

National Trade Academy

Land Based Trade Academy

Dual Enrolment Form 2026



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><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td colspan="2">day</td><td colspan="2">month</td><td colspan="4">year</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	day		month		year				5	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other Gender <input type="checkbox"/> <hr/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												
day		month		year															

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 will you attend next year? (2026) _____	Year Level in 2026: 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:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
11	NCEA Level working towards in 2026	Not yet <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>
12	Attended NTA in 2025 and returning in 2026?		YES <input type="checkbox"/> NO <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

☐

No

☐

Do you need a New Zealand Sign Language Interpreter

Yes

☐

No

☐

No – I do not need support at this time

☐**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)	
Start Date:	Thursday 12th February 2026 - Thursday 12th November 2026 Programmes run 2 days per week: Thursday and Friday.
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 - NZ Certificate in Primary Industries (Agriculture) <i>Livestock handling, weed control, fencing, tractors, bikes, quads</i> 40+ credits <input type="checkbox"/> • Animal Care 40+ credits <input type="checkbox"/> • Horticulture - NZ Certificate in Primary Industries (Horticulture) <i>Plants, small engines, hand tools, soils, fertilizers</i> 40+ credits <input type="checkbox"/> • Equine - NZ Certificate in Equine <i>Caring for horses, facilities, gear, low-level riding</i> 40+ credits <input type="checkbox"/> • Apiculture <i>Bee Keeping</i> 40+ credits <input type="checkbox"/> • Transport, Logistics & Warehousing <i>Overview of the road transport industry</i> 40+ credits <input type="checkbox"/> • Introduction to Welding and Light Engineering Fabrication <i>Practical introduction to welding, power tools and fabrication</i> 40+ credits <input type="checkbox"/> <p><u>Level 3</u></p> <p><u>– One Year Programme</u></p> <p style="text-align: right;">Level 3</p> <ul style="list-style-type: none"> • Animal Care (credits towards NZ Certificate in Animal Care) <i>Health, handling, anatomy and physiology of companion animals</i> 40+ credits <input type="checkbox"/> • Horticulture 40+ credits <input type="checkbox"/> • Equine (credits towards NZ Certificate in Equine) <i>Sport horse Stable Assistant strand</i> 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 statement

The [Privacy Act 2020](#) has the stated aim of protecting and promoting the privacy of individuals. It governs the collection, use, storage and disclosure of personal information. National Trade Academy handles personal information in accordance with the 13 information privacy principles in the Act.

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

- comply with the requirements of the [Education and Training Act 2020](#) and other legislation relating to maintenance of records
- manage its business, including internal reporting, administrative processes and selection of scholarship and award/prize winners; and
- supply information to government agencies and other organisations, as set out below.

National Trade Academy will comply with all legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020. You are entitled to see any information that National Trade Academy holds about you and request that any errors in the information be corrected. To do so, contact the Enrolments Officer.

Disclosure of personal information to government agencies

National Trade Academy may supply personal information collected on this form to the following government agencies:

- Tertiary Education Commission
- Ministry of Education
- New Zealand Qualifications Authority
- Ministry of Social Development
- Inland Revenue
- Ministry of Business, Innovation and Employment, including Immigration New Zealand; and
- when required by law, New Zealand Police, Department of Justice and the Accident Compensation Corporation.

The government agencies listed above may use the personal information supplied to them to:

- administer the tertiary education system, including allocating funding and the administration of the Fees Free schemes
- develop policy advice for government
- conduct statistical analysis and research
- update the New Zealand Record of Achievement
- include in the National Student Index or use in an authorised information matching programme with the New Zealand Birth Register
- fulfil their statutory responsibilities
- supply it to Statistics New Zealand to be integrated in Statistics New Zealand's [Integrated Data Infrastructure](#).

Disclosure of personal information to other agencies and organisations

National Trade Academy may also supply personal information as applicable to:

- other educational organisations for the purpose of verifying academic records
- Education New Zealand for the purposes of supporting international students
- scholarship providers for the purposes of administering scholarships
- debt collection agencies for the purposes of recovering unpaid fees

Storage of personal information

Data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft datastore based in Sydney, Australia.

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, disciplinary action, 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.

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** ⬅

Office Use Only

Documentation

____/____/____

Approved

____/____/____

Entered

____/____/____

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			
Name of contact at school			
Programme			
Weekly timetable			
Applicants Signature		Date	

Required Documentation

Attached to this document:

- ☐ Current Record of Learning
- ☐ Transcript of School Subjects enrolled in **2026**
- ☐ Verified Birth Certificate or Passport

Reporting requirements during the 2026 school year:

School to report to NTA:

- School Term reports and achieved results

NTA to report to school:

- Literacy and numeracy assessment tool results
- Term Progress Reports and achieved results

School Stamp

_____ (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	
Date	