

Application & Enrolment Checklist

For more information about the programme

Please read the Business Management Programme Information Booklet which accompanies this document, or you may download a copy from our website www.management.org.nz

Help Desk Support

If you require further information or have questions please call our Help Desk:

Free Phone: 0508 MANAGEMENT Or: (07) 571 8803

Checklist

Please complete and include the following documents in your application:

- Completed and signed - Application and Enrolment Form 2011
- A **verified copy** of your Passport or Birth Certificate
(Verified Copy is a copy signed by Justice of Peace or Dept of Courts, GP etc.)
- A **verified copy** of evidence of name change if appropriate (ie Marriage Certificate)
- Completed and signed - Pre-Enrolment Questionnaire
- Complete this page and include in application
- Optional - Summary Curriculum Vitae (CV) and NZQA Record of Learning if available.

Administration Charge

An administration charge of \$360.00 is required when you submit your application and enrolment forms. (Further details are in the Business Management Programme Information Booklet)

Please indicate your preferred payment option (tick one):

- I have enclosed a cheque - **Make your cheque payable to: "Adventure Education Nationwide"**
- I will come to the Tauranga Head Office to use our Eftpos facilities
- I have paid by Direct Credit
 - **Deposit into our Bank Account: 12-3194-0022577-00 (ASB)**
 - Use your full name and "AEN" as the reference
 - Write this reference on your enrolment form
- I will pay by Credit Card: Mastercard or Visa
Card Number: _____ | _____ | _____ | _____
Expiry Date: ___ / ___ Name on Card: _____

Signed: _____

Please send in your application to:

Student Services; Business Management Programme; Adventure Education Nationwide Ltd;
PO Box 13354; TAURANGA

Pre-Enrolment Questionnaire

Your responses to the following questions will help you (and us) to determine if this course is suitable for you. Please answer **ALL** of the questions.

1. What is your Name? _____
2. Do you work full-time or part-time? Full-time Part-time Unemployed (circle one)
(if you are currently unemployed, please provide a brief work history or CV)
3. What is your Occupation? _____
4. What industry do you work in? _____
5. Why are you interested in completing the Business Management Programme?

6. In what year did you last undertake academic study? _____
7. Please list your past educational achievements:

8. Do you have access to the Internet? Yes No
9. Do you have a valid email address? (Required) Yes No
Email: _____
10. Do you feel that you can learn effectively without regular face-to-face interaction with a tutor and peers? Yes No
11. How would you rate your time management skills? Poor Fair Excellent
12. How would you rate your writing skills? Poor Fair Excellent
13. How would you rate your ability to work independently? Poor Fair Excellent
14. How would you rate your computer skills (word processing and Excel spreadsheets) Poor Fair Excellent
15. Because the Business Management Programme is zero fees, the only payment that applies is the administration cost of \$360.00 payable on enrolment. **This is a non refundable payment (unless your enrolment is not accepted by us).** Do you understand? Yes

Your Signature: _____ Today's Date: ____/____/____

Adventure Education Ltd

Application and Enrolment Form 2011



Business Management Programme
Adventure Education Ltd
PO Box 13354, Tauranga, New Zealand

Free Phone: 0508 626 243
Phone: +64 7 571 8803
Email: info@management.org.nz
Web: www.management.org.nz

HEAD OFFICE USE ONLY
Local ID:
Site:
Enrolled Date:
NZQA ROL:
Proof of ID: BC / PP / NSN

Welcome to Adventure Education Ltd. Please read the instructions below carefully before you complete this enrolment form.
Some areas have been filled in for you.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our organisation. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing the form.

A QUALIFICATION

	Name of the qualification (Provider Code: 8365, Programme Code: PC9375)	NZCIM Certificate in Management (NZIM Cert Mgt)		
	You will be enrolling into the following courses:			
	<input checked="" type="checkbox"/> NZCIM01 Module One: Introduction to Management (805) <input checked="" type="checkbox"/> NZCIM02 Module Two: Workplace Communication (812) <input checked="" type="checkbox"/> NZCIM03 Module Three: Problem Solving & Decision Making (819) <input checked="" type="checkbox"/> NZCIM04 Module Four: Human Resources Management II (809)	<input checked="" type="checkbox"/> NZCIM05 Module Five: Introduction to Marketing (802) <input checked="" type="checkbox"/> NZCIM06 Module Six: Introduction to Accounting (808) <input checked="" type="checkbox"/> NZCIM07 Module Seven: Law and Small Business (854) <input checked="" type="checkbox"/> NZCIM08 Module Eight: Enterprise Research Project (836)		
	Qualification Start Date:	Qualification End Date:		
	\$360.00 Administration Fee Payment Method: cheque eftpos bank deposit credit card (details on application checklist)	Paid <input type="checkbox"/>	Date: _____ Code Used: _____ Please Attach Cheque or provide details of bank transactions	
	Do you intend to study part time or full time?:	Part time <input checked="" type="checkbox"/>		
1	Have you studied at Adventure Education before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If you have previously enrolled at Adventure Education under another name, what was that name?			

B PERSONAL DETAILS

2	Print your full legal name:	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other (Specify) _____
	Family Name:	
	Given First Name(s):	
	Preferred Name:	
	Previous name(s) known by: (please provide verification of name change)	

3	Home Address & Contact Details			4	Address While Studying																																																																																																													
		Home Address:	Postal Address: Please tick if: Same as Home <input type="checkbox"/> (Second)		Address While Studying: Please tick if: Same as Home <input type="checkbox"/> (Third)																																																																																																													
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5	Phone: ()		6	Fax ()	7	Phone: () (While studying)																																																																																																												
8	Mobile: ()		9	Email:																																																																																																														
10	Next of Kin Name:		11	Next of Kin Phone:()																																																																																																														
12	Date of birth:	____ - ____ 19____ day month year	13	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>																																																																																																												
14	If you know, what is your National Student Number? (NSN) Please write it here ____ - ____ - ____																																																																																																																	
15	Citizenship and Residency: You may need to supply evidence of citizenship or residence: - NZ Birth Certificate - Passport	Tick the box which best describes your citizenship or permanent residency status. New Zealand Citizen <input type="checkbox"/> NZL Australian Citizen <input type="checkbox"/> AUS New Zealand Permanent Resident <input type="checkbox"/> NZP Other <input type="checkbox"/> Please specify if "Other": _____ (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.) <hr/> If you ticked "Other", please also specify your fee/assistance status. NZAID Scholarship (incl. Aotearoa, short-term training and post-graduate) <input type="checkbox"/> 01 Full Fee Paying Foreign Student <input type="checkbox"/> 03 Exchange Scheme approved by Ministry of Education <input type="checkbox"/> 04 Foreign Research Based Post-Graduate <input type="checkbox"/> 06 Military Personnel, Diplomatic Staff or Family, or <input type="checkbox"/> 08 Persons Associated with Operation Deep Freeze On-Shore International PhD student <input type="checkbox"/> 09																																																																																																																
	During your time studying in this qualification will you be resident in New Zealand or overseas? In New Zealand <input type="checkbox"/> Overseas <input type="checkbox"/>																																																																																																																	
16	Ethnicity: What ethnic group(s) do you belong to? You may tick up to three boxes, which apply to you.	<table border="0"> <tr> <td>NZ European/Pakeha</td><td><input type="checkbox"/></td><td>111</td> <td>Filipino</td><td><input type="checkbox"/></td><td>411</td> </tr> <tr> <td>New Zealand Māori</td><td><input type="checkbox"/></td><td>211</td> <td>Cambodian</td><td><input type="checkbox"/></td><td>412</td> </tr> <tr> <td>Samoaan</td><td><input type="checkbox"/></td><td>311</td> <td>Vietnamese</td><td><input type="checkbox"/></td><td>413</td> </tr> <tr> <td>Cook Island Māori</td><td><input type="checkbox"/></td><td>321</td> <td>Other Southeast Asian</td><td><input type="checkbox"/></td><td>414</td> </tr> <tr> <td>Tongan</td><td><input type="checkbox"/></td><td>331</td> <td>Chinese</td><td><input type="checkbox"/></td><td>421</td> </tr> <tr> <td>Niue</td><td><input type="checkbox"/></td><td>341</td> <td>Indian</td><td><input type="checkbox"/></td><td>431</td> </tr> <tr> <td>Tokelauen</td><td><input type="checkbox"/></td><td>351</td> <td>Sri Lankan</td><td><input type="checkbox"/></td><td>441</td> </tr> <tr> <td>Fijian</td><td><input type="checkbox"/></td><td>361</td> <td>Japanese</td><td><input type="checkbox"/></td><td>442</td> </tr> <tr> <td>Other Pacific Peoples</td><td><input type="checkbox"/></td><td>371</td> <td>Korean</td><td><input type="checkbox"/></td><td>443</td> </tr> <tr> <td>British/Irish</td><td><input type="checkbox"/></td><td>121</td> <td>Other Asian</td><td><input type="checkbox"/></td><td>444</td> </tr> <tr> <td>Dutch</td><td><input type="checkbox"/></td><td>122</td> <td>Middle Eastern</td><td><input type="checkbox"/></td><td>511</td> </tr> <tr> <td>Greek</td><td><input type="checkbox"/></td><td>123</td> <td>Latin American</td><td><input type="checkbox"/></td><td>521</td> </tr> <tr> <td>Polish</td><td><input type="checkbox"/></td><td>124</td> <td>African</td><td><input type="checkbox"/></td><td>531</td> </tr> <tr> <td>South Slav</td><td><input type="checkbox"/></td><td>125</td> <td>Other</td><td><input type="checkbox"/></td><td>611</td> </tr> <tr> <td>Italian</td><td><input type="checkbox"/></td><td>126</td> <td>Not Stated</td><td><input type="checkbox"/></td><td>999</td> </tr> <tr> <td>German</td><td><input type="checkbox"/></td><td>127</td> <td></td><td></td><td></td> </tr> <tr> <td>Australian</td><td><input type="checkbox"/></td><td>128</td> <td></td><td></td><td></td> </tr> <tr> <td>Other European</td><td><input type="checkbox"/></td><td>129</td> <td></td><td></td><td></td> </tr> </table> <p>Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".</p>					NZ European/Pakeha	<input type="checkbox"/>	111	Filipino	<input type="checkbox"/>	411	New Zealand Māori	<input type="checkbox"/>	211	Cambodian	<input type="checkbox"/>	412	Samoaan	<input type="checkbox"/>	311	Vietnamese	<input type="checkbox"/>	413	Cook Island Māori	<input type="checkbox"/>	321	Other Southeast Asian	<input type="checkbox"/>	414	Tongan	<input type="checkbox"/>	331	Chinese	<input type="checkbox"/>	421	Niue	<input type="checkbox"/>	341	Indian	<input type="checkbox"/>	431	Tokelauen	<input type="checkbox"/>	351	Sri Lankan	<input type="checkbox"/>	441	Fijian	<input type="checkbox"/>	361	Japanese	<input type="checkbox"/>	442	Other Pacific Peoples	<input type="checkbox"/>	371	Korean	<input type="checkbox"/>	443	British/Irish	<input type="checkbox"/>	121	Other Asian	<input type="checkbox"/>	444	Dutch	<input type="checkbox"/>	122	Middle Eastern	<input type="checkbox"/>	511	Greek	<input type="checkbox"/>	123	Latin American	<input type="checkbox"/>	521	Polish	<input type="checkbox"/>	124	African	<input type="checkbox"/>	531	South Slav	<input type="checkbox"/>	125	Other	<input type="checkbox"/>	611	Italian	<input type="checkbox"/>	126	Not Stated	<input type="checkbox"/>	999	German	<input type="checkbox"/>	127				Australian	<input type="checkbox"/>	128				Other European	<input type="checkbox"/>	129			
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17	Iwi: If you identified as New Zealand Māori in question 16, what is the name of your Iwi? Don't Know <input type="checkbox"/> You may enter more than one Iwi.	Iwi: Rohe (Iwi home area): Iwi: Rohe (Iwi home area):
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18	Prior activity:	What was your MAIN activity or occupation in New Zealand at 1 October 2010 ? Tick only one box. Secondary school student <input type="checkbox"/> 01 Non-employed or beneficiary (excluding retired) <input type="checkbox"/> 02 Wage or salary worker <input type="checkbox"/> 03 Self-employed <input type="checkbox"/> 04 University student <input type="checkbox"/> 05 Polytechnic student <input type="checkbox"/> 06 College of Education student <input type="checkbox"/> 07 House-person or retired <input type="checkbox"/> 08 Overseas (irrespective of occupation) <input type="checkbox"/> 09 Private Training Establishment student <input type="checkbox"/> 11 Wānanga student <input type="checkbox"/> 12
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19	¹ Disability: Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential. Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how would you describe your impairment, disability or long term medical condition:
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C ACADEMIC INFORMATION

20	Secondary School: What was the name of the last secondary school you attended? _____ State "overseas", if applicable. What was your last year at secondary school? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> What is the highest level of achievement you hold from a secondary school? . Tick only one box. 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 at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">No formal secondary qualifications</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/> 00</td> <td style="width: 40%;">14 or more credits at any level</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/> 11</td> </tr> <tr> <td>NCEA Level 1 or School Certificate</td> <td style="text-align: center;"><input type="checkbox"/> 12</td> <td>NCEA Level 2 or 6th Form Certificate</td> <td style="text-align: center;"><input type="checkbox"/> 13</td> </tr> <tr> <td>University Entrance</td> <td style="text-align: center;"><input type="checkbox"/> 14</td> <td>NCEA Level 3 or Bursary or Scholarship</td> <td style="text-align: center;"><input type="checkbox"/> 15</td> </tr> <tr> <td>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</td> <td style="text-align: center;"><input type="checkbox"/> 09</td> <td>Other</td> <td style="text-align: center;"><input type="checkbox"/> 98</td> </tr> <tr> <td>Not known</td> <td style="text-align: center;"><input type="checkbox"/> 99</td> <td>Please specify if "Overseas" or "Other" _____</td> <td></td> </tr> </table>	No formal secondary qualifications	<input type="checkbox"/> 00	14 or more credits at any level	<input type="checkbox"/> 11	NCEA Level 1 or School Certificate	<input type="checkbox"/> 12	NCEA Level 2 or 6 th Form Certificate	<input type="checkbox"/> 13	University Entrance	<input type="checkbox"/> 14	NCEA Level 3 or Bursary or Scholarship	<input type="checkbox"/> 15	Overseas qualification (includes International Baccalaureate & Cambridge Exams)	<input type="checkbox"/> 09	Other	<input type="checkbox"/> 98	Not known	<input type="checkbox"/> 99	Please specify if "Overseas" or "Other" _____	
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Not known	<input type="checkbox"/> 99	Please specify if "Overseas" or "Other" _____																			

21	Tertiary Study: Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? No <input type="checkbox"/> Yes <input type="checkbox"/> (Do not include enrolments in STAR, community or hobby classes). If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment: Tertiary Organisation Name: _____ Year: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Do you expect to complete the academic requirements of your course/s in order to graduate with your qualification this year? No <input type="checkbox"/> Yes <input type="checkbox"/>
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¹ The completion of this section is not compulsory

D IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF

22 Do you currently have or will you have a Student Loan this year?
 - **No – If No**, please go to the next section (see notes for more information on interest write-off on page 5)
 - **Yes – If Yes**, please insert your IRD number - -

F BANK ACCOUNT - .(Not applicable for Business Management Students)

23 Please provide details of your bank account for the deposit of items such as Travel Allowances
 -
 Bank Branch Account Number Suffix

Name of Bank:	Name of Branch:	Town/City:
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DECLARATION

Privacy - Adventure Education Ltd 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), 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 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, Adventure Education Ltd releases information to Government agencies such as the New Zealand Police, Department 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 Adventure Education Ltd 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 see any information held about you and amend any errors in that information. To do so, contact the Training Centre Manager.

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 privacy principles in the Act. <http://www.privacy.org.nz/privacy-act>

Fees - In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Adventure Education Ltd's policy on withdrawal and refund of fees may be obtained from the Training Centre Manager. In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery.

Withdrawal & Complaints Procedures - Adventure Education Ltd's policy on withdrawal, refunding of fees, complaints and the timeframes required for each procedure are clearly outlined in the Student Handbook. By signing below it will be taken you are aware of them and that you will abide by the procedures and conditions if required.

Rules - In signing this enrolment form you undertake to comply with the published rules and policies of Adventure Education Ltd 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 enrolment form is true and complete, I am aware of the conditions described above, and agree to abide by them. I consent to the disclosure of personal information as described above.

_____ / ____ / ____
 Student Signature Date

➤ **Please make sure that you sign your enrolment form above**

<p>TRAINING CENTRE - OFFICE USE ONLY-</p> <p>Training Centre Name: _____</p> <p>Representative Name: _____</p> <p>Signed: _____</p> <p>Date: _____ / ____ / ____</p>	<p>Documentation / Proof of ID</p> <p>Type: BC / PP / NSN / Other If "Other" specify: _____</p> <p>Originals Sighted: <input type="checkbox"/> Verified Copy Supplied <input type="checkbox"/></p> <p>Copy of Initial Needs Assessment Attached: <input type="checkbox"/></p> <p>Copy ID Attached if not have NSN: <input type="checkbox"/></p>
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Interest Free Student Loans and other Interest Write-offs

If you have a student loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study.

On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand. For more information on how to become eligible for interest free student loans, visit www.ird.govt.nz/studentloans.

If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your student loan account automatically.

Completing your IRD number is voluntary. If you choose not to provide your IRD number you should contact Inland Revenue directly if you think you may be eligible for an interest write-off.

Please Note: Completing your IRD number on this form is not an application for an interest write-off. If the information you provide is incorrect and can't be matched no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.

You must be a domestic student to qualify for Zero Fees

To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or 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 and to do so you must produce 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.

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Solicitor, Minister of the Church, General Practitioner or School Principal for example.

International students must bring their passport with them when they enrol.

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>.