

**NZ Thoroughbred Racing
 NZ Equine Education Trust
 Enrolment Form 2026 (Licensing)**

Welcome to NZ Equine Education Trust

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

INSTRUCTIONS

NZ Equine Education Trust (NZEET) is NZ Thoroughbred Racing's (NZTR) Private Training Establishment (PTE) and is the mechanism which NZTR delivers industry training. This enrolment form is for those learners who are not eligible to enrol with the Primary ITO, ie international work visa holders and those currently studying at school. All practical components of our training are carried out in the workplace and requires support by employers. The purpose for this enrolment form is to obtain the information we need to enrol you into a qualification / licensing course required by NZTR. We need to collect information from you that is required by government agencies for statistical and registration reasons.

1. LEARNER DETAILS						
<i>(Full legal name as it appears on your birth certificate or passport)</i>						
First Name	Middle name/s	Surname				
Preferred name	Previous legal name/maiden name	Date of birth (DD/MM/YYYY)				
Gender (as per ID)	Male <input type="checkbox"/>	Female <input type="checkbox"/>				
2. CONTACT and DELIVERY DETAILS						
Mobile		Work phone				
Email						
Preferred contact method						
Email <input type="checkbox"/>	Mobile <input type="checkbox"/>	Work <input type="checkbox"/>	Home <input type="checkbox"/>	Mail <input type="checkbox"/>	Text <input type="checkbox"/>	
Any <input type="checkbox"/>						
Home address – must be a New Zealand physical address not a PO box						
Number	Street name				RD	
Suburb	City/town				Postcode	
3. ETHNICITY						
NZ European <input type="checkbox"/>		NZ Maori <input type="checkbox"/>		Pacific Islander <input type="checkbox"/>		
Prefer not to say <input type="checkbox"/>		Other <input type="checkbox"/>				
If Other – add up to six total below						
If NZ Maori, what is the name(s) of your iwi – add up to six below						
Don't know <input type="checkbox"/>		Prefer not to say <input type="checkbox"/>				

4. Residency and Identification

<input type="radio"/> New Zealand citizen – please provide ONE of the following forms of Identification	
Passport <input type="checkbox"/> NZ Birth Certificate <input type="checkbox"/> NZ Certificate of Citizen <input type="checkbox"/> Verified NSI record <input type="checkbox"/>	
NZQA NSN Number (if known)	

<input type="radio"/> New Zealand Resident – please provide BOTH
Passport <input type="checkbox"/> Residency visa <input type="checkbox"/>

<input type="radio"/> Australian Citizen - provide
Passport <input type="checkbox"/>

<input type="radio"/> Work Visa Holder – please provide BOTH
Passport <input type="checkbox"/> Work Visa <input type="checkbox"/>

Learner is under 16 years old and left school to study	MOE exemption no.
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5. EDUCATION DETAILS

Name of the last High School you attended	
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Country of High School		Last year of High School	
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What is your highest Secondary School qualification?

No formal secondary school qualification <input type="checkbox"/>	NCEA Level 3 / Bursary scholarship <input type="checkbox"/>
14 or more credits at any level <input type="checkbox"/>	University Entrance <input type="checkbox"/>
NCEA Level 1 / School Certificate <input type="checkbox"/>	Overseas Qualification <input type="checkbox"/>
NCEA Level 2 /Sixth Form Certificate <input type="checkbox"/>	Not Known <input type="checkbox"/>

Further Education – What is your highest post (after) Secondary School qualification

No qualification <input type="checkbox"/>	Level 4 Diploma / Certificate <input type="checkbox"/>	Bachelor Degree or Level 7 Diploma <input type="checkbox"/>
Level 1 Certificate <input type="checkbox"/>	Level 5 Diploma / Certificate <input type="checkbox"/>	Masters' Degree <input type="checkbox"/>
Level 2 Certificate <input type="checkbox"/>	Level 6 Diploma / Certificate <input type="checkbox"/>	Doctorate Degree <input type="checkbox"/>
Level 3 Certificate <input type="checkbox"/>	Postgraduate Diploma <input type="checkbox"/>	Not known <input type="checkbox"/>

What year did you first start tertiary education? (ie University, Polytechnic, ITO, PTE, Wananga or overseas equivalent) If this is the first time you have studied since leaving school write this year	Year
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6. LEARNER SUPPORT

Do you describe yourself as disabled, deaf, neurodiverse tangata whaikaha maori or living with long term physical or mental health condition?	If yes please specify and advise what support you require?
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English is my second language	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes what is your first language?	

7. PROGRAMME ENROLMENT

Please indicate the licencing course/s you wish to enrol in for 2026	NZQA Slow work licence (4 months)
	NZQA L2 Equine Industry Equine Skills programme (6 months)
	NZQA L3 Stable Assistant programme (6 months)
	NZQA L3 Track Rider programme (6 months)
	NZQA L4 Assistant Trainer (22 months)
	NZTR Apprentice Jockey licence course (20 months)

Other (please write)	
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Qualification/ Licence Start Date	Qualification/ Licence End Date (If known)
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8. PRIVACY STATEMENTS

I agree to sharing my email address with industry partners for the purpose of further non-formal learning opportunities such as events/workshops etc	Yes <input type="checkbox"/> No <input type="checkbox"/>
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I agree to sharing my record of enrolment and completion with Industry Partners for the purpose of demonstrating involvement in industry/licencing training	Yes <input type="checkbox"/> No <input type="checkbox"/>
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9. EMPLOYMENT DETAILS									
Tick one Employee <input type="checkbox"/> Self Employed <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/>					Tick one Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/>				
What were you doing immediately prior to current employment?									
Secondary School Student <input type="checkbox"/> Self-employed <input type="checkbox"/> College of Education student <input type="checkbox"/> House-person <input type="checkbox"/> Non-employed/Beneficiary <input type="checkbox"/> University student <input type="checkbox"/> Wananga Student <input type="checkbox"/> Retired <input type="checkbox"/> Wage or Salary Worker <input type="checkbox"/> Polytechnic /Wananga <input type="checkbox"/> Private Training Student <input type="checkbox"/> Overseas <input type="checkbox"/>									
What is your current position (paid/voluntary) in the equine sector									
10. EMPLOYER & WORKPLACE DETAILS									
Employer/Company name <small>(Registered business name)</small>									
Employer Name									
Phone				Email					
11. WORKPLACE SITE									
Name of workplace where training will be carried out									
Address of workplace where training will be carried out									
12. WORKPLACE VERIFIER									
Is the Verifier Contact the same as the Workplace Primary Contact?						Yes <input type="checkbox"/> No <input type="checkbox"/> If no complete below			
Workplace verifier name									
Phone				Email					
13. TERMS AND CONDITIONS									
<p>Privacy statement: Information in this enrolment is shared with government agencies and used for NZEET/NZTR business and licencing purposes. Information from the Literacy and Numeracy Assessment or Adults online tool will only be disclosed and/or used to provide support to the Learner and Employer where deemed necessary by NZEET/NZTR. NZEET/NZTR collects and stores information from this form in accordance with the Privacy Act 2020 and the Education Act 2020.</p> <p><i>NZ Equine Education Trust supplies data collected on this form to government agencies as required including:</i></p> <ul style="list-style-type: none"> • The Ministry of Education, NZ Qualifications Authority, The Tertiary Education Commission, The Ministry of Social Development (in relation to student loans & allowances) & Inland Revenue Dept (student loans), Immigration NZ & the Ministry of Business, Innovation & Employment (for those who are not NZ citizens or permanent residents), Agencies who support particular students through scholarships, payment of fees or other awards, Primary Industry Training Organisation, Workforce Development Councils <p>Those agencies use the data collected from tertiary education organisations to:</p> <ul style="list-style-type: none"> • Administer the tertiary education system, including allocating funding, Develop policy advice for government, Conduct statistical analysis and research. <p>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 NZ Birth Register.</p> <p>The government agencies above may supply data collected on this form to Statistics NZ for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 2022. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.</p> <p>In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 2020</p> <p>When required by law NZEET releases information to government agencies such as the NZ Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC)</p> <p>Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.</p>									

Fees – For those working full-time in the racing industry the licencing fees cover the costs of the racing industries mandatory training as required by the governing body for licencing purposes, including NZTR slow work licence course, NZTR Assistant Trainer course and NZTR Apprentice Jockey licence course. Completion of these training courses are mandatory for retention of your licence

The employer and/or Learner agree to pay any fees that will be charged as per the following programmes, including NZTR L3 Strapper or Trackwork programme (\$499.00), NZTR L2 Equine Industry Entry Skills' (\$499.00), NZTR MC Slow Work course (\$460).

Applicant at school

If you are still at school and applying to complete the NZTR MC Slow Work course, you may be eligible for Gateway funding to cover the cost of this course.

14. SCHOOL DETAILS

Name of School		
Gateway Coordinator name		
Phone		Email

Student Fee Protection – As a registered PTE with NZQA NZEET meets NZQA SFP Rules 2022 by utilising the services of the Public Trust to protect fees) from unforeseen closure or discontinuation of the course or delivery of unit standards. Any fees paid to NZEET which meet criteria for SFP will be deposited into an account with Public Trust.

This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirements of the Education Act 2020 and the Student Fee Protection Rules 2022

NZQA is confident in both the Educational Performance and Confident in the capability of Self Assessment of NZEET.

Literacy Tool – NZEET will at times ask trainees to complete a literacy and/or numeracy assessment using the Assessment Tool for the following purposes;

- the TEC is collecting information on the learner's literacy and numeracy skill levels.
- the purpose for collecting the information is to help the learner learn, and help you measure your performance and report on your progress to funders;
- the information will be disclosed to any tertiary education organisation that the learner enrolls with if the learner is enrolling in a foundation-level programme
- the TEC will hold the information (the TEC's address is PO Box 27-048, Wellington 6141)
- 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.Act@tec.govt.nz
- 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

Cancellations: If for any reason NZEET is unable to fulfil its obligation to deliver the mandatory training required by industry, NZEET in consultation with NZTR will be obliged to find an alternative provider to deliver the mandatory training.

Withdrawals: Any course withdrawals will be notified to NZTR licencing department.

Transfers: if your licencing requirements change NZTR Training Advisor may recommend that you transfer from one programme to another.

Refunds

If you withdraw during the first 60 days of your programme, a refund will be made to the person who paid the invoice:

Within 30 days of enrolment: 100%, less \$50 administrative fee and cost of resources (if applicable)	Between 31 and 60 days of enrolment: 50%, less \$50 administrative fee & cost of resources (if applicable)	Over 60 days from date of enrolment: no refund.
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15. LEARNER SIGNATURE					
<p>By signing this document, you agree to the following terms:</p> <ul style="list-style-type: none"> • I agree to participate in training or study as required, learn the skills to the best of my ability, and undertake assessment to meet the requirements of the programme. • I have read the privacy statement and understand that NZEET may give the information about NZQA Record of Achievement and/or my training progress to my Employer and NZTR Licensing department. • I agree to work at a consistent credit achievement rate, and to achieve ten credits within the first 6 months of enrolment start date. I acknowledge that failure to do so may result in my withdrawal from the programme which may impact upon my NZTR licence. • I understand that any sustained inability to meet reasonable credit achievement milestones of my programme may result in withdrawal. • I agree to supply all my own evidence in assessments. • I agree to take part in the Literacy/Numeracy assessment programme if required. • I confirm that I have read and agree to the Terms and Conditions 					
<i>Learner signature</i>				<i>Date</i>	
<p>If the learner is under 18 years, this section must be completed by the learners parent or legal guardian:</p> <p>By signing this section, I agree to the following terms</p> <ul style="list-style-type: none"> • Am authorised to sign this agreement on behalf of the learner • I undertake to support this learner for the duration of the training programme. 					
<i>Full name:</i>					
<i>Signature</i>			<i>Date</i>		
<i>Email</i>			<i>Phone No</i>		
16. EMPLOYER SIGNATURE					
<p>By signing this document, you agree to the following terms:</p> <ul style="list-style-type: none"> • I agree to allow the learner to attend training or to study as required, to provided training to the learner and allow the learner access to formal assessment. • I confirm that the workplace/site is compliant with the Health and Safety at Work Act & the learner holds a current employment agreement. • I accept that NZEET does not expect staff to be at a workplace/site in which they feel unsafe and supports their right in that circumstance to stop or refuse to carry out work at that premise. • I have read and understood the terms and conditions 					
<i>Full name</i>					
<i>Position</i>					
<i>Signature</i>			<i>Date</i>		
17. NZEET SIGNATURE					
<i>Full name</i>					
<i>Signature</i>			<i>Date</i>		
18. PAYMENT DETAILS					
Does NZEET/NZTR require a fee to be charged?			<input type="checkbox"/> No <input type="checkbox"/> The form is now complete <input type="checkbox"/> Yes <input type="checkbox"/> Complete section 18		
Total Program cost					
Who should be invoiced		<input type="checkbox"/> Learner <input type="checkbox"/> Employer <input type="checkbox"/> Other <input type="checkbox"/> (Please state)			
Please initial to confirm payment details are correct					
Learner			Employer		
Training Advisor					