

# Apprentice Re-boot Initiative - Application for Payment 2014



Please read the *Apprentice Re-boot Information Sheet* before completing this application form. Incomplete applications will not be processed. **Send the completed form to your ITO.** Applications must be received by ITOs **by 30 June 2015** to be considered for payment.

Apprentice/Trainee to complete this section

Full Name: \_\_\_\_\_

National Student Number \_\_\_\_\_

ITO Student Number (if applicable): \_\_\_\_\_

Training Agreement Commencement Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Programme of Study: \_\_\_\_\_

(For training agreements signed between 1 January 2014 and 31 December 2014 this must be a New Zealand Apprenticeship; For training agreements signed between 6 March 2013 and 31 December 2013, this must be a Modern Apprenticeship or a level 4 qualification comprised of at least 120 credits on the New Zealand Qualifications Framework to be eligible. See the *Apprentice Re-boot Information Sheet* for information about programme eligibility and a list of priority trades)

Priority Trade: YES / NO (delete or circle one)

Apprentice/Trainee Bank Account (Please attach deposit slip or other verification of bank account number):

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Bank

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Branch

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Account Number

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Suffix (2 or 3 digits)

I, (Print name) \_\_\_\_\_

\_\_\_\_\_ (the  
Apprentice/Trainee) am applying for an Apprentice Re-boot payment. In applying for this payment, I declare as follows:

- \* I have read the eligibility criteria set out in the *Apprentice Re-boot Information Sheet* or on TEC's website and am eligible for the payment;
- \* My employer is not currently receiving any other government wage payment or payment of any kind in respect of my employment;
- \* I have not received any other Government funding for the costs of tools and equipment or other expenses related to my training or apprenticeship;
- \* I acknowledge this funding is limited and payment cannot be guaranteed;
- \* I acknowledge that this funding is intended to help cover the cost of tools and equipment and training-related expenses and agree to use it appropriately;
- \* I acknowledge that any misuse of this payment may result in a demand for repayment;
- \* I acknowledge that I may be required to provide receipts or other evidence for tool purchases or training-related expenses;
- \* I have read the Privacy Statement below and consent to the use of personal information as described in it; and
- \* All the information I have supplied on this application form is true and complete.

Signed \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

## Apprentice Re-boot Privacy Statement

We (the Industry Training Organisation that the Trainee has a training agreement with) are collecting your personal information for the purposes of:

- verifying your eligibility for the Apprentice Re-boot Payment;
- managing our business (including external reporting, funding requirements and administrative processes);
- complying with the requirements in the Education Act 1989 to maintain records; and
- supplying information to the Tertiary Education Commission.

You authorise us to collect personal information about you from any person who can provide us with information that relates to a purpose listed above and is necessary for that purpose. We may make enquiries about any personal information that you provide to us in order to check the accuracy of the information.

We will hold the information that we have collected about you. You may ask us for access to the personal information we hold about you and, if necessary, request corrections to it. If you would like access to the personal information we hold about you, please contact us.

Please read the *Apprentice Re-boot Information Sheet* before completing this application form. Incomplete applications will not be processed. **Send the completed form to your ITO.** Applications must be submitted to ITOs **by 30 June 2015** to be considered for payment.

*Employer to complete this section*

I, (Print name)

\_\_\_\_\_ declare that I am authorised to apply for the Apprentice Re-boot Employer payment on behalf of (Print Employer/Company Name)

\_\_\_\_\_ (the Employer).

GST Registered: YES / NO (delete or circle one) GST Number (if applicable): \_\_\_\_\_

Employer's Bank Account (Please attach deposit slip or other verification of bank account number):

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Bank

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Branch

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Account Number

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Suffix (2 or 3 digits)

On behalf of the Employer, I declare as follows:

- \* I have read the eligibility criteria set out in the Apprentice Re-boot Information Sheet or on TEC's website and declare that both the Apprentice/Trainee and Employer are eligible for the payment;
- \* the Employer is not currently receiving any other government wage payment or payment of any kind in respect of the Apprentice/Trainee (excluding Mainstream funding);
- \* I acknowledge this funding is limited and payment cannot be guaranteed;
- \* I acknowledge that this funding is intended to help cover the cost of employing the Apprentice/Trainee;
- \* I acknowledge that any misuse of this payment may result in a demand for repayment;
- \* I have read the Privacy Statement on page 1 and consent to the disclosure of information as described in it; and
- \* All the information I have supplied on this application form is true and complete.

Signed \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

*Industry Training Organisation to complete this section*

OFFICE USE ONLY

Check that:

- \* All sections of the application have been completed.
- \* The Apprentice/Trainee is eligible for the Re-boot payment.
- \* Unique ITO Student Identifier (if applicable): \_\_\_\_\_
- \* The Employer is eligible for the Re-boot payment.
- \* The Employer's GST status is indicated.

Apprentice or Trainee is enrolled in priority trade YES/NO (delete or circle one)

**Priority trade payment is \$2,000. Non-priority trade is \$1,000.**

Apprentice/Trainee payment (GST exclusive) \$ \_\_\_\_\_

Employer payment (GST exclusive) \$ \_\_\_\_\_

**Total payments (GST exclusive) \$ \_\_\_\_\_**

Signed \_\_\_\_\_

Dated

\_\_\_\_/\_\_\_\_/\_\_\_\_