

# Application to Enrol



Complete every section.

**Email to:** Wellington.TradesAcademy@whitireia.ac.nz  
 **Mail to:** Wellington Trades Academy, Whitireia, DX Box SX33459, 3 Wi Neera Drive, Porirua 5022

0800 935 832  
 whitireiaweltec.ac.nz

## ✓ ENTRY CHECKLIST AND CONDITIONS

To enrol at the Wellington Trades Academy, you must be:

- a Year 11, 12 or 13 student in the year in which you intend studying at the Wellington Trades Academy
- enrolled as a full-time domestic student in a state secondary/composite/integrated/special character school in the greater Wellington region.

**Have you applied for Trades Academy programme with another institution for 2023?**  Yes  No

**If yes, please state which institution:**

Your school will need to provide a confidential reference, a copy of your achievement and attendance records and the details page of your student management system for identification purposes. You may also be asked to attend an interview with Wellington Trades Academy staff.

## 1 PROGRAMME OF STUDY

**Please tick the box that represents the Wellington Trades Academy programme you are applying for.**

**Further information on programme location and days can be found in Appendix A, please ensure you refer to these before making your selection:**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Animal Care          | <input type="checkbox"/> Cookery                   | <input type="checkbox"/> Engineering and Automotive | <input type="checkbox"/> Health Science Anatomy and Physiology |
| <input type="checkbox"/> Barbering            | <input type="checkbox"/> Construction Mixed Trades | <input type="checkbox"/> Engines                    | <input type="checkbox"/> Salon Environment                     |
| <input type="checkbox"/> Cooking Café Service | <input type="checkbox"/> Creative Technology       | <input type="checkbox"/> Health Science             |  |

## 2 PERSONAL DETAILS

**Legal family name(s)**

**Legal given name(s)**

**Home address**

**Postcode**

**Home phone**

**Mobile phone**

**Email (student)**

**Date of birth**

*Date/Month/Year*

**Gender**

Male

Female

Diverse

## 3 CITIZENSHIP AND RESIDENCY DETAILS

**Your school must provide a print out of your student details page from their SMS**

New Zealand or Australian Citizen

**OR**

New Zealand Permanent Resident

Date granted:

Country of origin:

**OR**

Student Visa

Date granted:

**Please attach a copy of your student visa**

## 4 ETHNICITY

What ethnic group(s) do you identify with? (Please tick up to three boxes that apply to you)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 111 NZ European/Pākehā                          | <input type="checkbox"/> 121 British/Irish         | <input type="checkbox"/> 421 Chinese        |
| <input type="checkbox"/> 211 New Zealand Māori (please specify iwi/hapū) | <input type="checkbox"/> 122 Dutch                 | <input type="checkbox"/> 431 Indian         |
| <input type="checkbox"/> 311 Samoan                                      | <input type="checkbox"/> 123 Greek                 | <input type="checkbox"/> 441 Sri Lankan     |
| <input type="checkbox"/> 321 Cook Island Māori                           | <input type="checkbox"/> 124 Polish                | <input type="checkbox"/> 442 Japanese       |
| <input type="checkbox"/> 331 Tongan                                      | <input type="checkbox"/> 125 South Slav            | <input type="checkbox"/> 443 Korean         |
| <input type="checkbox"/> 341 Niuean                                      | <input type="checkbox"/> 126 Italian               | <input type="checkbox"/> 444 Other Asian    |
| <input type="checkbox"/> 351 Tokelauan                                   | <input type="checkbox"/> 127 German                | <input type="checkbox"/> 511 Middle Eastern |
| <input type="checkbox"/> 361 Fijian                                      | <input type="checkbox"/> 128 Australian            | <input type="checkbox"/> 521 Latin American |
| <input type="checkbox"/> 371 Other Pacific Peoples                       | <input type="checkbox"/> 129 Other European        | <input type="checkbox"/> 531 African        |
|  | <input type="checkbox"/> 411 Filipino              | <input type="checkbox"/> 611 Other          |
|  | <input type="checkbox"/> 412 Cambodian             |   |
|  | <input type="checkbox"/> 413 Vietnamese            |   |
|  | <input type="checkbox"/> 414 Other Southeast Asian |   |

Please specify if 'Other European', 'Other Pacific Peoples', 'Other Southeast Asian', 'Other Asian' or 'Other':

## 5 SECONDARY EDUCATION

What is the name of the secondary school/kura you are currently enrolled in?

What year are you currently studying in 2022 (e.g Year 11)?

What level of NCEA have you achieved?

- Level 1     Level 2     Level 3

NZQA or National Student Number (NSN) (if known)

## 6 MEDICAL DETAILS

Family Doctor

Medical conditions

Do you have any medical conditions or disabilities we should be aware of?

- Yes (please list your conditions or disabilities below)     No (continue to section 7)

**Note:** this is important as we need to be aware of any condition that may affect your safety in a workshop or training environment.  
Any information provided will be treated as confidential.

## 7 LEARNING SUPPORT

Please indicate any learning needs that may impact on your academic performance

Any information provided will be treated as confidential.

## 8 CAREGIVER/GUARDIAN DETAILS

Please tick your preferred method for receiving communication from Trades Academy

Email  Text  Post

### CAREGIVER/GUARDIAN 1

Legal family name(s)

Legal given name(s)

Relationship to you

Telephone

Mobile phone

Email

Home address (if different to student)

Postcode

### CAREGIVER/GUARDIAN 2

Legal family name(s)

Legal given name(s)

Relationship to you

Telephone

Mobile phone

Email

Home address (if different to student)

Postcode

### CAREGIVER/GUARDIAN 3

Legal family name(s)

Legal given name(s)

Relationship to you

Telephone

Mobile phone

Email

Home address (if different to student)

Postcode

## 9 EMERGENCY CONTACT DETAILS

List two people who may be contacted in an emergency in order of your preference, if these are different from the Caregiver/Guardian details provided in section 8.

Full name

Relationship to you

Telephone

Mobile phone

Full name


Relationship to you

Telephone

Mobile phone

## 10 DECLARATION

I hereby apply for enrolment as a student at the Wellington Trades Academy and if accepted, I agree to comply with the Academy's regulations as outlined on our website:

 [whitireiaweltec.ac.nz](http://whitireiaweltec.ac.nz)

I acknowledge my responsibility to be aware of the programme regulations. I declare that all information I have supplied on this form and any attached documentation to be true and complete and I acknowledge that Wellington Trades Academy may cancel my enrolment if false information has been supplied.

I understand that enrolment in the Wellington Trades Academy requires me to:

- maintain full attendance
- arrive on time for all classes with the correct equipment and appropriate clothing
- conduct myself in a way that supports my learning and the learning of others
- participate fully in all Wellington Trades Academy classes and activities
- ensure that all projects and tasks are completed on time and to the best of my ability

I understand that completing and submitting this application does not guarantee entry into the Wellington Trades Academy.

**Signature of applicant**

**Date**

**Signature of caregiver/guardian**

**Date**

As the caregiver/guardian of an applicant who is under 18 years, I approve this application and agree to undertake to pay any additional costs incurred including all unreturned library items as they become due; and agree to the terms of the declaration and student commitment.

**Name of caregiver/guardian**

## Privacy Act

You can read more on our Privacy of Information (related to enrolment with Whitireia and WelTec, a business division of Te Pūkenga - New Zealand Institute of Skills and Technology) at:

 [whitireiaweltec.ac.nz/terms-and-conditions](http://whitireiaweltec.ac.nz/terms-and-conditions)

## SUMMARY OF 2023 WELLINGTON TRADES ACADEMY CLASSES

Programme	Level	Days	Location
Animal Care	Level 3	Monday & Tuesday	Petone Campus
Barbering	Level 3	Thursday & Friday	Whitireia, Porirua
Cooking Café Service	Level 2	Thursday & Friday	Hospitality Campus, Wellington
Cookery	Level 3	Monday & Tuesday	Hospitality Campus, Wellington
Cookery	Level 3	Thursday & Friday	Hospitality Campus, Wellington
Construction Mixed Trades	Level 2	Monday & Tuesday	Whitireia, Porirua
Construction Mixed Trades	Level 2	Thursday & Friday	Whitireia, Porirua
Creative Technology	Level 2	Thursday & Friday	Te Auaha, Wellington
Engineering and Automotive	Level 2	Monday & Tuesday	Whitireia, Porirua
Engineering and Automotive	Level 2	Thursday & Friday	Whitireia, Porirua
Engines	Level 2	Thursday & Friday	Whitireia, Porirua
Health Sciences	Level 2	Thursday	Whitireia, Porirua
Health Science Anatomy and Physiology	Level 3	Wednesday	Whitireia, Porirua
Health Science Anatomy and Physiology	Level 3	Thursday	Whitireia, Porirua
Salon Environment	Level 2	Monday & Tuesday	Whitireia, Porirua
Salon Environment	Level 2	Thursday & Friday	Whitireia, Porirua
Salon Environment	Level 2	Thursday & Friday	Te Auaha, Wellington



☎ 0800 935 832

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