

C INDIVIDUAL UNIT STANDARDS REQUESTED FOR WEB-BASED E-LEARNING

Please tick those unit standards you are requesting enrolment for:

Requested (please tick)		Unit Standard Number	Unit Standard Title	Level	Credits	Fees payable
	Module B	12997	Demonstrate knowledge of safe working practices on construction sites	3	3	\$60
		12998	Demonstrate knowledge of carpentry hand tools	3	4	\$80
		12999	Demonstrate knowledge of timber machining equipment	3	3	\$60
		13015	Demonstrate knowledge relating to the work of construction sub-contractors	3	1	\$20
	Module C	13000	Demonstrate knowledge of portable power tools used on construction sites	3	4	\$80
		13002	Demonstrate knowledge of factors relating to timbers	3	2	\$40
		13016	Demonstrate knowledge of non-notifiable timber and metal scaffolds	3	2	\$40
		13032	Demonstrate knowledge of construction equipment used on site	3	1	\$20
	Module D	24378	Apply the principles of linear measurement systems to building calculations	4	2	\$40
		13004	Demonstrate knowledge of setting out a building	4	3	\$60
	Module E	13006	Demonstrate knowledge of residential and/or light commercial footings and slab on ground construction	4	2	\$40
		13008	Demonstrate knowledge of formwork for walls	3	4	\$80
		13009	Demonstrate knowledge of fabricating and placing reinforcing steel and steel mesh	3	1	\$20
		13010	Demonstrate knowledge of making and placing concrete	3	3	\$60
		24380	Demonstrate knowledge of construction pile foundations	3	4	\$80
		24381	Demonstrate knowledge of floor framing and flooring construction	3	3	\$60
		24391	Demonstrate knowledge of the construction of concrete masonry structures and paving	3	2	\$40
	Module F	13024	Demonstrate knowledge relating to the construction of pole frames and pole platforms	4	1	\$20
		13034	Outline the requirements of pre-finished beam construction	4	1	\$20
		24382	Demonstrate knowledge of setting out, assembling and erecting timber and steel wall frames	4	5	\$100
	Module G	13019	Demonstrate knowledge of the installation of metal and translucent roof coverings and sky domes	3	2	\$40
		13020	Demonstrate knowledge of concrete tile, fibre cement, flexible sheet, and timber shingle roofs	3	1	\$20
		24383	Demonstrate knowledge of equal pitch gable, and hip, timber and steel roof construction	4	5	\$100
		24384	Demonstrate knowledge of construction alternative roof structures	4	4	\$80
Page Total				no of credits		
Page Total				fees @ \$20 per credit		\$.

Please tick those unit standards you are requesting enrolment for:

Requested		Unit Standard Number	Unit Standard Title	Level	Credits	Fees payable
	Module H	13017	Demonstrate knowledge of fixing exterior claddings and timber weatherboards	4	3	\$60
		13023	Demonstrate knowledge of installing building hardware	3	2	\$40
		21211	Demonstrate knowledge of the principles of, and methods used in weatherproofing buildings	3	4	\$80
		24385	Demonstrate knowledge of construction principles and installation of exterior and interior joinery, showers and baths.	3	2	\$40
		24386	Demonstrate knowledge of thermal insulation and sound control for buildings	4	2	\$40
		24388	Demonstrate knowledge of cutting, fitting and fixing interior linings and trim	4	5	\$100
	Module I	13005	Demonstrate knowledge of spot levels and contour plans	4	3	\$60
		13026	Outline the principles of retaining wall design and construction	3	2	\$40
		13031	Outline the procedure for the demolition of single storey wooden buildings	3	1	\$20
		13033	Demonstrate knowledge of alternative building construction methods	4	1	\$20
		24362	Demonstrate knowledge of working drawings and specifications for building work	3	3	\$60
		24379	Demonstrate knowledge of preliminary work needed for construction	4	2	\$40
	Module J	13028	Demonstrate knowledge of adhesives and sealants in construction work	4	2	\$40
		13029	Demonstrate knowledge of erecting high wall, column, suspended beam, slab and stair formwork	4	3	\$60
		24363	Demonstrate knowledge of proprietary suspended concrete floor systems	4	2	\$40
		24364	Demonstrate knowledge of compliance with building legislation	3	3	\$60
		24389	Demonstrate knowledge of stair and ramp construction	4	4	\$80
		24392	Demonstrate knowledge of alterations and additions for construction	4	3	\$60

Page 2 no of credits

Page 2 cost @ \$20 per credit

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	No of Credits	Cost @ \$20 per credit
Page 1		
Page 2		
Total		

SECTION D. PROGRAMME FEE DETAILS

The fees section in the enrolment handbook refers to this part of the enrolment form. You can phone us to find out if you are registered with NZQA and/or which fees you need to pay.			OFFICE USE ONLY
20.	Total Fees Payable Including deposit forwarded with this application:	\$ _____	In words
21.	Total Enclosed	\$ _____	Invoice:
G&H Certificate in Carpentry Theory deposit \$200, OR Individual unit standard administration fee \$50.00, OR Individual unit standards cost plus administration fee if under \$100. (see section F for full details on individual credit fees)			

SECTION G. DECLARATION: Please read carefully and sign the declaration at the end of this section.

Privacy: G&H Training Limited collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualification Authority (Record of learning, registration, unit standard outcomes, and audits), Tertiary Education Commission (funding returns, academic & labour market outcomes), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records. In addition, when required by statute, the Institute releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that G&H Training will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

Note: The Privacy Act came into force on 1st July 1993 with the stated aim of protecting the privacy of natural persons. It requires G&H Training to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. www.privacy.org.nz/privacy-act

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. G&H Training's withdrawal & refund of fees policy is in your enrolment handbook or view at any G&H branch.

Rules: In signing this enrolment form you undertake to comply with the published rules and policies of G&H Training with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

22. **DECLARATION:** I declare to the best of my knowledge that all information supplied on and with my enrolment 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. THIS ENROLMENT FORM MUST BE SIGNED BEFORE IT IS PROCESSED.

APPLICANTS SIGNATURE: _____		DATE: [] [] / [] [] / [] []	
OFFICE USE ONLY			
Enrolment complete		Approval Offer Sent	
Signed: _____	Date: [] [] / [] [] / 0 9	Signed: _____	Date: [] [] / [] [] / 0 9

Fee Payment and Course Withdrawal Declaration

Please sign and return this form with your enrolment application. G&H Training requires this form prior to processing your enrolment and offering you a place on this course.

FULL LEGAL NAME OF APPLICANT																			
FULL ADDRESS OF APPLICANT																			
<p>I declare that I have read and fully understood the FEE PAYING information and the WITHDRAWAL AND REFUND information in the G&H Training Limited Web-based Enrolment Handbook.</p> <p>I accept that I must abide by the FEE PAYING and WITHDRAWAL AND REFUND details if I choose to withdraw from any course run by G&H Training Limited.</p>																			
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PLEASE NOTE: IF YOU ARE UNDER 18 YEARS OF AGE, WE RECOMMEND YOU HAVE A PARENT OR GUARDIAN CO-SIGN THIS FORM, HOWEVER THIS IS NOT COMPULSORY.																			
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PARENT/GUARDIAN SIGNATURE:	DATE: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="3" style="font-size: 8px;">Date</td> <td colspan="3" style="font-size: 8px;">Month</td> <td colspan="3" style="font-size: 8px;">Year</td> </tr> </table>			/			/				Date			Month			Year		
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NOTE: This must be signed by an authorised staff member of G&H Training Limited																			
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STAFF SIGNATURE:	DATE: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="3" style="font-size: 8px;">Date</td> <td colspan="3" style="font-size: 8px;">Month</td> <td colspan="3" style="font-size: 8px;">Year</td> </tr> </table>			/			/				Date			Month			Year		
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