

TOP OF THE SOUTH TRADES ACADEMY (TOTSTA) ENROLMENT FORM



C/- Nayland College, 166 Nayland Road, Stoke, Nelson 7011 | Phone (03) 547 9769 | Facsimile (03) 547 3498 | tradesacademy@gmail.com

Personal Details	Surname:	Date of Birth:
	First Names:	NSI Number:
	Preferred Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
	Home Address:	
	Student Email:	
	Home Telephone:	Student Mobile:
	Emergency Contact Name:	
	Phone:	Relationship:

Citizenship/Ethnicity	Citizenship:
	<input type="checkbox"/> New Zealand Citizen (born in New Zealand)
	<input type="checkbox"/> New Zealand Permanent Resident (born overseas but have permanent residency)
	<input type="checkbox"/> Australian Citizen (born in Australia)
	<input type="checkbox"/> Other, please state country: _____
	What ethnic group do you belong to?
<input type="checkbox"/> New Zealand European <input type="checkbox"/> Pacific Island <input type="checkbox"/> Asian	
<input type="checkbox"/> New Zealand Maori <input type="checkbox"/> Other, country: _____	

Course Details	Course Name:	
	Course Date:	
	Secondary School:	Dean:
	What is your current year level?	
	Have you previously enrolled on an NMIT course [including Tertiary Pathway (STAR) or GATEWAY courses]? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Health Details	<p>In order to maximise your safety it is important that NMIT and WIO is fully aware of any medical conditions that you may have. Therefore we would ask you to tell us if you have any medical condition which could be a safety risk in performing an activity. The information that you give us will be kept confidential to the tutor but may be used in a life threatening situation. List any medical condition and any medication taken. Please provide details if you require assistance with any medication you take.</p>

Declaration	<p>I agree to comply with the requirements of the Top of the South Trades Academy (TOTSTA), Nelson Marlborough Institute of Technology (NMIT), Whenua-iti Outdoors (WIO) if my application for enrolment on the TOTSTA NMIT or TOTSTA WIO course is accepted, including:</p>	
	<input type="checkbox"/> Enrolling at NMIT and agreeing to comply with the rules of the Institute.	
	<input type="checkbox"/> Agreeing to provide the information contained in this form which I understand to be used by TOTSTA NMIT or TOTSTA WIO from time to time as may be necessary in respect of my studies.	
	<input type="checkbox"/> Authorising TOTSTA NMIT or TOTSTA WIO to pass on such information to third parties as may be necessary in respect of my studies.	
	<input type="checkbox"/> Reading agreeing to and signing the TOTSTA NMIT/TOTSTA WIO Course Student Behaviour Agreement on the back of this enrolment form.	
<input type="checkbox"/> Agreeing to the sharing of my personal information between TOTSTA NMIT or TOTSTA WIO partners for the purposes of reporting of student results, pastoral support and guidance, management of learning and disciplinary matters.		
<input type="checkbox"/> Agreeing to the use of any photographs taken of you while attending the TOTSTA NMIT or TOTSTA WIO course, in TOTSTA NMIT or TOTSTA WIO publicity material, newsletter and/or website.		
Student Signature:	Date:	
Parent Signature:	Date:	

Office Use Only	Information and Enrolments Administrator:	Date:
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TOP OF THE SOUTH TRADES ACADEMY (TOTSTA) STUDENT BEHAVIOUR AGREEMENT



Students taking TOTSTA NMIT courses are expected to behave in a responsible manner. TOTSTA NMIT will contact your Secondary School regarding failure to maintain the standards of behaviour outlined in this agreement. It is agreed as follows:

Nelson Marlborough Institute of Technology (NMIT) or Whenua iti Outdoors (WIO) will provide the following:

- > Tuition
- > Leadership
- > Support
- > Advice
- > Information on risk management and practices.
- > All the practical steps to ensure that people involved in the activity are not harmed by any hazard that is or arises during the activity undertaken.

The Student:

- > Will be courteous and respectful to tutors and other students on the course.
- > Will follow the tutor's instructions.
- > Will attend classes and be punctual by arriving at least 5 minutes before the course start time and return from breaks at the agreed time.
- > Will wear appropriate clothing and footwear for the course.
- > Will behave in a safe and reasonable manner so that neither the student nor other people are put at risk by their actions.
- > Will adhere to NMIT's policy of zero tolerance to any form of harassment (Refer to 2K7 Preventing Harassment policy, available on the NMIT website).
- > Will use all tools, equipment, safety equipment and clothing issued in a safe and responsible manner.
- > Will not be under the influence of and/or consume any alcohol or drugs on campus.
- > Will adhere to risk management procedures for all activities.

TOTSTA NMIT courses:

For TOTSTA NMIT courses that involve trades workshops to safeguard everyone's safety, the following rules apply:

- > Eye protection must be worn when operating any workshop machines.
- > Overalls must be worn (No baggy clothes that could get caught in machines).
- > Appropriate safety footwear must be worn.
- > Hearing protection must be worn in noisy situations.
- > Long hair must be tied back or retained in a hat or hair net.
- > Walkways must be kept clear.
- > No equipment or machinery may be used unless full approval has been obtained from a tutor or technician.
- > The workshop must be cleaned thoroughly at the end of each workshop session.
- > All hand tools must be replaced after each workshop session.
- > Pre used loan/safety gear will be available in specialist courses which will need to be returned at the end of the course. Non return or damage may incur cost recovery. Alternatively, students can purchase their own - further details from the tutor.

Agreement:

I, _____ (name of student), have read the information above and agree to the student rules. I understand my responsibilities and that if I fail to follow the rules that I can be excluded from attending the TOTSTA NMIT or TOTSTA WIO course. For TOTSTA NMIT or TOTSTA WIO courses I understand that these courses involve activities with risks and danger. I understand these risks and accept full responsibility for my own safety. I accept liability for any loss or damage to equipment incurred by myself and that I may be required to pay for the costs of replacement or repairs. I also declare that I am in good health and take full responsibility for my physical ability to perform the activities described in the course outline. I give permission for TOTSTA NMIT/TOTSTA WIO staff to administer first aid and seek medical assistance in the event of an accident.

Student Signature _____ Date _____
Parents Name _____
Parents Signature _____ Date _____

