



# ***YOUTH GUARANTEE***

*(LOAN FREE TERTIARY TRAINING)*

## **Application Guide 2011**

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### **Youth Guarantee is for 16 and 17 year old students who**

- will not turn 18 within 3 months of starting the programme
- have made a start towards NCEA
- want to enrol in full time tertiary study
- are ready for a new educational challenge
- want to learn practical skills

### **Youth Guarantee is vocationally focussed offering**

- face to face delivery in small classes
- a range of practical skills specific to industry
- nationally recognised qualifications at Levels 2 & 3
- tertiary study without a student loan
- individual support and guidance aimed at learner success

### **Youth Guarantee programmes offered at Academy NZ include**

- National Certificate in Pharmacy Assistant Level 3 (36 weeks)
- National Certificate in Floristry Level 2 (32 weeks)
- National Certificate in Cookery Level 2 and Level 3 (36 weeks)

**NB: Not all programmes available at all locations contact your local branch for details**

### **Youth Guarantee programmes start dates**

- Pharmacy Assistant - February and June 2011
- Floristry - February and June 2011
- Cookery - February and June 2011

### **Youth Guarantee students will pathway on to**

- further tertiary study e.g. Academy NZ, CPIT, MIT
- apprenticeship/internship training
- industry related employment

### **Youth Guarantee selection process**

- submit a completed application form
- attend an interview
- applicants who meet the criteria will be notified and offered a place on the programme

### **Conditions of Youth Guarantee programmes include**

- youth guarantee students are exempt from student fees for one year
- there is an expectation that you will finish your programme within a year of starting
- students are not eligible for loans of any kind from StudyLink
- applicants must be willing to have their progress monitored and take part in a programme of learning support if required

For more information on Youth Guarantee and the programmes that Academy NZ is offering see [www.academy.ac.nz](http://www.academy.ac.nz)

# Youth Guarantee Application/ Enrolment Form 2011



Welcome to Academy New Zealand. Please read the instructions below carefully before you complete this application/enrolment form.

Please post or deliver your completed application/enrolment form to the appropriate Academy New Zealand Campus that you wish to study at.

## INSTRUCTIONS

The purpose of this application/enrolment form is to get the information we need to enrol you into a programme at Academy New Zealand (referred to as the Academy). We also need to collect information from you which are required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please ask if you need help with this form.

- Complete all sections of the form.
- Print your answers clearly in pen, or tick the box that applies for multi-choice questions.
- Sign the form.
- Attach to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided.
- Attach any relevant additional information, such as your CV, references, school certificates, exam results, etc, that you feel would enhance and support your application.

## APPLICATION SECTION

### PROGRAMME DETAILS

1	<b>Programme details:</b>	What is the <b>name</b> and <b>number</b> of the programme you wish to study in 2011?	
		_____	_____
		<i>(Programme Name – Full Qualification Name)</i>	<i>(Programme Number – PC Code)</i>
		Which campus will you be studying at? _____	
		What will be your first day of the programme?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			<i>day                      month                      year</i>
2	<b>Academy history:</b>	Have you studied at the Academy before?	
		<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
		If yes, please provide the following details:	
		Programme Name	Dates Attended
			From / / To / /
			From / / To / /

### PERSONAL DETAILS

3	<b>Name:</b> <i>(Please print your Full Legal name)</i>	Family Name:	
		Given Name(s):	
		Preferred first name:	
		If you have previously enrolled under another name, what was that name?	
4	<b>Preferred title:</b>	<input type="checkbox"/> <i>Mr</i> <input type="checkbox"/> <i>Mrs</i> <input type="checkbox"/> <i>Miss</i> <input type="checkbox"/> <i>Ms</i> <input type="checkbox"/> <i>Other (specify):</i>	
5	<b>Date of birth:</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>6 Gender:</b> <input type="checkbox"/> <i>Male</i> <input type="checkbox"/> <i>Female</i>
		<i>day                      month                      year</i>	
7	<b>Address and contact details:</b>	Home Address:	
		Postal Address: <i>(if different from home address)</i>	
		Home phone:	Fax:
Mobile:	Email:		

8	<b>Next of kin:</b>	Name:	Relationship to you:		
		Address:			
		Email:			
		Phone:	Mobile:		
9	<b>NZQA history:</b>	If you are registered with NZQA and have an NZQA Record of Learning number or National Student Number (NSN), please write it here: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
<i>Please supply a copy of your Record of Learning with this application form.</i>					
10	<b>Citizenship and residency:</b>	Tick the box which best describes your citizenship or permanent residency status. <i>(If you are uncertain of your residency status, please refer to box 19 for further information)</i>			
		<i>New Zealand Citizen</i>	<input type="checkbox"/>	NZL	
		<i>New Zealand Permanent Resident</i>	<input type="checkbox"/>	NZP	
		<i>Australian Citizen</i>	<input type="checkbox"/>	AUS	
		<i>Other</i>	<input type="checkbox"/>		
		<i>If 'other', please specify: _____</i>			
11	<b>Ethnicity:</b>	What ethnic group(s) do you belong to? You may tick up to three boxes which apply to you.			
		<i>European/Pakeha or NZ European</i>	<input type="checkbox"/>	111	
		<i>New Zealand Maori</i>	<input type="checkbox"/>	211	
		<i>Samoan</i>	<input type="checkbox"/>	311	
		<i>Cook Island Maori</i>	<input type="checkbox"/>	321	
		<i>Tongan</i>	<input type="checkbox"/>	331	
		<i>Niuean</i>	<input type="checkbox"/>	341	
		<i>Tokelauan</i>	<input type="checkbox"/>	351	
		<i>Fijian</i>	<input type="checkbox"/>	361	
		<i>Other Pacific Peoples</i>	<input type="checkbox"/>	371	
		<i>Chinese</i>	<input type="checkbox"/>	421	
		<i>Indian</i>	<input type="checkbox"/>	431	
		<i>Other Asian</i>	<input type="checkbox"/>	444	
		<i>Other</i>	<input type="checkbox"/>	611	
		<i>Please specify if "Other Pacific Peoples", "Other Asian" or "Other": _____</i>			
12	<b>Iwi:</b>	If you identified as New Zealand Maori, in question 10 what is the name of your Iwi? You may enter more than one Iwi: If you don't know your Iwi, please enter 'Don't Know'			
		<i>Iwi</i>	<i>Rohe (Iwi home area):</i>		
		<i>Iwi</i>	<i>Rohe (Iwi home area):</i>		
		<i>Iwi</i>	<i>Rohe (Iwi home area):</i>		
13	<b>Prior activity:</b>	What was your MAIN activity or occupation in New Zealand at 1 October 2010? You may tick only one box.			
		<i>Secondary school student</i>	<input type="checkbox"/>	01	
		<i>Wage or salary worker</i>	<input type="checkbox"/>	03	
		<i>College of Education student</i>	<input type="checkbox"/>	07	
		<i>Wananga student</i>	<input type="checkbox"/>	12	
		<i>Non-employed or beneficiary (excluding retired)</i>	<input type="checkbox"/>	02	
		<i>Polytechnic student</i>	<input type="checkbox"/>	06	
		<i>Private training establishment student</i>	<input type="checkbox"/>	11	
		<i>Other</i>	<input type="checkbox"/>	99	
		<i>Please specify if 'Other' _____</i>			
14	<b>Health:</b>	Do you have any medical conditions we should be aware of? (eg. asthma, allergies, epilepsy etc.)			
		<input type="checkbox"/>	<i>No</i>		
		<input type="checkbox"/>	<i>Yes if yes, please specify _____</i>		
		Do you live with the effects of significant injury, long-term illness, or disability? (eg. hearing/sight impairment, mobility etc.)			
		<input type="checkbox"/>	<i>No</i>		
		<input type="checkbox"/>	<i>Yes if yes, please specify _____</i>		
<i>(The information you supply is confidential and will help us to supply services to students with disabilities.)</i>					



## DOCUMENTATION

- 21 To qualify as a **domestic student**, and be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (which includes students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or be a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You **must** provide evidence of citizenship or permanent residency by providing one of the following:
- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
  - New Zealand passport
  - A statement of Whakapapa, including date of birth, countersigned by a kaumatua
  - Certificate of citizenship or letter of confirmation
  - Overseas passport with residency stamp
- A photocopy of your original document will be taken and held with your application/enrolment form. Alternatively you can bring a certified copy to the enrolment desk. International students must bring their passport with them when they enrol. Please list all documents that you have attached to this application/enrolment form. Documents should be securely stapled to this form.

## DECLARATION

**Privacy** – The Academy collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Ministry of Social Development (confirmation of enrolment and academic outcomes) Industry Training Organisations (funding and academic outcomes), and Inland Revenue Department (student loan interest rebate). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, the Academy releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development and the Accident Rehabilitation Compensation Corporation (ACC).

In signing this application/enrolment form you authorise such disclosure on the understanding that the Academy will observe the general conditions governing the release of information, as set out in the Privacy Act 1993. You may see any information held about you and amend any errors in that information. To do so, contact the Student Liaison Officer.

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>

**Rules** – In signing this application/enrolment form you undertake to comply with the published rules and policies of the Academy with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

**Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this application/enrolment form is true and complete. I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.**

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Applicant's Signature* *Date*

## ENROLMENT SECTION

### ENROLMENT CONSIDERATION/OFFER (Academy NZ Branch Use Only)

- 22
- 1) This application is completed correctly and all relevant documentation attached. Birth Certificate and/or Passport has been taken, retained on file and person's identity verified by \_\_\_\_\_
  - 2) The Academy is able (ie learner is eligible, learner has meet academic admission criteria, all required documentation received and position on course is available) and willing to make an enrolment offer:  
 Yes  No – if no provide reason \_\_\_\_\_
  - 3) If Yes, an offer of enrolment on \_\_\_\_/\_\_\_\_ (Academy Slash Number) by way of relevant Offer Letter and Proforma Invoice were issued to the Applicant on (date): \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Please note: a copy of Offer Letter and Proforma Invoice must be retained)

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Signed by Academy NZ (Registrar)* *Date*

### ENROLMENT ACCEPTANCE CONFIRMATION

23 I (the applicant) confirm my acceptance of the offer of enrolment as detailed in my Offer Letter

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Signed by Applicant* *Date*

- 1) Academy NZ confirms the applicant's enrolment.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Signed by Academy NZ (Registrar)* *Date*