

Apprenticeship Enrolment Application & Agreement

Please type or write details clearly. All sections must be completed.



This enrolment form acts as a training agreement for trainees and apprentices.

SECTION A: Applicant Details (State your full LEGAL name as it appears on your birth certificate or passport)

First name:

Middle name/s:

Surname:

Preferred name:

Previous full legal name:

If you have changed your name by marriage, civil union, deed poll, or statutory declaration, you may be registered with the New Zealand Qualifications Authority under your previous name.

Gender: Male Female Other Prefer not to say

Date of birth: Country of Birth:

NZQA NSN: (If known) IRD Number:*

** Providing your IRD number is voluntary. This is requested so the Ministry of Education can share student information with the IRD.*

Street address: Suburb:

Town/City: Postcode:

Have you lived in this address in the last 12 months? Yes No

If not, please provide the previous address

Email: (Please print clearly)

Mobile:

Ethnicity: Please select the ethnic group(s) you identify with — for statistical purposes only. You may choose up to three.

NZ European/Pākehā	Chinese	Greek	Middle Eastern	Tongan
Māori*	Cook Island Māori	Indian	Niuean	Vietnamese
African	Dutch	Italian	Polish	Other Asian
Australian	Fijian	Japanese	Samoan	Other Pasifika
British/Irish	Filipino	Korean	Sri Lankan	Other Southeast Asian
Cambodian	German	Latin American	Tokelauan	Other

*If you have selected Māori above, please let us know your iwi affiliations:

I don't know my iwi I do not affiliate with an iwi I prefer not to say

Residency and Citizenship: (Please click one)

Please note: The original document(s) must either be sighted by a MAST staff member (who will sign the copy) **or** provided as a verified copy (endorsed as a true copy of the original by an authorised person).

Proof of Identity: Clear copies of the required documents (listed below) must be attached.

Sighted by:

NZ Citizen – NZ Passport **or** NZ Birth Certificate (plus photo ID, e.g. driver's licence)

NZ Citizen (not born in NZ) – NZ Passport **or** proof of Citizenship and Passport from country of origin

NZ Permanent Resident – Passport from country of origin **and** proof of NZ Residency

Australian Citizen – Australian Passport

Australian Permanent Resident – Passport **and** proof of Australian Permanent Residency

SECTION B: Applicant History (Required for TEC statistical purposes)

Last secondary school attended:

Last calendar year at secondary school:

Please specify the country if you attended school outside of New Zealand:

Highest secondary school qualification achieved (tick one):

- | | |
|--|--|
| No formal secondary school qualification | NCEA Level 2 or 6th Form Certificate |
| 14 or more credits at Level 1 | NCEA Level 3 Bursary or Scholarship |
| NCEA Level 1 or School Certificate | University Entrance – First tertiary study year: |
| Overseas Qualification <i>(Please specify and provide copies of qualification/results)</i> | |

Highest qualification achieved (tick one):

- | | |
|----------------------|---|
| No Qualification | Master's Degree |
| Certificate – Level: | Post Graduate Diploma/Certificate, Bachelor Honours |
| Diploma – Level: | Doctorate |
| Bachelor's Degree | |

Learning Skills Assessment:

Your programme may include assessments of your knowledge and skills, including literacy and numeracy.

If English is not your first language – please specify your first language:

Do you have a physical disability that may affect you in the workplace or on our campus?	Yes	No
If yes, please specify:		

Was there anything that made learning at school more challenging for you?	Yes	No
For example, this might include reading, writing, maths or a learning difficulty or disability.		
If yes, please specify:		

Let us know the subjects where you may need extra support:	Maths	Reading	Writing	Digital Literacy
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Do you have cultural needs or preferences that we should know about to help support your learning? If yes, please specify:	Yes	No
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Previous Employment or Activity:

- | | |
|------------------------------|--|
| Secondary School student | Self-employed |
| College of Education student | Overseas |
| Wage or salary worker | Private Training Establishment student |
| House person | University student |
| Polytechnic student | Non-employed or beneficiary |
| Wānanga student | |

SECTION C: Employer Details

Company

Name:

Trading as: *(If applicable)*

Street Address:

Suburb:

Town/City:

Postcode:

Phone:

Contact details (Senior Manager or Business Owner)

Name:

Job Title:

Mobile Phone:

Direct Email:

(Ideally a business email in their name, not a generic company email)

Workplace Trainer *(If different from above)*

Name:

Job Title:

Mobile Phone:

Direct Email:

(Ideally a business email in their name, not a generic company email)

SECTION D: Withdrawal and Fee Refund Policy

Withdrawal and refund policy for apprenticeships or workbased learners on a programme 6 months or more.

Apprentices or work-based learners can withdraw up until the end of the **8th day following confirmation of enrolment** and are entitled to a full refund less administration costs of up to 10% of amount paid or \$500, whichever is less.

From **Day 9 onwards**, the following refund policy applies:

- Apprenticeships or work-based learners who have completed **less than 10% of the apprenticeship duration post day 8 of confirmation of enrolment** will get an 80% refund of the current year fees less administration fee of 20% (unless the fee is paid in full for the whole programme of learning will be entitled to 80% refund of fees paid less the 20% administration fee).
- Apprenticeships or work based learners who have completed **between 10% and 75% of course duration** will have fee for the current year only refunded at a pro rata rate based on months completed in terms of duration less the administration fee of 20%.
- Apprenticeships or work based learners who have completed **more than 75% of their programme duration** will not be eligible for refund for previous completed years fees or the current year.

If a learner withdraws and has not paid any fees the learner is still liable for the total applicable fees. Course completion maybe withheld until all fees are paid.

All withdrawals must be in writing and signed.

Expectations

- The learner and employer agree that for any programme or course with a specified duration or end date, any assessments or assignments not completed within 90 days of that end date will incur an over-duration fee of \$100 +GST per month. This fee applies while the learner remains active in the programme.
- MAST Academy agrees to discuss and provide both the learner and employer with an **Individual Learning Plan** outlining the programme requirements for achieving the qualification.
- MAST Academy agrees to register all credits and course completions with NZQA within 90 days of the assessment being marked as competent/achieved.
- The learner agrees to satisfactorily complete a minimum of 70 credits per year. Failure to meet this requirement may result in withdrawal from the programme, with no refund of fees.
- The learner/apprentice declares that all work completed for assessments or assignments is their own original work.

SECTION E: Intellectual Property and Declarations

Intellectual Property

All training resources and assessments, whether digital or printed, remain the property of MAST Academy. These materials may not be copied, reproduced, or distributed in any format without written permission from your MAST Academy Tutor.

Academic Integrity

Plagiarism — including copying from any source without proper referencing, or using AI tools to generate responses without disclosure — is strictly prohibited. Limited use of AI tools, such as spellcheckers, may be permitted to support idea generation or improve clarity. However:

- You must declare any use of these tools and all final work must be written in your own words.

Academic misconduct may result in consequences, including:

- Termination of your training agreement with no refund of fees

If you need help with writing or referencing, please speak to your MAST Academy tutor – we're here to support you.

Learner Declaration

I declare that all work produced will be my own.

I agree to MAST Academy collecting and sharing my personal information with NZQA, the Tertiary Education Commission (TEC), any facilitator engaged by MAST Academy, my employer and other government agencies as required by law.

Learner Signature:

Date:

Under-18 Enrolment Requirements: If you are under the age of 18 you must gain approval from a parent, guardian or lawyer to enrol in a training programme with MAST Academy. If you are under 16, you must also secure and attach a school exemption certificate from the Ministry of Education.

Parent/Guardian name:

Parent/Guardian signature:

Date:

SECTION F: Training Fees (Check the last page for the name of your programme)

Name of Programme:

Programme Fee:

Block Course Fee(s):

If your programme includes a block course, the fees are compulsory and extra to the programme fee.

SECTION G: Payments

The programme/apprenticeship fees are outlined on the next page of this document. For work-based programmes, MAST Academy will invoice the employer for these fees prior to the start of each course or module.

Both the employer and the learner acknowledge that this is a work-based programme, which may include scheduled block courses or workshops. The employer agrees to support the learner's attendance at these and to ensure that the learning can be applied in the workplace.

Employer: I agree to pay the programme and apprenticeship costs as outlined above.

Employer name:

(Representative for invoices to go to)

Company name:

Email address: *(Accounts person)*

Employer signature:

Date:

Learner: If your employer is NOT paying the programme and apprenticeship fees please contact your MAST Academy Training Advisor or MAST Administration.

Programmes and Fees						
Programme	Level	Credits	Duration (Months)	Annual Programme Fee (+GST) (Subject to annual change)	Block Course Fee (+GST) (Per course, if required)	Total Programme Fee (+GST)*
NZ Apprenticeship in Alloy Production Boat Building	4	243	44	\$1,284.00		\$4,280.00
NZ Apprenticeship in Composite Production Boat Building	4	245	43	\$1,284.00		\$4,601.00
NZ Apprenticeship in Boat Building – Alloy	4	292	48	\$1,284.00	\$1,400.00 (x1)	\$6,536.00
NZ Apprenticeship in Boat Building – Composite	4	333	53	\$1,284.00	\$1,400.00 (x1)	\$7,071.00
NZ Apprenticeship in Boat Building – Wood	4	334	55	\$1,284.00	\$1,400.00 (x1)	\$7,285.00
NZ Apprenticeship in Power Boat Systems Servicing and Repair (Technician)	4	234	42	\$1,284.00		\$4,494.00
NZ Apprenticeship in Power Boat Rigging	4	189	30	\$1,284.00		\$3,210.00
NZ Apprenticeship in Marine Systems Engineering	4	282	48	\$1,284.00	\$1,400.00 (x2)	\$7,936.00
NZ Apprenticeship in Marine Electrical – Electronic	4	221	36	\$1,284.00	\$1,560.00 (x3)	\$8,532.00
NZ Apprenticeship in Composites L4	4	190	35	\$1,284.00		\$3,745.00
NZ Certificate in Composites L3	3	137	24	\$1,284.00		\$2,568.00
NZ Apprenticeship in Boatyard Operations	4	126	24	\$1,284.00		\$2,568.00
NZ Apprenticeship in Marina Operations	4	1 23	24	\$1,284.00		\$2,568.00
NZ Apprenticeship in Marine Coatings – Exterior	4	188	32	\$1,284.00		\$3,424.00
NZ Apprenticeship in Marine Coatings - Interior	4	180	33	\$1,284.00		\$3,531.00
NZ Apprenticeship in Marine Interiors	4	237	38	\$1,284.00		\$4,066.00
NZ Apprenticeship in Composite Sail Making	4	154	28	\$1,284.00		\$2,996.00
NZ Apprenticeship in Yacht Rigging	4	153	26	\$1,284.00	\$570.00	(May vary by region) \$3,352.00
NZ Apprenticeship in Composite Spar Making	4	213	36	\$1,284.00		\$3,852.00
NZ Certificate in Industrial Textiles in Trimming and Fabrication	3	111	19	\$1,284.00		\$2,033.00
NZ Apprenticeship in Industrial Textiles Fabrication and Trimming	3&4	234	40	\$1,284.00		\$4,280.00
NZ Apprenticeship in Advanced Textiles Fabrication and Trimming	4	123	21	\$1,284.00		\$2,247.00

*Total Programme Fee includes any block courses. These may not be required for all programmes — please check with your Training Advisor.

Marketing and promotions

MAST Academy may, from time to time, contact you about participating in promotional activities related to your training, to celebrate your achievements and showcase the industry and our training programmes.

How did you hear about us?

Google search	Referred by a friend	Other (please specify)
Social Media	Through my employer	
MAST Academy website	School to Work programme	

Please email your completed enrolment application to:
enrolments@mastacademy.com or hand your printed completed form
to your MAST Training Advisor

Once your enrolment has been processed, your designated MAST Training Advisor will contact you to help get you started. *Note – enrolment is subject to approval.*

MAST Academy Privacy Statement

MAST Academy collects the personal information on this form to enrol you in training and support your learning journey. This information is collected in accordance with the Privacy Act 2020, the Education and Training Act 2020, and the Tertiary Education Commission (TEC) funding and reporting requirements. We may share relevant information with government agencies including: The Tertiary Education Commission (TEC); New Zealand Qualifications Authority (NZQA); Ministry of Education; Inland Revenue (IRD). If you have provided iwi affiliation details, this information may also be shared with your iwi or mandated iwi organisations to support your educational success and enable culturally appropriate support. Your information may also be shared with your employer or workplace provider if your training involves on-the-job learning, to ensure pastoral and academic support. All personal information is stored securely. You have the right to access and correct your personal information at any time. For any privacy-related questions or to request access to your information, please contact: MAST Academy Enrolments: enrolments@mastacademy.com

FOR MAST ACADEMY ONLY

MAST Academy Training Advisor or MAST Administration:

Photo ID received

NSI verified:

Residency or citizenship evidence provided

Enrolment application meets the programme entry requirements

Enrolment processed:

Start date:

Projected end date (if known)

Confirmation sent:

Learner

Employer