

January 2021

Good morning/afternoon,

Thank you for your interest in Tai Poutini Polytechnic's Diploma in Quarrying and Mining Supervision (level 5)/Training Scheme in Quarrying and Mining Programme for 2021.

Our programme contains all the extractive unit standards that the Board of Examiners require candidates to gain prior to applying for their A or B Grade Quarry Manager Certificate in Competence (COC), plus more, that can contribute to your Continued Professional Development (CPD) which is a requirement to keeping any COC current.

Any unit/s you have previously completed (under the National Certificate in Extractives A/B Grade) – will be transferred over to this programme.

We will continue to enrol you only in the courses that you will complete in 2021. Then enrol again in 2022 to continue your study path (if required).

Attached you will find our schedule for 2021. Courses required for the B Grade COC are being offered in Greymouth, Christchurch, Gore, Palmerston North and Hamilton (subject to receiving sufficient enrolments). Courses required for the A Grade COC are being offered in Greymouth.

All student fees for this programme will be covered under the Government's new "Targeted Training and Apprenticeships Fund".

Attached you will find our brochure, 2021 schedule, enrolment forms.

To apply, please forward to Nicole (via post or email), the completed enrolment forms and a copy of your birth certificate or passport (not required if you have enrolled with us before). You will be assessed against the entry requirements and contacted to confirm your enrolment.

Remember you can attend any location, you are not locked into one location. Should something pop up and you can't attend a course that your enrolled in, please contact Nicole prior to the start date and we can transfer you to another course that may suit better, or withdraw you, credit the fees, and pick it up in 2022.

If you have any questions about the enrolment process, please contact Nicole Scalmer on 0800 811 4869, direct dial 03 769 9645, or email [nicoles@tpp.ac.nz](mailto:nicoles@tpp.ac.nz).

With thanks,

Nicole Scalmer  
Teaching & Learning Administrator

# Application for Enrolment



## 1 Personal Details

Title	<input type="text" value="Mr, Mrs, Miss, Ms, Other"/>	What year is this application for? <input type="text"/>
Surname	<input type="text"/>	
Legal First Names	<input type="text"/>	
Preferred First Names	<input type="text"/>	
Previous Name (if different)	<input type="text"/>	
<i>Please provide a certified copy of your marriage certificate if applicable</i>		
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> Gender <input type="text"/> <input type="text"/> <input type="text"/>	Student ID Number (if known) <input type="text"/>
	Day    Month    Year                      Male    Female    Diverse	National Student Index Number (NSN) (if known) <input type="text"/>
Citizenship (Nationality)	<input type="text"/>	
Residency Status	<input type="checkbox"/> NZ Citizen (NZL) <input type="checkbox"/> NZ Permanent Resident (NZP) <input type="checkbox"/> Australian Citizen (AUS) <input type="checkbox"/> Overseas	
<i>Please note you may need to supply evidence of identity, residence or citizenship (see Section 15)</i>		

## 2 Contact Details

Home Address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode:	Postal Address (if different from Home address)	<input type="text"/> <input type="text"/> <input type="text"/> Postcode:
Telephone Number	[    ]	Telephone Number	[    ]
Mobile Phone Number	<input type="text"/>	Employer Name and Postal Address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode:
Term Address (if different from Home Address)	<input type="text"/> <input type="text"/> <input type="text"/> Postcode:	Employer Email	<input type="text"/>
Telephone Number	[    ]	Employer Telephone Number	[    ]
Student Email	<input type="text"/>		

## 3 Study Contract Details

Programme Name		
Location	Dates	

How do you intend to pay for your study?

<input type="checkbox"/> Cash	<input type="checkbox"/> WINZ Training Incentive Allowance
<input type="checkbox"/> Student Loan	<input type="checkbox"/> Direct Credit
<input type="checkbox"/> Employer	<input type="checkbox"/> Other - please specify

Do you expect to finish your study this year?    Yes     No

Have you enrolled at Tai Poutini Polytechnic previously?    Yes     No   
(including community education, STAR, TOPS, short courses)

Purchase Order No.

Would you like us to contact you for advice about funding your study (eg StudyLink, Fees Free)?

Yes     No

#### 4 Ethnicity: What ethnic group(s) do you belong to? You may tick up to three boxes that apply to you.

<input type="checkbox"/>	NZ European/Pakeha	111	<input type="checkbox"/>	Greek	123	<input type="checkbox"/>	Chinese	421
<input type="checkbox"/>	NZ Maori *	211	<input type="checkbox"/>	Polish	124	<input type="checkbox"/>	Indian	431
<input type="checkbox"/>	Samoan	311	<input type="checkbox"/>	South Slav	125	<input type="checkbox"/>	Sri Lankan	441
<input type="checkbox"/>	Cook Island Maori	321	<input type="checkbox"/>	Italian	126	<input type="checkbox"/>	Japanese	442
<input type="checkbox"/>	Tongan	331	<input type="checkbox"/>	German	127	<input type="checkbox"/>	Korean	443
<input type="checkbox"/>	Niue	341	<input type="checkbox"/>	Australian	128	<input type="checkbox"/>	Other Asian	444
<input type="checkbox"/>	Tokelauen	351	<input type="checkbox"/>	Other European	129	<input type="checkbox"/>	Middle Eastern	511
<input type="checkbox"/>	Fijian	361	<input type="checkbox"/>	Filipino	411	<input type="checkbox"/>	Latin American	521
<input type="checkbox"/>	Other Pacific Peoples	371	<input type="checkbox"/>	Cambodian	412	<input type="checkbox"/>	African	531
<input type="checkbox"/>	British/Irish	121	<input type="checkbox"/>	Vietnamese	413	<input type="checkbox"/>	Other	611
<input type="checkbox"/>	Dutch	122	<input type="checkbox"/>	Other Southeast Asian	414	<input type="checkbox"/>	Not Stated	999

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".

#### Iwi

\*If you identified as New Zealand Maori (211) in the Ethnic Origin section, with which Iwi do you identify? You may enter more than one Iwi. If you do not know the name of your Iwi, please enter "Don't Know".

Iwi

Rohe (Iwi home area)

#### 5 Secondary Education

What was the name of the last or present secondary school you attended? State "Overseas" if applicable.

When was your last year of secondary school?



What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate in a certain level on the National Qualifications Framework. Your NZQA Record of Achievement shows how many credits you have. Tick only one box.

<input type="checkbox"/>	No formal secondary qualifications	00	<input type="checkbox"/>	NCEA Level 3 or Bursary or Scholarship	15
<input type="checkbox"/>	14 or more credits at any level	11	<input type="checkbox"/>	Overseas Qualification	09
<input type="checkbox"/>	NCEA Level 1 or School Certificate	12	<input type="checkbox"/>	Other	98
<input type="checkbox"/>	NCEA Level 2 or 6th Form Certificate	13	<input type="checkbox"/>	Not Known	99
<input type="checkbox"/>	University Entrance	14			

#### 6 First Year of Tertiary Study

Will this be the first year you have enrolled in a Polytechnic, University, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, TOPS, community hobby classes.

Yes

No

If you answer 'No', please enter the year of your first enrolment below

#### 7 Prior Activity

What will be/was your MAIN activity or occupation in New Zealand at 1 October in the year before commencing study at Tai Poutini Polytechnic? Tick only one box.

<input type="checkbox"/>	Secondary School Student	01	<input type="checkbox"/>	Polytechnic/Institute of technology Student	06
<input type="checkbox"/>	Non-Employed or Beneficiary	02	<input type="checkbox"/>	House Person or Retired	08
<input type="checkbox"/>	Wage or Salary Worker	03	<input type="checkbox"/>	Overseas (Irrespective of Occupation)	09
<input type="checkbox"/>	Self Employed	04	<input type="checkbox"/>	Private Training Establishment Student	11
<input type="checkbox"/>	University Student	05	<input type="checkbox"/>	Wananga Student	12

#### 8 Disability/Support Details

This information is used to enable us to provide support and for statistical purposes. The information you supply is confidential.

Do you live with the effects of injury, long term illness or disability?

Yes

No

If 'Yes', please describe your injury, longterm illness or disability in general terms.

Is there any special support you would need to study or complete this programme?

Yes

No

If 'Yes', please specify (eg, literacy, numeracy, hearing, visual)

## 9 Emergency Contact Details

Contact person in case of emergency

Name	<input type="text"/>	Mobile Phone Number	<input type="text"/>
Address	<input type="text"/>	Home Telephone Number	[   ]
	Postcode:	Work Telephone Number	[   ]

NB: A POST BOX IS UNACCEPTABLE

Relationship to you

## 10 Marketing Information

How did you first hear about the programme you are applying for?

<input type="checkbox"/> Internet Search	<input type="checkbox"/> Event (open day/night, expo, campus visit)
<input type="checkbox"/> Online Advertisement (Facebook, Google)	<input type="checkbox"/> STAR Course
<input type="checkbox"/> Polytechnic Website	<input type="checkbox"/> Print Advertisement (newspaper, magazine)
<input type="checkbox"/> Outdoor Advertisement (billboard, poster)	<input type="checkbox"/> Radio Advertisement
<input type="checkbox"/> At School (career advisor, presentation)	<input type="checkbox"/> Television Advertisement
<input type="checkbox"/> Trades Academy	<input type="checkbox"/> Own Enquiry
<input type="checkbox"/> Recommended (family, friend, staff, agent)	<input type="checkbox"/> Work Requirement
<input type="checkbox"/> Recommended (Work and Income, another tertiary institution, ACC, Industry Training Organisation, NZ Careers Service)	<input type="checkbox"/> Other (please specify) <input type="text"/>

Which of the following influenced your decision to study at TPP?

<input type="checkbox"/> Course/programme reputation	<input type="checkbox"/> Only place offering the subject
<input type="checkbox"/> Didn't get into another institute	<input type="checkbox"/> Relationship with industry
<input type="checkbox"/> Flexibility	<input type="checkbox"/> Work Requirement
<input type="checkbox"/> I want hands-on learning	<input type="checkbox"/> Other (please specify) <input type="text"/>
<input type="checkbox"/> Location	

I consent to TPP creating, collecting, retaining and using photographic/filmed images or audio recordings of me or my creative work(s) of art for marketing and/or promotional purposes taken in the year(s) I study at TPP. Yes  No

I give permission for TPP to contact me with promotional information Yes  No

## 11 Other Enrolments

Are you currently enrolled in any other tertiary education or training agreement?

Yes  No  If yes, please specify

## 12 Non Payment of Fees

Accepting materials or attending classes is acceptance of the fees charged. Fees are the responsibility of the student regardless of any arrangement with third parties - employers and Studylink included. Non payment of fees may mean results will be withheld. This means students with outstanding accounts will not be able to graduate.

## 13 General Information

PRIVACY - TPP collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are not a recipient of one of these awards). 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 organisations for the purpose of verifying academic records.

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

In signing this enrolment form you authorise such disclosure on the understanding that TPP will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may view information held about you and amend any errors in that information. To do so, contact the TPP Registry.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Organisation to collect, hold, handle, use and disclose personal information in accordance with the twelve information principles in the Act. <http://www.privacy.org.nz/privacy-act>

NATIONAL STUDENT INDEX - 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>

## 14 Checklist

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- a** Carefully read and complete all required sections of this Application for Enrolment Form.
- b** Read, signed and dated the Declaration.
- c** Attached a verified copy of your birth certificate or passport proving your identity, plus permanent residency, visa and change of legal name certificate,  
or
- d** My identity and citizenship, or permanent residency, has been verified by another institution and therefore I have an active National Student Number,  
or
- e** If you were born in New Zealand, have filled in Section 15 Birth Certificate Request to allow Tai Poutini Polytechnic to request your birth certificate from the Department of Internal Affairs.

## 15 Birth Certificate Request

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Fill in this section only if you have ticked Section 14e. We will invoice you for the cost of the birth certificate and send the original document to you.

Surname	
Given names	
Date of birth	
Place of birth	
Mother's surname	
Mother's given names	
Mother's birth surname	
Father's surname	
Father's given names	

## 16 Declaration

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I hereby declare the information given to be true. I authorise any information given to be used in compliance with the Privacy Act. I acknowledge that I am bound by the statutes, regulations and policies of Tai Poutini Polytechnic. I also understand that if I have supplied false information, my enrolment may be canceled by the Chief Executive.

Signature

Date

Day

Month

Year

### Disclaimer

Tai Poutini Polytechnic reserves the right to cancel programmes/courses where enrolment numbers are insufficient to make delivery financially viable. In that event, the Polytechnic accepts no liability for personal expenses incurred by potential students. Any fees paid in this situation will be refunded in full.

Name:		Date of Birth:	
<input type="checkbox"/> New Student	<input type="checkbox"/> Returning Student		
<b>ENTRY CRITERIA</b>			
Please tick those that apply:			
<input type="checkbox"/> I have completed a full year of relevant industry work <input type="checkbox"/> I am currently working in the surface quarrying or mining industry and are in a position of responsibility to access authority to work with organisation plans, procedures and staff leadership <input type="checkbox"/> English is my first language (if not a literacy test may be undertaken)			
<b>EMPLOYMENT DETAILS</b>			
Company Name:		Current Role:	
Supervisor/ Manager's Name:		Supervisor/ Manager's email:	
Please tick those that apply:			
<input type="checkbox"/> I agree to TPP contacting my employer in regards to course dates and results			
<b>2021 STUDY PLAN</b>			
<input type="checkbox"/> I intend to start/continue to gain relevant units towards the B Grade COC	<input type="checkbox"/> I hold my B Grade Units, and I intend to start/continue to gain relevant units towards the A Grade COC	<input type="checkbox"/> I hold the A & B Grade units and I intend to continue to gain my Diploma in Quarrying and Mining	
Location of courses:		All units to be completed in 2021: YES / NO If no we will contact you to discuss	
_____ SIGNATURE		_____ DATE	
<b>OFFICE USE ONLY</b>			
Based on the entry criteria, I recommend this student is accepted onto the programme		Based on the entry criteria, I recommend this student is accepted onto the programme	
_____ Manager – Teaching & Learning		_____ Leader – Student Life	