

Acknowledgement of Training and Education Responsibilities

It is acknowledged that _____ has applied to become a student at Unitec Institute of Technology. Plumbing, Gasfitting & Drainlaying programmes in Certificates in Plumbing and Gasfitting course that is leading to (please tick):

- National Certificate in Plumbing; and/or
- National Certificate in Gasfitting

He/she will be required to undertake such theory and practical training as necessary to successfully complete the course, which may involve distance learning, night class, block course training and assessment.

In accordance with the approved programme documents, Unitec Institute of Technology will be responsible for the provision of the theory and practical components of off-site training, and for the assessment of Unit Standards and other competencies.

The Employer will be responsible for the provision of on-site training across all aspects of the Plumbing & Gasfitting or Drainlaying industry including, if necessary, secondment to other employers for a period to ensure training in areas not normally undertaken by the employer.

The Apprentice is required to hold a current Limited Certificate issued by the Plumbers, Gasfitters and Drainlayers Board, under the supervision of a registered tradesperson. An application form to obtain a Limited Certificate is enclosed; payment is required for apprentices studying with Unitec.

For Plumbing & Gasfitting apprentices - the Employer agrees to release the student to attend Block Courses at Unitec for the purposes of training and assessment at agreed intervals (Sample Schedule of courses attached). Unitec will prepare a report of the student's progress and achievements after each block course, and a copy of the Course Report will be sent to both the Employer and Student.

The student agrees to undertake Unitec's theory based learning packages in a conscientious and timely manner, and to attend all Block Courses for the purpose of training or assessment.

Fees for the provision of the Training and Assessment package are to be paid annually in advance, and include payment for the following:

-  Enrolment and course fees.
-  Unitec student ID card, including all services and discounts.
-  E book – a comprehensive online learning tool (Plumbing and Gasfitting only)
-  Block Courses, including all materials, use of workshops, classrooms, library, computer labs, some tools and Student facilities at Unitec.
-  Unit Standard Assessments.
-  Unit Standard reporting fees.

Full Name of Student _____

Signature of Student _____

Date Signed _____

Full Name of Employer _____

Signature of Employer _____

Date Signed _____

Full Name of Supervisor _____
(Registered Tradesperson or Craftsman Plumber/Gasfitter)

Supervisors Licence No _____

	<u>Contact details of Employer</u>	<u>Contact details of Apprentice</u>
Managers Name		
Company Name		
Phone		
Fax		
Mobile		
E-mail		
Physical Address		
Mailing Address		
Tuition Fees payment by Employer	Yes / No	

Schedule of block courses for Plumbing & Gasfitting

The programme consists of a series of two-week block courses held over four years, totalling 22 weeks. The final block course is approximately 46 months from the start of the first block course. This will enable the apprentice to complete a 4-year apprenticeship with an employer. Each block course week is 40 day hours plus night classes; a total of 46 hours' tutor contact per week. There are six weeks of block courses (three two-week block courses) in each of the first three years, and four weeks (two two-week block courses) in the final year.

Courses are set up so that we are able to tell when an apprentice will be coming in, but are flexible enough to allow changes, taking into account the individual apprentice's circumstances.

3 months from start of apprenticeship Enrol in Stage 1	1A block course 2 weeks training	6 month gap between courses	1B block course 2 weeks training	6 month gap between courses	1Q block course (1 st qualifying assessment) 2 weeks duration
2 months gap Enrol in Stage 2	2A block course 2 weeks training	6 month gap between courses	2B block course 2 weeks training	6 month gap between courses	2Q block course (2 nd qualifying assessment) 2 weeks duration
2 months gap Enrol in Stage 3	3A block course 2 weeks training	6 month gap between courses	3B block course 2 weeks training	6 month gap between courses	3C block course 2 weeks training

4QG Final Assessment – National Certificate Gasfitting 2 weeks duration	4QP Final Assessment –National Certificate Plumbing 2 weeks duration
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First re-sit (if required) is free	\$100 charge for second and subsequent re-sits (2 re-sits allowed)
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E-learning between the block courses

The students are required to read and complete the exercises in e-Book (plumbing online) which is the primary resource, before lodging their assessment submissions on to Moodle during the period between the block courses. All the theory assessment related to their relevant year level on Moodle must be completed and submitted prior to attending the "Q" qualifying assessment block course.