply.

Support Services

Site Safe offers learners support and guidance. If you require any support for completing the programme, please contact Site Safe.

Privacy Statement – Data Collection and Sharing

Site Safe collects and stores information from the enrolment form in accordance with the Privacy Act 1993 and the Education Act 1989. The information collected on this form is shared with external organisations as follows:

- TEC for statistical and reporting purposes
- NZQA for recording achievement
- Ministry of Education for the National Student Index
- Immigration NZ for the Visa View database
- Industry bodies for statistical and reporting purposes
- Research companies acting on Site Safe's behalf.

Storage

Site Safe holds your personal data securely in our Learning Management System; this will include your programme enrolment, finance records, and assessment results.

Results

Site Safe shares your assessment results and information about your progress with your employer (if applicable).

Literacy and Numeracy Assessment

Information from the Literacy and Numeracy Assessment for Adults online tool will only be disclosed and/or used to provide support to you and your employer where deemed necessary by Site Safe.

Learner Work

Evidence portfolios, assignments and assessments, workbooks, photos of your workplace and any other learner work provided for assessment will be used only for assessment and moderation. Samples may be held by Site Safe for moderation purposes for up to two years before secure disposal.

LEARNER DECLARATION:

- I declare that the information provided by me is accurate and complete.
- I agree to the terms and conditions of enrolment into this programme.
- I agree to participate in training or study as required, learn the skills to the best of my ability, and undertake assessment to meet the requirements of the programme.
- I have read the privacy statement and understand that Site Safe may give information about my progress to my Employer and/or other specified parties – if applicable.
- I have provided a copy of my identification to Site Safe.
- I have read and kept a copy of the enrolment information.
- I understand that all programme requirements must be completed within five years.

Signature: _____ Date: _____

EMPLOYER / PROGRAMME PURCHASER DECLARATION:

(If applicable)

- I acknowledge and agree to the terms and conditions of the learner's enrolment into this programme.
- I agree that all monies paid for the above learner will be allocated for the completion of this learner's programme.

Signature: _____ Date: _____