

# Training Agreement Requirements

**There are three parties to a Hairdressing, Barbering or Beauty New Zealand Apprenticeship – the apprentice, employer and HITO.**

- ✓ **Apprentice** is responsible for working and learning.
- ✓ **Employer** is responsible for training and supporting the apprentice.
- ✓ **HITO** is responsible for facilitating the training, setting and monitoring training plans, and supporting the apprentice and employer throughout the apprenticeship.



**Note** the Training Agreement is a formal document that has binding consequences for the three parties who sign it.

## Apprentice

**By signing this document the apprentice is agreeing to:**

-  Follow the training plan set by their employer and the HITO Sales and Training Advisor
-  Complete online assignments or modules as directed (Pivot Point and myHITO).
-  Ensure all modules and assignments are achieved in each year.
-  Attend scheduled off-job training classes or professional development workshops as directed. Arrange models for practical assessments.
-  Have email and internet access to communicate, complete assignments and access training resources\*.
-  Pay HITO fees.

**\*Note** we recommend you have access to a Windows computer. If this is an issue, please let your Sales and Training Advisor know.

## Employer

### By signing this document the employer is agreeing to:

-  Set a training plan with the Sales and Training Advisor and assign a trainer.  
Support the trainer to ensure the apprentice is progressing.
-  Provide training for the apprentice to become competent in their industry.
-  Provide access to and support for training where services within the qualification are not performed within the workplace.
-  Provide the necessary tools, products and equipment for training and assessments.
-  Release the apprentice to attend scheduled off-job training courses or professional development workshops.
-  Notify HITO immediately if the employment agreement with the apprentice is terminated.
-  Pay any outstanding HITO fees.

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## HITO

### By signing this document HITO is agreeing to:

-  Enrol the employer and learner into an official Training Agreement.
-  Set a training plan with the apprentice and employer.
-  Provide training support materials.  
Arrange and pay for practical assessments, and off-job training or professional development workshops for hairdressing and barbering apprentices.
-  Regularly visit and support the apprentice, trainer and employer to regularly monitor the training progress of the apprentice.
-  Organise and pay for industry assessors to assess hairdressing, barbering and beauty assessments.
-  Register and pay costs of units achieved with the New Zealand Qualifications Authority  
Issue an official New Zealand Qualifications Framework certificate upon completion of the qualification.



For the full list of terms and conditions, see our website [www.hito.org.nz/corporate-documents/](http://www.hito.org.nz/corporate-documents/)