

The New Zealand Certificate in Real Estate (Salesperson) (Level 4) Enrolment Pack includes the following documentation for you to fill out and send back to us:

## Document 1: Salesperson Enrolment Form - Funded

Please complete in full and sign the Ignite Salesperson Enrolment Form and send back to us. This form will ask for your contact details, residential status, and education history.

## Document 2: Payment Instruction Form - Funded

Please follow the instructions of payment on the Payment Instruction Form. Non-payment of fees will result in a delay in your application.

## Document 3: Ignite Learner Contract

Please sign in full the Ignite Learner Contract, agreeing to the expectations and obligations laid out to students of Ignite Colleges.

## Document 4: Contract of Engagement

Please complete and sign in full the Contract of Engagement, which will provide evidence of you engaging in the Real Estate industry. This will need to be signed by you and a Real Estate Branch Manager.

## Additional Documentation Provided

Please also provide us a certified copy of the following forms of Identification:

- New Zealand Passport (Current or Expired up to 2 years)
- New Zealand Birth Certificate
- New Zealand Citizenship Certificate – additional photo ID such as a Drivers Licence or 18+ card must be provided in conjunction.
- Verified National Student Number stated in your Enrolment Form

Your Identification must be certified by a Justice of the Peace, Police Officer, Barrister/Solicitor, or a Skills staff member.

If you have changed your name in the past, we may request further official name change documentation, such as a marriage certificate, to update and verify name changes in our database.

If you are a New Zealand Permanent Resident, a Resident Visa holder, or on a work visa, please supply us a copy of your visa document along with your identification. Your visa must be valid for at least 6 months from the start date of your programme.

## Sending your Enrolment pack

Upon completing your Enrolment Pack, please email this through to [support@ignitecolleges.ac.nz](mailto:support@ignitecolleges.ac.nz) to process your enrolment.

Should you have any questions regarding payment, please do not hesitate to contact us below:

**Phone:** 0800 200 345

**Email:** [support@ignitecolleges.ac.nz](mailto:support@ignitecolleges.ac.nz)

## Enrolment Form 2024

98 Kerrs Road, Wiri, Auckland 2104  
PO Box 97049, Manukau City, Auckland 2241

0800 200 345  
support@ignitecolleges.ac.nz

Welcome to Ignite Colleges. Please read the instructions below carefully before you complete this enrolment form.

### INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification or course at our organisation. We also need to collect information from you which is required by government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for government funding purposes. (Refer to documentation section)

### QUALIFICATION

Qualification Name:	NZ3111 - New Zealand Certificate in Real Estate (Salesperson) (Level 4) - Funded
Qualification Start Date:	
Qualification End Date (if known):	
Intake Code	NZ3111V2-SDR37-7502

### STUDENT DETAILS

Title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify):
First Name					
Middle Name:					
Last Name:					
Preferred Name:					
Previous name(s) known by:					
Date of birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	day	month	year		
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Another Gender <input type="checkbox"/>		
If you know your NSN (National Student Number), please write it here.	<input type="text"/>				
Disability:	Do you live with the effects of significant injury, long term illness, or disability?				
	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
	The information you supply may be used to offer individual disability support.				
	Details:				

### CONTACT DETAILS

Street Address:			
Suburb:			
Town/City:		Post Code:	
Home Phone:		Mobile:	
Email:			

### EMERGENCY CONTACT

First Name:		Last Name:	
Relationship:		Phone / Mobile:	
Email:			

## NZ COMPLIANCE

### Citizenship and Residency:

You may need to supply evidence of residence or citizenship.

#### Tick the box which best describes your citizenship:

- New Zealand Citizen  NZL  
 Australian Citizen  AUS  
 Other

If **“Other”**,

Please specify your Country of Citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.):

Country of Citizenship: \_\_\_\_\_

Tick the box if you have New Zealand or Australian Permanent Resident Status:

- New Zealand Resident Visa Holder   
 Australian Permanent Resident

### Please also specify your fee/assistance status.

- Domestic Student\*  00
- NZAID Student  01
- International Fee-Paying Student (including people on current work visa)  03
- Student on a recognised exchange scheme  04
- Foreign Research Based Post-Graduate\*\*  06
- Diplomatic staff or family, or persons associated with Antarctic Programme  08
- International On-Shore PhD student  09
- Refugee or protected person, yet to be granted a resident visa; the immediate family <sup>[1]</sup>, also without a resident visa, of a person with refugee or protected person status; and those who have made a claim to be recognised as a refugee or protected person  13
- 2021 Resident Visa pathway, children aged 25 years or under on 1 January 2022 and residing in New Zealand, of a person on an eligible work visa for the 2021 Resident Visa <sup>[2]</sup>  14

**Note:** \* Always use 00 for New Zealand Citizen; use 00 for New Zealand resident visa holder and Australian Citizen or Australian Permanent Resident residing in New Zealand during the time studying this qualification.

\*\* Use 06 for a student enrolled in a programme of study that is:

- A PhD (level 10 on the NZQCF); and
- Wholly research (for example, 120-point thesis)

Use 03 for an international student enrolled in a programme of study that is a Masters (Level 9 on the NZQCF) or a Doctoral Programme, excluding PhDs (Level 10 on the NZQCF).

### Ethnicity: What ethnic group(s) do you belong to?

You may tick up to three boxes, which apply to you.

New Zealand European	<input type="checkbox"/> 111	Greek	<input type="checkbox"/> 123	Chinese	<input type="checkbox"/> 421
Māori	<input type="checkbox"/> 211	Polish	<input type="checkbox"/> 124	Indian	<input type="checkbox"/> 431
Samoan	<input type="checkbox"/> 311	South Slav	<input type="checkbox"/> 125	Sri Lankan	<input type="checkbox"/> 441
Cook Islands Maori	<input type="checkbox"/> 321	Italian	<input type="checkbox"/> 126	Japanese	<input type="checkbox"/> 442
Tongan	<input type="checkbox"/> 331	German	<input type="checkbox"/> 127	Korean	<input type="checkbox"/> 443
Niuean	<input type="checkbox"/> 341	Australian	<input type="checkbox"/> 128	<b>Other Asian</b>	<input type="checkbox"/> 444
Tokelauan	<input type="checkbox"/> 351	<b>Other European</b>	<input type="checkbox"/> 129	Middle Eastern	<input type="checkbox"/> 511
Fijian	<input type="checkbox"/> 361	Filipino	<input type="checkbox"/> 411	Latin American	<input type="checkbox"/> 521
<b>Other Pacific Peoples</b>	<input type="checkbox"/> 371	Cambodian	<input type="checkbox"/> 412	African	<input type="checkbox"/> 531
British and Irish	<input type="checkbox"/> 121	Vietnamese	<input type="checkbox"/> 413	<b>Other Ethnicity</b>	<input type="checkbox"/> 611
Dutch	<input type="checkbox"/> 122	<b>Other Southeast Asian</b>	<input type="checkbox"/> 414	Not Stated	<input type="checkbox"/> 999

If **“Other Pacific Peoples”**, **“Other European”**, **“Other Southeast Asian”**, **“Other Asian”** or **“Other”** please specify what specific ethnicity below.

### Iwi:

You may enter more than one Iwi. If you do not know your Iwi, please enter **‘Don't Know’**.

#### If you identified as Māori (above), what is the name of your Iwi?

<b>Iwi 1:</b>	
Rohe (Iwi home area):	
<b>Iwi 2:</b>	
Rohe (Iwi home area):	
<b>Iwi 3:</b>	
Rohe (Iwi home area):	

<sup>1</sup> ‘Immediate family’ is used as defined by the Domestic Tertiary Students Notice(2)(c) as including the partner and any child in New Zealand of a person recognised as a refugee or protected person, or if the person recognised is a dependent child, their parents and any siblings in New Zealand. Refer to [www.education.govt.nz/our-work/legislation/definition-of-domestic-student/](http://www.education.govt.nz/our-work/legislation/definition-of-domestic-student/)

<sup>2</sup> This category of domestic tertiary student will apply for the 2022 and 2023 calendar years only. The specific criteria are outlined in the Domestic Tertiary Students Notice (2)(j). Refer to [www.education.govt.nz/our-work/legislation/definition-of-domestic-student/](http://www.education.govt.nz/our-work/legislation/definition-of-domestic-student/)

**Main Activity – Previous Year:** **What was your MAIN activity or occupation in New Zealand at 1 October 2023 – that is before you began your study. You may tick only one box.**

Secondary school student	<input type="checkbox"/> 01	Non-employed or beneficiary (excluding retired)	<input type="checkbox"/> 02
Wage or salary worker	<input type="checkbox"/> 03	Self-employed	<input type="checkbox"/> 04
University student	<input type="checkbox"/> 05	Polytechnic student	<input type="checkbox"/> 06
House-person or retired	<input type="checkbox"/> 08	Overseas (irrespective of occupation)	<input type="checkbox"/> 09
Private Training Establishment student	<input type="checkbox"/> 11	Wānanga student	<input type="checkbox"/> 12

**Secondary School:** **What was the name of the last secondary school you attended? State “overseas”, if applicable.**

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**What was your last year at secondary school?**     

**What is the highest level of achievement you hold from a secondary school?** Your highest achievement may be a “traditional” award such as School Certificate, or you may have achieved a number of credits or a New Zealand (or National) Certificate at a certain level on the National Qualifications and Credentials Framework. Your NZQA Record of Achievement shows you the standards, credits and qualifications you have achieved. **Tick only one box.**

No formal secondary qualifications	<input type="checkbox"/> 00
14 or more credits at any level	<input type="checkbox"/> 11
NCEA Level 1 <b>or</b> School Certificate	<input type="checkbox"/> 12
NCEA Level 2 <b>or</b> 6 <sup>th</sup> Form Certificate	<input type="checkbox"/> 13
University Entrance	<input type="checkbox"/> 14
NCEA Level 3 <b>or</b> Bursary <b>or</b> Scholarship	<input type="checkbox"/> 15
<b>Overseas qualification</b> (includes International Baccalaureate & Cambridge Exams)	<input type="checkbox"/> 09
<b>Other</b>	<input type="checkbox"/> 98
Not Known	<input type="checkbox"/> 99

**Please specify if “Overseas qualification” or “Other”.**

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**Tertiary Study:** **Will this be the first time you have ever enrolled in a University, Te Pūkenga (or subsidiaries - Institutes of Technology or Polytechnic), College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in community classes.**

No                          Yes   

If you answered “No”, please enter the name of the organisation you studied at and the year of your first enrolment:

Name:	
Year:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**DOCUMENTATION**

To be treated as a **domestic student**, and so be entitled to the Government tuition subsidy, you must be:

- a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or
- a permanent resident of New Zealand **or**
- a citizen or permanent resident of Australia residing in New Zealand **or**
- a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship).

If you are studying overseas full-time and face-to-face at a campus or delivery site of a New Zealand tertiary education organisation (TEO), you may also qualify as a domestic student if

- you are a permanent resident of New Zealand or a citizen or permanent resident of Australia **and**
- you are studying in an approved country **and**
- the overseas study is Level 7 or above on the New Zealand Qualification Framework.

The 29 approved countries are in the Asia, Latin America and Middle East regions. A full list is available on the [Education New Zealand website](#).

You must provide evidence of citizenship or permanent residency. To do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.
- New Zealand passport.
- A certificate of identity.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- A New Zealand certificate of citizenship.
- Overseas passport with residency stamp.

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy, photograph or scanned copy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

**International** students must bring their passport with them when they enrol.

**Please note** that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in an Authorised Information Matching programmes with official government information such as the New Zealand Birth Register, to verify the information provided.

On occasion, more than one National Student Number is created for an individual. The Ministry of Education regularly monitors the quality of the National Student Index and, when duplicates or errors are discovered, it works with providers and government agencies to merge duplicates and correct errors. This may require the documentation you provide at enrolment being shared between agencies authorised to access the National Student Index to make these corrections.

For further information please see: [National Student Number \(NSN\): for schools – Education in New Zealand](#)

## DECLARATION

**Privacy** – Ignite Colleges collects and stores information from this form to:

- manage the business of Ignite Colleges (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the [Education and Training Act 2020](#) and other legislation<sup>3</sup> relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise the disclosure of your personal information on the understanding that Ignite Colleges will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020, the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information that Ignite Colleges holds about you and request to correct any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act 2020 has the stated aim of protecting the privacy of individuals. It also governs the collection, use, storage and disclosure of personal information.

The Privacy Act requires Ignite Colleges to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.

<https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

### *Supply of information to government agencies and other organisations*

Ignite Colleges supplies data collected on this form to government agencies, including:

- the Ministry of Education
- Education New Zealand
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand (for those who are not New Zealand citizens or permanent residents) and the Ministry of Business, Innovation and Employment
- agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from Ignite Colleges to:

- administer the tertiary education system, including allocating funding and the administration of the Fees-Free initiatives
- develop policy advice for government
- conduct statistical analysis and research.

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 New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand 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.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 2020.

Data storage – data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft datastore based in Sydney, Australia.

When required by law, Ignite Colleges releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

**Fees** – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Ignite Colleges policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of Ignite Colleges regarding attendance, academic integrity and progress, conduct and use of information systems.

You are also giving permission to Ignite Colleges to use your image on photos, brochures and other promotional material. This material may be in electronic or hard format.

Should you object sign here \_\_\_\_\_

**Declaration** – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

➤ **Please make sure that you sign your enrolment form above** ◀

<sup>3</sup> This includes legislation governing the maintenance of official records and for accountability for public funding.

The Payment Instruction Form will give clear details on the course that you wish to purchase, and instructions on where payment is to be made. Payment for the New Zealand Certificate in Real Estate (Salesperson) (Level 4) is made to Public Trust.

Payment must be made in full before you begin your course. You will also receive a Student Acknowledgement Form from Public Trust that you will need to sign when you begin your course.

### Qualification/Programme

Description	Price (Incl GST)
New Zealand Certificate in Real Estate (Salesperson) (Level 4)	\$1,095.00
<b>Total NZD Incl. GST</b>	<b>\$1095.00</b>

### Payment Details

Please complete the Particulars/Code/Reference fields when you are making a payment to the Public Trust Bank Account below, or your application may be delayed.

<b>Account name</b>	Public Trust
<b>Particulars</b>	Real Estate
<b>Account number</b>	02-0536-0305865-01
<b>Code</b>	First Name of Learner
<b>Reference</b>	Surname of Learner

### Contact Us

You will receive an email from us to sign a Student Acknowledgement Form with Public Trust, confirming your payment. We will also email you a copy of your receipt.

Should you have any questions regarding payment, please do not hesitate to contact us below:

**Phone:** 0800 200 345

**Email:** [support@ignitecolleges.ac.nz](mailto:support@ignitecolleges.ac.nz)

<b>Qualification Name:</b>	<b>NZ3111 - New Zealand Certificate in Real Estate (Salesperson) (Level 4)</b>
<b>Qualification Start Date:</b>	

All sections pertaining to Ignite Colleges general requirements and my chosen programme have been explained to me. I acknowledge that by signing below, I agree to be bound by the conditions, rules and regulations of Ignite Colleges, as outlined in the Student Handbook.

**(INITIAL HERE) .....**

I have read and understood all sections including Resolving Issues, Refund Policy, Student Fee Protection, Rules and Regulations, Disciplinary Process and Ignite Colleges Policy on Cheating

**(INITIAL HERE) .....**

Details of course costs have been provided to me.

**(INITIAL HERE) .....**

I will not under any circumstances seek to hold Ignite Colleges responsible, accountable and/or liable for any loss, injury or damage (including in each case direct, indirect and/or consequential loss, injury or damage and howsoever arising) whether to myself, to others or to property arising from or related to participation in off-site activities. I will at all times obey the instructions of Ignite Colleges staff and/or the person responsible for the venue and/or activities and will, whether requested to or not, make full disclosure of any medical condition or other information which may be relevant to participation in offsite activities.

**(INITIAL HERE) .....**

**COMPULSORY: Covid vaccination for students enrolled in Health and Wellbeing or Cookery Programmes**

I have been advised by Ignite Colleges that their workplace partners will only accept vaccinated students to complete placements at their facilities.

I understand that I have to be fully vaccinated by the time I commence the mandatory work placement required for the programme I am enrolled in. I will not gain my qualification award if I do not comply with this requirement.

**(INITIAL HERE) .....**

<b>STUDENT NAME</b>			
<b>STUDENT SIGNATURE</b>		<b>DATE</b>	

Learner Name \_\_\_\_\_  
Real Estate Company Name \_\_\_\_\_  
Branch Name \_\_\_\_\_  
Branch Address \_\_\_\_\_

We offer you a Contract as a Trainee Salesperson with the above-named Company on the following terms and conditions:

1. The relationship between us shall be that of trainer and trainee.
2. This Contract will start on \_\_\_\_\_ (insert date) and end as set out in Clause 10 or 11 below.
3. The purpose of this Contract shall be to provide you with practical real estate training services in conjunction with your Ignite Real Estate Salesperson programme.
4. Both parties agree that there shall be no payments required for the training services provided under this contract.
5. We agree to provide you with:
  - I. Administrative assistance regarding Sale and Purchase agreements and Agency agreements for learning and assessment purposes;
  - II. Mentoring by Branch Manager in the key areas of sales development;
  - III. Access to experienced salespeople and selling techniques; and
  - IV. Familiarisation with our systems and procedures.
6. You agree that during the Term you will not undertake any activity or provide any service that comes within the definition of 'real estate agency work' in the Real Estate Agents Act 2008 and any amendments.
7. You agree to comply with all the above-named Company rules and regulations as outlined in the company policies manual.
8. You will ensure that confidentiality of the above-named Company affairs is always maintained.
9. For the avoidance of doubt, it is agreed that you are to be completely independent of the above-named Company and are not to be considered for any purpose to be an employee. You will have no ability to speak for or bind the above-named Company unless expressly authorised by the company in specific circumstances.
10. Either party may give one week's notice to terminate this Contract of Engagement



11. If it is not earlier terminated in accordance with clause 10, this Contract of Engagement shall automatically terminate on the: i) Completion of the Salesperson qualification; or. ii) 12 months from the date of this contract. ("the automatic termination date"). No notice is required to be given of the automatic termination date.

12. If you succeed in receiving your New Zealand Certificate in Real Estate (Salesperson) (Level 4) then we will consider offering you a Contract for Services as a Salesperson with the above-named Company.

However, nothing in this Contract of Engagement should be construed as providing you with a guarantee of a Contract for Services.

Please sign an acceptance of this offer in duplicate -one for you and one for Head Office.

Yours faithfully

Manager's Name: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Trainee Section:

I \_\_\_\_\_ (name), have read the above terms and conditions and have had an opportunity to seek advice about the Contract of Engagement and the intention that this Contract of Engagement be that of a trainee. By signing both copies of this Contract, I confirm my acceptance of the terms and conditions of this contract. One copy is to be retained by me and one copy provided to the above-named Company Head Office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_