

1. Applicant information (Complete all fields)State your **full legal name** as it appears on your birth certificate or passport.Applicant Full Name **2. Employer Information** (you must be currently employed)Company Name Postal address Main contact name Main contact mobile **3. Qualification**

Tick one of the Qualifications you are applying for:

Programme	ITO Programme Code	Price (incl GST)
<input type="checkbox"/> NZ Certificate in Scaffolding RCC General Level 3	31055V1-NF-411-RCC	\$1,950
<input type="checkbox"/> NZ Certificate in Scaffolding RCC Trade Level 4	41170V2-NF-411-RCC	\$2,450
<input type="checkbox"/> NZ Certificate in Scaffolding RCC Advanced Level 5	51040V1-NF-411-RCC	\$2,450

Please tick the relevant:

- Experienced scaffolder who holds a formal overseas qualification in scaffolding.
- Experienced scaffolder who holds a formal New Zealand qualification in scaffolding (pre-NZQA).
- Experienced scaffolder with no formal qualification in scaffolding.

I understand that I am enrolling into the qualification based on my belief that I have skills at (or near) the requirements of the qualification.

However, there is no guarantee of the qualification.

Skills and SARNTZ will identify gaps in achieving competency in achieving the qualification and will recommend ways to bridge gaps (which may incur an additional cost).

If I am unable to show evidence towards the whole qualification, Skills and SARNTZ will report the individual unit standards where I have achieved competency.

I understand that I have one year to complete the process for the qualification.

5. Payment

Payment includes assessing portfolio of evidence, determining level of competency, reporting credits/awards of qualifications where achieved and includes up to one resit for the final assessment. Payment excludes any additional training and assessment that may be required to fill any major gaps identified. I am aware there is no refund after 14 days of enrolment.

The cost of the RCC in Scaffolding for each programme is detailed above.

Please call Skills on 0508 SKILLS to make payment by credit card.

When you pay Skills, their Contact Centre will give you an Authorisation Code. Please enter details below

Authorisation Code: Name on credit card (used to pay for RCC): Date paid:

6. The process

1. After you have paid, complete this Application Form. Email it to recognition@skills.org.nz
2. Skills will assign you to an Assessor
3. The Assessor will contact you and request you send to them all supporting documentation.
4. The Assessor will evaluate your Declaration Form, review your evidence, give you an assessment and provide feedback.
5. Any achieved unit standards will be reported to NZQA. Gaps, if any, will be identified by the Assessor. (refer to the Process Overview for details)

7. Withdrawal from Programme

Date of withdrawal (received by Skills)	Refund of fees	Fee	Effect on Record of Learning
In the first 14 days of making your payment, you can request a refund if the assessor has not started reviewing your work.	Enrolment fee less Administration fee	\$100	There will be no record of your enrolment on your record of learning if all information is returned to Skills.
If the assessor has started reviewing your work within 14 days.	Enrolment fee less Administration fee less assessor fee	To be advised	There will be no record of your enrolment on your record of learning if all information is returned to Skills.
After 14 days of making your payment.	No Refund is due		Your record of learning will state Withdrawn.

8. Declaration

I have read and understood the:

- Qualification Overview
- Process Overview
- Eligibility check and
- Declaration

Applicant Signature

Date

Please attach this schedule to the Training Agreement and return to: recognition@skills.org.nz

Skills office use only

Please load Contact with Owner as Area Manager in Applicant's region.