

The formal training agreement entered into for this programme must have a specified overall duration – the expected period being 2 years.

All parties to the Training Agreement should be familiar with their responsibilities as contained in that agreement.

The completed Training Agreement should be forwarded to FRSITO within 20 days of signing.

TRAINING AND ASSESSMENT

On receipt of the signed Training Agreement and selected programme of unit standards, the trainee will receive a Trainee Record Folder which is to be used as an evidence portfolio. The material compiled in this folder will be used in the assessment of unit standards.

The resources used for training may come from:

- the employer's own training material that has been matched to the unit standards
- off-job training delivered by an NZQA accredited training provider

Assessment may be undertaken by:

- a FRSITO registered workplace assessor
- an assessor employed or contracted by an accredited training provider

FRSITO develops specific assessment material which is available to both the trainee and the assessor to assist in the assessment process. This material is available from FRSITO.

On completion of the requirements of unit standards, and their notification to FRSITO, FRSITO will ensure they are recorded on the trainee's NZQA Record of Learning.

Once all the unit standards have been completed, the trainee can apply to NZQA or FRSITO for their National Certificate to be awarded. While FRSITO regularly checks trainee records and will also advise the trainee if they have completed the requirements and should therefore apply to NZQA, FRSITO can now issue NZQA qualification certificates, specifically designed for our industry. Examples of these can be viewed at www.frsito.org.nz.

If you require any assistance with the completion of the Training Agreement, selection of unit standards for this programme, or assessment material, please contact your regional FRSITO Customer Service Representative. Details are available at www.frsito.org.nz. If you experience any difficulties then contact FRSITO at info@frsito.org.nz or 04 801 9469.