

# Apprenticeship Enrolment Application and Agreement

Please type or write details clearly. All sections must be completed.

## SECTION A: Applicant Details (State your full LEGAL name as it appears on your birth certificate or passport)

First name: \_\_\_\_\_

Middle name/s: \_\_\_\_\_

Surname: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Previous full legal name: \_\_\_\_\_

*If you have changed your name by marriage, civil union, deed poll, or statutory declaration, you may be registered with the New Zealand Qualifications Authority under your previous name.*

Gender:                      Male                      Female                      Other                      Prefer not to say

Date of birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

NZQA NSN: *(If known)* \_\_\_\_\_

Street address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Have you lived in this address in the last 12 months?                      Yes                      No

If not, please provide the previous address: \_\_\_\_\_

Email: *(Please print clearly)* \_\_\_\_\_

Mobile: *(Please print clearly)* \_\_\_\_\_

## Ethnicity: (Select the ethnic group that you identify with – for statistical purposes only. You can choose up to 3 ethnicities.)

NZ European/Pakeha	Chinese	Greek	Middle Eastern	Tongan
Māori*	Cook Island Māori	Indian	Niuean	Vietnamese
African	Dutch	Italian	Polish	Other Asian
Australian	Fijian	Japanese	Samoan	Other Pasifika
British/Irish	Filipino	Korean	Sri Lankan	Other Southeast Asian
Cambodian	German	Latin American	Tokelauan	Other

\*Iwi – If you selected Māori above, please state the name(s) of your Iwi: *(This information may be shared with your Iwi, if stated)*

I don't know                      I don't identify with an Iwi

## Residency and Citizenship: (Please tick one)

**Proof of Identity:** *(Clear copies of documentation as per below must be attached)*

**NZ Citizen – NZ Born** – Driver Licence or Birth Certificate or NZ Passport

**NZ Citizen – Overseas Born** – NZ Passport or Birth Certificate AND Proof of Citizenship

**NZ Resident/Permanent Resident** – Passport AND Proof of Residency

**Australian Citizen** – Australian Passport

**Australian Permanent Resident** – Passport AND Proof of Residency

MAST Training Advisor or your company Workplace Trainer have sighted the original copy of the documents.

## SECTION B: Applicant History (Required for TEC statistical purposes)

Last secondary school attended in NZ: \_\_\_\_\_

Last calendar year at NZ secondary school: \_\_\_\_\_

Please specify the country if you attended school outside of New Zealand: \_\_\_\_\_

First tertiary study year \_\_\_\_\_

Highest secondary school qualification achieved (tick one):

No formal secondary school qualification                      NCEA Level 2 or 6th Form Certificate

14 or more credits at Level 1                                      NCEA Level 3 Bursary or Scholarship

NCEA Level 1 or School Certificate                              University Entrance

Overseas Qualification *(Please specify and provide copies of qualification/results)*

Highest tertiary qualification achieved (tick one):

No Qualification    Master's Degree

Certificate Level: \_\_\_\_\_                                      Post Graduate Diploma/Certificate, Bachelor Honours

Diploma Level: \_\_\_\_\_    Doctorate

Bachelor's Degree

### Learning Skills Assessment:

(Your programme will contain knowledge and skill assessment that may include numeracy and literacy)

If English is not your primary language - please specify your first language:

\_\_\_\_\_

Do you have a physical disability that may affect you in the workplace?                      Yes                      No

If yes, please specify:

\_\_\_\_\_

Are you aware of anything that may have impacted your learning at school? This could be a literacy or numeracy issue or other learning disability.                      Yes                      No

If yes, please specify your learning challenge or issue:

\_\_\_\_\_

Are there any cultural needs that MAST may need to be aware of to support your learning?                      Yes                      No

If yes, please specify:

\_\_\_\_\_

### Previous Employment or Activity:

Secondary School student

Self employed

College of Education student

Overseas

Wage or salary worker

Private Training Establishment student

House person or retired

University student

Polytechnic student

Non-employed or beneficiary

Wānanga student

## SECTION C: Employer Details

### Company

Name: \_\_\_\_\_

Trading as: *(If applicable)* \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

### Primary contact details (Senior Manager or Business Owner)

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Direct Email: *(NOT a generic company email)* \_\_\_\_\_

### Workplace trainer details

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: *(Preferably not a generic business email, but a direct email for yourself)* \_\_\_\_\_

## SECTION D: Training Fees (Check the last page for the common name of the programme)

Name of Programme: \_\_\_\_\_

Programme Fee: \_\_\_\_\_

Block Course Fee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Are you eligible for Fees Free?

Yes

No

Fees Free is subject to change for 2025 enrolments. Please check the fees free website at:

[www.feesfree.govt.nz](http://www.feesfree.govt.nz)

## SECTION E: Payments

The Programme/Apprenticeship costs are outlined on the last page of this document.

MAST Academy will invoice these fees prior to the start of each course/programme to the employer for work-based programmes.

The employer and the learner acknowledge this is a work integrated programme of learning. The programme includes workshops and the employer agrees the learner must attend the workshops and that the learning can be applied in the workplace.

**Employer:** Agrees to pay Programme/Apprenticeship costs as outlined on the last page of this document.

Employer name: *(Accounts in-charge)*

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Company name:

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Email address: *(Accounts in-charge)*

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Employer signature:

Date:

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## SECTION F: Withdrawal and Fee Refund Policy

All withdrawals must be in writing and signed by both the employer and apprentice.

<b>Within 30 days of enrolment</b>	Full refund less 20% administration fee.
<b>After 30 days of enrolment up to 12 months</b>	Pro-rata on monthly rate plus 20% administration fee
<b>Post 12 months of enrolment</b>	No refund

For short courses of under 6 months duration, the following withdrawal and refund policy applies.

<b>Within 30 days of enrolment</b>	Full refund less 20% administration fee.
<b>After 30 days of enrolment up to 12 months</b>	Pro-rata on monthly rate plus 20% administration fee
<b>No show at course with no legitimate reason</b>	No refund

*Learner and employer agree that any programme of learning/course where there is an expected duration/end date, any assessments/ assignments not completed within a 90-day period of the designated duration will attract a \$100 + GST per month over-duration fee. This applies while you are active in the programme.*

*MAST Academy agrees to discuss and provide the learner and the employer with an individual learning plan outlining the programme to be completed to gain the qualification.*

*MAST Academy agrees to register any credits and course completion with NZQA within 90 days of the assessment being marked as competent/achieved.*

*The learner agrees to complete satisfactorily 70 credits (minimum) per year. Failure to do so may result in withdrawal from the programme with no refund being applicable.*

*The learner/apprentice declares that all work they complete in the workplace as part of any assessment/assignment is their own work.*

## SECTION G: Intellectual Property – Training Resources and Assessments (Digital or hard copy)

All training resources and assessments whether in digital or hard copy remain the property of MAST Academy and cannot be reproduced in any format without written permission from the MAST Academy Training Manager.

Plagiarism in any form is not acceptable. Plagiarism includes the use of AI or copying from a source document without fully referencing. Use your own words to answer questions. Failure to use your own words or cite/reference properly may result in misconduct and may mean immediate cancellation from the programme with no refund of fees.

I declare that all work produced will be my own  
(Name of learner):

I agree to MAST Academy collecting and sharing my personal information with NZQA, TEC, facilitator engaged by MAST Academy, the employer and any other government department as required by law. I agree that my name and image may be published in MAST Academy promotional material on completion of the qualification.

Learner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Consultation Approval

If you are under the age of 16 you must gain approval from a parent, guardian or lawyer to enrol in a training programme with MAST Academy.

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email your completed enrolment application to [enrolments@mastacademy.com](mailto:enrolments@mastacademy.com)

When your enrolment has been processed your designated MAST Training Advisor will be in contact with you to get you started. Enrolment is subject to approval.

## FOR MAST ONLY

MAST Academy Training Advisor:

Photo ID received \_\_\_\_\_

NSI Verified \_\_\_\_\_

Immigration/Visa confirmation received *(if applicable)* \_\_\_\_\_

Enrolment processed \_\_\_\_\_

Start date \_\_\_\_\_

Projected end date *(if known)* \_\_\_\_\_

### Confirmation sent

Learner: \_\_\_\_\_

Employer: \_\_\_\_\_

## Programmes and Fees

Programme	Level	Credits	Duration (Months)	Annual Programme Fee (+GST) (Subject to annual change)	Block Course Fee (+GST) per Block Course (If required)	Total Programme Fee (+GST)*
NZ Apprenticeship in <b>Alloy Production Boat Building</b>	4	243	42	\$1,260.00		\$4,410.00
NZ Apprenticeship in <b>Composite Production Boat Building</b>	4	245	43	\$1,260.00		\$4,515.00
NZ Apprenticeship in <b>Boat Building - Alloy</b>	4	292	48	\$1,260.00	\$1,400.00 (x1)	\$6,440.00
NZ Apprenticeship in <b>Boat Building - Composite</b>	4	333	57	\$1,260.00	\$1,400.00 (x1)	\$7,385.00
NZ Apprenticeship in <b>Boat Building - Wood</b>	4	334	55	\$1,260.00	\$1,400.00 (x1)	\$7,175.00
NZ Apprenticeship in <b>Power Boat Systems Servicing and Repair (Technician)</b>	4	234	42	\$1,260.00		\$4,410.00
NZ Apprenticeship in <b>Power Boat Rigging</b>	4	189	30	\$1,260.00		\$3,150.00
NZ Apprenticeship in <b>Marine Systems Engineering</b>	4	282	48	\$1,260.00	\$1,400.00 (x2)	\$7,840.00
NZ Apprenticeship in <b>Marine Electrical - Electronic</b>	4	221	36	\$1,260.00	\$1,560.00 (x3)	\$8,460.00
NZ Apprenticeship in <b>Composites L4</b>	4	215	36	\$1,260.00		\$3,780.00
NZ Certificate in <b>Composites L3</b>	3	137	24	\$1,260.00		\$2,520.00
NZ Apprenticeship in <b>Boatyard Operations</b>	4	139	24	\$1,260.00		\$2,520.00
NZ Apprenticeship in <b>Marina Operations</b>	4	123	24	\$1,260.00		\$2,520.00
NZ Apprenticeship in <b>Marine Coatings - Exterior</b>	4	192	32	\$1,260.00		\$3,360.00
NZ Apprenticeship in <b>Marine Coatings - Interior</b>	4	180	30	\$1,260.00		\$3,150.00
NZ Apprenticeship in <b>Marine Interiors</b>	4	237	38	\$1,260.00		\$3,990.00
NZ Apprenticeship in <b>Composite Sail Making</b>	4	155	28	\$1,260.00		\$2,940.00
NZ Apprenticeship in <b>Yacht Rigging</b>	4	153	26	\$1,260.00	\$570.00 (May vary by region)	\$3,300.00
NZ Apprenticeship in <b>Composite Spar Making</b>	4	209	36	\$1,260.00		\$3,780.00
NZ Certificate in <b>Industrial Textile Fabrication</b> (Subject to change for new qualification)	3	120	19	\$1,260.00		\$1,995.00

\* Total Programme Fee includes any block courses. Block courses are not compulsory for all programmes. Please discuss block courses with your training advisor.

Revised September 2024.