

# ENVIRONMENTAL TRAINING CENTRE

## Course Enrolment Form

For the purposes of training course administration we need some details from you. Pursuant to the Privacy Act 1994 any personal information gathered will be used for training administration and other purposes related to that function only, including distribution to presenters of course related material.



### Section A - Course Details

Course Name..... Date.....

Location..... Venue.....

### Section B - Trainee Details

#### Personal Information:

Surname..... First Name(s).....

..... Preferred Name.....

Male / Female Date of Birth..... Age.....

Home Address.....

.....

Home Phone (.....)..... Cellular Phone .....

E-Mail Address ..... NZQA Number.....

Employer's Name .....

Your Work Address.....

.....(If different from section C)

Your Work Phone (.....)..... Fax (.....)(If different from section C)

Your Position.....

#### Citizenship:

*Tick the box that best describes your citizenship or permanent residency status.*

NZ Citizen  NZ Permanent Resident  Australian Citizen

Other.....(Please specify)

#### Ethnicity:

*Tick the box that applies to you. (You may tick up to three boxes)*

European / Pakeha  Niuean  Indian

New Zealand Maori  Tongan  Chinese

Cook Island Maori  Samoan  Asian

IWI Affiliation..... Tokelauen  Other.....

Fijian  Other Pacific Island  (Please specify)

**Verification:** Photo identification is to be presented on arrival at course.

Form of documentary evidence for student verification .....

Sighted by Trainer.....

**Medical Conditions and Disabilities:** Tick the box that applies to you. (If applicable)

Visual impairment	<input type="checkbox"/>	Chronic medical conditions	<input type="checkbox"/>
Hearing impairment	<input type="checkbox"/>	Specific learning difficulties	<input type="checkbox"/>
Mobility impairment	<input type="checkbox"/>	Mental health difficulties	<input type="checkbox"/>
Hand Function / OOS	<input type="checkbox"/>	Other.....	(Please specify)

Would you like to discuss your support needs with someone? Yes  No

---

**Section C - Employer Authorisation and Payment Details**

Employer.....

Employer's Address.....

Employer's Phone (.....)..... Fax (.....).....

Authorised By..... (Please Print) Position Held.....

I agree to pay \$..... Course Fee Order Number.....

Signed..... Date.....

\*Withdrawals and Cancellations are to be made in writing or by email 10 working days prior to the course.  
\*Withdrawals from Short Courses will incur a cancellation fee of 50% if less than 10 days notice is given.  
\*National Qualification Courses undertaken must be completed within three years from date of commencement or additional fee incurred.

**PLEASE NOTE: Opus Environmental Training Centre is the Training provider for this course and NZWETA is the Billing Agent. You will be invoiced by NZWETA.**

---

**Section D – Database Information**

NZWETA is a joint venture between Opus International Consultants Ltd and Water NZ. It is a vehicle designed to facilitate training for all sectors of the broader water and waste industry.

Would you like to receive course information & newsletters by email from NZWETA? Yes  No

It would help us if you could indicate your areas of interest:

Water Supply & Treatment	<input type="checkbox"/>	Wastewater & Treatment	<input type="checkbox"/>	Reticulation Network	<input type="checkbox"/>		
Irrigation	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Safe Practices	<input type="checkbox"/>	Swimming Pool Treatment	<input type="checkbox"/>

If you would like to learn more about NZWETA and its Training Courses visit [www.nzweta.org.nz](http://www.nzweta.org.nz)

---

**Opus International Consultants Ltd - Environmental Training Centre**  
138 Hutt Park Road, Gracefield, Lower Hutt  
PO Box 30-845, Lower Hutt  
Phone: (04) 587 0694 or 0800 OPUS ETC (678 738) or  
Fax: (04) 587 0608  
GST Reg. No: 56-380-906

# ENVIRONMENTAL TRAINING CENTRE

## Course Enrolment Guidelines

For the purposes of training course administration we need some details from you. Pursuant to the Privacy Act 1994 any personal information gathered will be used for training administration and other purposes related to that function only, including distribution to presenters of course related material.



### Enrolment - Step by Step (Please retain this guide for future reference)

1. Read the enrolment guidelines carefully before you sign the Enrolment Form. In signing the form you agree to adhere to all the requirements stated in this document.
2. Complete the attached Enrolment Form and return by email, post or fax.
3. We will advise you once your application has been confirmed and an enrolment pack will follow. This will include course information and details of student services.
4. Documentary evidence is required to verify the person enrolling. This will need to be presented on arrival  
**Acceptable documentation is:**  
Passport **OR**  
Drivers Licence **OR**  
Another acceptable form of photo ID

### Section A - Course Details (All applicants to complete)

**Course Details** Name and date of course you are enrolling for, and the location and venue for this course.

### Section B - Trainee Details (All applicants to complete)

**Name** We need your full legal name, as shown on your birth certificate or passport.

**Address** It is important that we have both your current home address and work address, as we will need to post out course information, results, certificates etc.  
Please notify us of any change of address or telephone numbers.

**Email Address** We may contact you this way during your time in training.

**NZQA Registration Number** For all Unit Standard based courses we must report the results of the unit standards completed. If you have already been issued with a number please complete, if not, leave blank. – We do however require your **Date of Birth** in order to be able to do this.

**Citizenship/ Ethnicity** This information is required for Ministry of Education statistics.

**Verification** You are required to bring acceptable photo identification with you, as stated in Step 4 above.

**Medical Conditions And Disabilities** This question will not influence whether or not you are accepted on the course.  
It is required to help us define how we best meet the specific learning needs of our students, in order to provide better services.

### Section C - Employer Authorisation and Payment Details (All applicants to complete)

**Employer details** This should be the name and address of the authorising authority.  
Note: This is where the invoice will be sent to for payment unless otherwise stated.

**Payment of fees** Payment is expected upon receipt of invoice – **Please note NZWETA is the billing Agent.**

**Cancellations** Withdrawals and Cancellations are to be made in writing or by email 10 working days prior to the course.  
Withdrawals from Short Courses will incur a cancellation fee of 50% if less than 10 days notice is given.

**Course duration** National Qualification Courses undertaken must be completed within three years from the date of commencement or additional fee may be incurred.

### Section D – Database Information (All applicants to complete)

NZWETA is a joint venture between Opus International Consultants Ltd and Water NZ. It is a vehicle designed to facilitate training for all sectors of the broader water and waste industry.

**Emails** Please indicate whether you wish to receive information from NZWETA in the future – if yes, please ensure you complete your email Address under the Personal Information section.

**Areas of interest** This will help us to determine any future courses that may be of benefit to you.

## **Student Conduct** (Please read carefully)

<b>Attendance</b>	Students must meet the attendance requirements for the course they are enrolled in. Students are required to be present, on time, fully equipped and, if applicable, dressed appropriately for practical sessions.
<b>Unacceptable Behaviour</b>	Students are required to respect the rights and differences of all employees and attendees of the course. <b>Unacceptable behaviour may include, but is not limited to the following:</b> <ul style="list-style-type: none"><li>◆ Inconsiderate behaviour that may affect other working groups on the premises</li><li>◆ Offensive social behaviour</li><li>◆ Threatening/Violent behaviour</li><li>◆ Harassment whether it be of a verbal, racial, sexual or physical nature</li><li>◆ Behaviour that may disrupt the learning environment</li></ul> Note: Trainers reserve the right to remove students if their behaviour is affecting the learning of other students and will notify the student's employer.
<b>Plagiarism</b>	We consider Plagiarism as misconduct and if identified it will have an effect on completion of your studies. "Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not. It might be as simple as copying a passage straight from a book or downloading material from the internet without attributing direct quotes or referencing source material."
<b>Health &amp; Safety</b>	Students will be advised and must comply with the Health & Safety regulations, fire and emergency evacuation procedures, and any other safety regulations while attending the courses.
<b>Use of Equipment</b>	Students must not use equipment or property of the Opus - Environmental Training Centre or venues occupied by them, without proper authority. Please report any faulty equipment immediately.
<b>Use of Resources</b>	Additional resource material can be made available to students, please make your request to the trainers.
<b>Smoke-free</b>	Smoking is only permitted in designated smoking areas. If you are unsure please check with the trainer.
<b>Alcohol &amp; Illegal Substances</b>	Alcohol and illegal substances must not be brought onto or consumed on the premises or while on any field trips. Any student believed to be under the influence of alcohol or illegal substances may be excluded from class and their employer notified.
<b>Illegal activities</b>	Any illegal acts committed by students on the Opus - Environmental Training Centre premises or venues occupied by them, will be reported to the Police for investigation and the student may be suspended from studying until the investigation outcome is clear.
<b>Access</b>	Student access is limited to the areas occupied by Opus - Environmental Training Centre or venues occupied by them between the hours 8am to 5pm.
<b>Cellular Phones</b>	All cellular phones are to be switched off while in class. If it is absolutely necessary that you have your phone on please put it on silent and advise the trainer.

## **Personal Property** (Please read carefully)

The Opus - Environmental Training Centre will not take responsibility for loss or damage to students' property.

## **Complaints/Appeal Procedures** (Please read carefully)

Students who are dissatisfied with some aspect of their training can express their concerns in a number of ways. It is encouraged that students raise concerns directly with the Opus - Environmental Training Centre before approaching external organisations. Options are as follows:

<b>Written</b>	By completing the Training Centre feedback form
<b>Personal</b>	With Training Centre Staff
<b>External</b>	Water Industry Training/Agriculture ITO, PO Box 10383, Wellington– Phone: (04) 801 9443 NZQA, PO Box 160, Wellington 6015 – Phone: (04) 802 3000 ( <i>For Complaints Only</i> )

Those complaints that are not of a training nature are to be reported firstly to Registry, then to the Training Centre Manager. If the matter cannot be resolved it may be referred to the Divisional Manager – Environmental, Opus International Consultants Ltd.

**IMPORTANT: Please retain this guide for future reference**

---

**Opus International Consultants Ltd - Environmental Training Centre**  
**138 Hutt Park Road, Gracefield, Lower Hutt or PO Box 30-845, Lower Hutt**  
**Phone: (04) 587 0694 or 0800 OPUS ETC (678 738) or Fax: (04) 587 0608**  
**GST Reg. No: 56-380-906**