

# DEGREE APPRENTICESHIP AGREEMENT

WELLINGTON INSTITUTE of TECHNOLOGY  
SCHOOL OF ENGINEERING

*Te Kāhui Pūkenga o ngā Pūkaha*



**Building skills. Right here**



**WellTec**

Te Whare Wānanga o te Awakairangi

# DEGREE APPRENTICESHIP AGREEMENT

## Bachelor of Engineering Technology in Asset Management (Level 7)

**Student Name:** \_\_\_\_\_

Date of Agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

### BETWEEN

1. The Apprentice \_\_\_\_\_ DOB \_\_\_\_\_

|               |  |  |  |  |  |  |  |  |  |  |
|---------------|--|--|--|--|--|--|--|--|--|--|
| WelTec ID No. |  |  |  |  |  |  |  |  |  |  |
|---------------|--|--|--|--|--|--|--|--|--|--|

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone N°. \_\_\_\_\_

Email \_\_\_\_\_

(Hereinafter referred to as "The Apprentice")

### AND

2. The Provider: **Wellington Institute of Technology ("WelTec")**

Address 21 Kensington Avenue

Petone

LOWER HUTT 5012

Phone N° 0800 WelTec (935 832)

(Hereinafter referred to as "WelTec")

### AND

3. The Employer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No \_\_\_\_\_

Email \_\_\_\_\_

(Hereinafter referred to as "The Employer")

## **INTRODUCTION**

The parties to this Agreement agree to work together to ensure the apprentice is being supported to achieve their level 7 Bachelor of Engineering Technology in Asset Management.

This Agreement establishes the terms and conditions under which the apprentice will undertake training and assessment under WelTec's Bachelor of Engineering Technology in Asset Management programme.

This Agreement relates to the training of engineering students enrolled with WelTec. The training incorporates on-site work with the employer and off-site components of practical and theoretical learning delivered by WelTec tutors.

## **TERMS OF THIS AGREEMENT**

### **1. Term**

- 1.1. The training shall commence on the date of agreement (page 1) and remains in place while the trainee is employed by the employer and enrolled with WelTec and until the requirements of the Bachelor of Engineering Technology in Asset Management level 7 have been met.
- 1.2. Apprentices must be enrolled with WelTec on the National Certificate in Carpentry programme. Enrolment on courses will be by Trimester as set out in the WelTec planning calendar.

### **2. Pre-requisites**

- 2.1. Employed in the engineering industry, engaged in asset management work that meets the learning outcomes of the Bachelor of Engineering Technology in Asset Management and under the supervision of an engineer.

### **3. Responsibilities of the Apprentice**

3.1. The apprentice shall:-

- Make genuine efforts to seek and retain employment in the engineering industry as required by WelTec.
- Attend all classes at the Institute as directed by the course criteria and the apprentice's individual training Plan.
- Be punctual when attending classes.
- Be receptive to instruction and to the best of his/her ability learn the required skills, knowledge and behaviours of the industry, as outlined in the degree standard.
- Maintain an up-to-date portfolio of work completed towards the qualification
- Have the portfolio of work available for inspection by WelTec assessors and industry mentors.
- Fees must be paid in full or arrangements made for payment of fees before the start of the programme.
- Keep WelTec and my employer informed at all times as to changes in employment or if for any reason the apprenticeship agreement needs to be put on hold.

### **4. Responsibilities of the Employer**

4.1 Commitment to apprentice

- The employer is committed to supporting the apprentice for the duration of their study period.

#### 4.2 Ensure active and effective training and mentoring

- The employer ensures the apprentice is actively and effectively taught while on-the-job so that the apprentice progressively builds up behaviours, skills and knowledge and off-the-job training is reinforced.
- The employer (in collaboration with WelTec) also ensures the apprentice is mentored, particularly in the initial period of the apprenticeship.

#### 4.3 Support access to off-the-job training & Support WelTec's access to the apprentice.

- The employer supports the apprentice to attend off-the-job training (estimated 1 day per week on average – see apprenticeship learning plan)
- The type and timing of off-the-job training is detailed in the apprenticeship learning plan and the employer takes this into account when scheduling work and making other commitments.
- The employer ensures WelTec staff has reasonable access to the apprentice in the employer's workplace for the purpose of assessing their project work.
- WelTec will require face-to-face meetings with the apprentice at certain times and will communicate in other ways with them throughout the apprenticeship e.g. by phone, txt, email etc.
- The employer works with WelTec to help overcome any difficulties with access.

#### 4.4 Clear Communication

- The employer clearly communicates the organisations expectations, including what will be paid for by the employer and what will not be paid for.
- The employer works with WelTec to maintain lines of communication with nominated WelTec staff

### 5. Responsibilities of WelTec

#### 5.1. WelTec shall;

- Provide access to online learning materials for all courses that make up the BEngTech in asset management, including a site to allow the apprentice to develop an e-portfolio of their work
- Provide face to face teaching in the form of block courses and tutorial support for those courses not integrated into an industry project
- Make available all learning assistance facilities for the benefit of the apprentice.
- Have regular meetings with the apprentice and the employer in order to monitor progress and keep the employer informed
- Undertake on-site assessment of the apprentice's project work when required.

### 6. Assessment and Qualification

6.1. WelTec will recommend to NZQA that the ***Bachelor of Engineering Technology in Asset Management (Level 7)*** be awarded at the completion of the programme, provided that the apprentice has:-

- Complied with the terms of this Agreement
- Successfully completed all coursework stipulated in the programme document in the BEngTech (asset management)
- Successfully progressed through the gateway evaluations and successfully completed the end point assessment

**AGREEMENT IS SIGNED BY THE APPRENTICE:**

Name.....

Signature.....

Date.....

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**Signature of parent or guardian of an apprentice under eighteen years of age:**

I acknowledge provisions of this Agreement including the provisions of the degree Requirements and I have discussed them with the apprentice and ensured they understand what they mean.

Name.....

Signature.....

Date.....

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**AGREEMENT IS SIGNED BY THE EMPLOYER:**

Name.....

Signature.....

Date.....

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## ADDENDUM TO DEGREE APPRENTICESHIP AGREEMENT

### PRIVACY STATEMENT

I understand and expressly agree that WelTec can provide verbal and written information to an employer of mine, or potential employer of mine, about my progress, attendance, achievements, conduct and any other matter which may be relevant to my training and/or employment including:

- My performance against my responsibilities under clause 3 of the agreement;
- The results of the assessments under clauses 5 and 6;
- My general conduct as a student at WelTec both on campus and on work-sites, and in particular my compliance with the WelTec Regulations (see Programme Handbook)

### SIGNED BY THE APPRENTICE:

Name.....

Signature..... Date.....

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### To be signed by the parent or guardian of an apprentice under eighteen years of age:

I acknowledge provisions of this Addendum and I have discussed them with the Apprentice and ensured they understand what they mean.

Name.....

Signature..... Date.....

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### SIGNED FOR AND ON BEHALF OF WELTEC:

Name.....

Signature..... Date.....

