

National Trade Academy

Land Based Trade Academy

Dual Enrolment Form 2025



P O Box 39069
Harewood
Christchurch 8545

Phone 03 360 2192
Email trade.academy@nta.co.nz

Welcome to National Trade Academy.

Please read the instructions below carefully before you complete this enrolment form.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification or course at our organisation. We also need to collect information from you which is required by government agencies for statistical and registration reasons. Please fill in the form correctly 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.
- Attaching to the form additional documentation that is required for government funding purposes.

A PERSONAL DETAILS									
1	Print your full legal name: Family Name: Given Name(s):								
2	Preferred first name:								
3	Full Postal Address: Postcode:								
	Phone number:								
	Mobile number:								
	Email:								
	Alternate email (eg parent):								
4	Date of birth: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> day month year								
5	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other Gender <input type="checkbox"/>								

6	Citizenship	NZ Citizen <input type="checkbox"/>	NZ Permanent Resident <input type="checkbox"/>	Australian Citizen or Permanent Resident <input type="checkbox"/>	Other <input type="checkbox"/>
	If other, write down your country of citizenship (For students with dual citizenship, please also specify the second country of citizenship)		_____		
7	Ethnicity	NZ Māori <input type="checkbox"/>	Pakeha <input type="checkbox"/>	Pasifika <input type="checkbox"/>	
		Other <input type="checkbox"/> (please specify) _____			
8	Iwi: If you identified as New Zealand Māori in question 7, what is the name of your Iwi? You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.	Iwi: Rohe (Iwi home area): Iwi: Rohe (Iwi home area):			
9	What Secondary School do you attend currently? (2025) _____	Current year level (2025):	What Secondary School will you attend next year? (2026) _____	Year Level in 2025:	
		Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 13 <input type="checkbox"/>		Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 13 <input type="checkbox"/>	
10	If you know your NSN (National Student number), please write it here:	□□□□-□□□□-□□□□□□			
11	NCEA Level working towards in 2025	Not yet <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>
12	Attended school in 2025 and returning in 2026?		YES <input type="checkbox"/>		

B MEDICAL CONDITIONS & DISABILITIES

13 The following information is confidential.
Disclosure of information will not influence your acceptance on the programme.
Do you describe yourself as disabled, Deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition?

Yes No Prefer not to disclose

Are there supports that would help you while learning at this tertiary institution? Your response allows us to support you while learning at our campus.

Please detail or select all of the supports you might need.

Access to assistive technology (eg, devices for reading, writing, communication): Please give specific details:		
Mobility and transport (eg, navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan) Please give specific details:		
Support with reading, writing, and communicating in learning sessions, exams, and assessments. Please give specific details:		
Other learning or disability support. Please give specific details:		
Do you need accessible format resources for course content	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you need a New Zealand Sign Language Interpreter	Yes <input type="checkbox"/>	No <input type="checkbox"/>
No – I do not need support at this time	<input type="checkbox"/>	

IN CASE OF EMERGENCY

Emergency Alternative Contact

Name:			
Address:			
Email:			
Phone:		Relationship:	

Doctors Contact Details

Name:			
Name of Surgery:			
Phone:			

C PROGRAMME ENROLMENT (all programmes run dependent on numbers)	
	<p>Start Date: Thursday 7th February 2025 - Thursday 13th November 2025</p> <p>Programmes run 2 days per week: Thursday and Friday.</p>
14	<p><u>Level 2</u></p> <p>Vocational Pathways & NZ Certificates - One to Two Year Programme (depending on speed of learner)</p> <p style="text-align: right;">Level 2</p> <ul style="list-style-type: none"> • Agriculture - <i>NZ Certificate in Primary Industries (Agriculture)</i> 40+ credits <input type="checkbox"/> <i>Livestock handling, weed control, fencing, tractors, bikes, quads</i> • Animal Care 40+ credits <input type="checkbox"/> • Horticulture - <i>NZ Certificate in Primary Industries (Horticulture)</i> 40+ credits <input type="checkbox"/> <i>Plants, small engines, hand tools, soils, fertilizers</i> • Equine - <i>NZ Certificate in Equine</i> 40+ credits <input type="checkbox"/> <i>Caring for horses, facilities, gear, low-level riding</i> • Apiculture 40+ credits <input type="checkbox"/> <i>Bee Keeping</i> • Transport, Logistics & Warehousing 40+ credits <input type="checkbox"/> <i>Overview of the road transport industry</i> • Introduction to Welding and Light Engineering Fabrication 40+ credits <input type="checkbox"/> <i>Practical introduction to welding, power tools and fabrication</i> <p><u>Level 3</u></p> <p>– One Year Programme</p> <p style="text-align: right;">Level 3</p> <ul style="list-style-type: none"> • Agriculture 40+ credits <input type="checkbox"/> • Animal Care (<i>credits towards NZ Certificate in Animal Care</i>) 40+ credits <input type="checkbox"/> <i>Health, handling, anatomy and physiology of companion animals</i> • Horticulture 40+ credits <input type="checkbox"/> • Equine (<i>credits towards NZ Certificate in Equine</i>) 40+ credits <input type="checkbox"/> <i>Sport horse Stable Assistant strand</i> • Civil Construction and Hard Landscape 40+ credits <input type="checkbox"/> <p>Please contact us for personalised programmes if required.</p>
14a	<p>Second choice: _____</p>

Courses can fill up fast, so email your application form to: trade.academy@nta.co.nz (for fastest enrolment)

Or send to:

National Trade Academy

PO Box 39069 Harewood Christchurch 8545

DECLARATION

Privacy – National Trade Academy collects and stores information from this form to:

- manage the business of National Trade Academy (including internal reporting and administrative processes)
- comply with the requirements of the [Education and Training Act 2020](#) and other legislation^[1] relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise the disclosure of your personal information on the understanding that National Trade Academy will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020, the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information that National Trade Academy holds about you and request to correct any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act 2020 has the stated aim of protecting the privacy of individuals. It also governs the collection, use, storage and disclosure of personal information.

The Privacy Act requires National Trade Academy to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.

<https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

Supply of information to government agencies and other organisations

National Trade Academy supplies data collected on this form to government agencies, including:

- the Ministry of Education
- Education New Zealand
- the New Zealand Qualifications Authority
- the Tertiary Education Commission.

Those agencies use the data collected from National Trade Academy to:

- administer the tertiary education system, including allocating funding
- develop policy advice for government
- conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 2020.

When required by law, National Trade Academy releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of National Trade Academy regarding attendance, academic integrity and progress, conduct and use of information systems.

Conflict of Interest Declaration – The Directors of the National Trade Academy declare that they have no actual or potential conflicts of interest arising from their role as governing members

Interest in Other Organisations Declaration – The Directors of the National Trade Academy declare that they have no interest in organisations in the education or immigration sector that provide goods or services to tertiary students.

¹ This includes legislation governing the maintenance of official records and for accountability for public funding.

NTA Student Literacy and Numeracy Assessment Tool Agreement

As a student at NTA, you may be required to undertake assessment(s) to track your Literacy and Numeracy progress. This is undertaken using the TEC (Tertiary Education Commission) Literacy and Numeracy Assessment Tool.

You are advised that:

- A) The TEC is collecting information on the learner’s literacy and numeracy skill levels.
- B) The purpose of collecting the information is to help the learner learn, and to allow performance to be measured and report on progress to be made to funders.
- C) The information will be available to any tertiary education organisation that the learner enrolls with if the learner is enrolling in a foundation level programme.
- D) The TEC will hold the information (the TEC’s address is PO Box 27048, Wellington 6141).
- E) The learner may access the information by contacting the tertiary education organisation that they undertook the assessment and learning with in the first instance. If this is not available, the learner may access the information by contacting the TEC at privacy@tec.govt.nz
- F) If the learner accesses the information, and considers that any of the information is incorrect, he or she may ask the tertiary education organisation or the TEC to correct the information.

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 agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Applicant’s Signature

____/____/____
Date

Parent/Legal Guardian Signature

____/____/____
Date

Signature of NTA Representative

____/____/____
Date

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

<i>Office Use Only</i>		
<i>Documentation</i>	<i>Approved</i>	<i>Entered</i>
_____ ____/____/____	_____ ____/____/____	_____ ____/____/____

High School Endorsement Form

Land Based Trade Academy



P O Box 390-69
Harewood
Christchurch 8545

Phone: 03 360 2192
Email: trade.academy@nta.co.nz

School	
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Applicant's Name	
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Name of contact at school	
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Programme	
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Weekly timetable	
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Applicants Signature	Date
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Required Documentation Attached to this document: <input type="checkbox"/> Current Record of Learning <input type="checkbox"/> Transcript of School Subjects enrolled in 2025 <input type="checkbox"/> Verified Birth Certificate or Passport 2026 Reporting requirements during the year School to report to NTA: <ul style="list-style-type: none">• School Term reports and achieved results NTA to report to school: <ul style="list-style-type: none">• Literacy and numeracy assessment tool results• Term Progress Reports and achieved results	School Stamp
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_____ (school) accepts that this enrolment with NTA Land Based Trade Academy will mean a dual enrolment at both NTA Land Based Trades Academy and respective secondary school as set out by the Ministry of Education.

Signed (Principal/Delegate)	
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Name	
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Date	
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