



Trainee Name:
Employer Trading Name:

Retail Meat Industry Training Organisation Inc.

TRAINING AGREEMENT

For the

National Certificate in Meat Retail Butchery (Introductory)

Level 2

**This Training Agreement will take around 1 year
of training to complete**

INSTRUCTIONS TO THE EMPLOYER

1. Complete SECTION A with your details
2. Ask and help your employee to complete SECTION B
3. With your employee select the desired unit standard(s) from the electives available in Section C
4. Sign SECTION D with your employee (Obtain the signature of the Trainee's parent or guardian for SECTION D if they are aged under eighteen.)
5. Take a copy of the signed Training Agreement for yourself and your Trainee, and return the completed agreement to:

**RMITO
PO Box 12-126
WELLINGTON 6144**

Or fax to (04) 801 6027

OFFICE USE ONLY	
DATE PROCESSED:	INVOICE NUMBER:
ITMS ID:	TRAINING RESOURCES SENT:

SECTION A: EMPLOYER DETAILS

Company Name: _____
Company Name Trading As

Authorised Contact Person: _____ **Position:** _____

Work Phone: _____ **Fax:** _____

E-mail: _____

Please tick if you would like to receive letters electronically:

Postal Address: _____

City Post Code

Branch Location: _____
Location where Trainee works

City Post Code

To enter into this training agreement the trainee must be in employment in New Zealand.

I established the trainee's eligibility to be employed in New Zealand by seeing their:
 (Tick the box)

Passport: **Birth Certificate:** **Work Visa:**

2012 Fee Schedule

The annual cost of this training agreement in 2012 is \$920* (inclusive GST).

The annual cost is made up of two fees:

Annual Training Agreement Fee	\$305
Annual Training and Assessment Fee	\$615

An invoice for the total annual fees will be sent to you once RMITO has registered this training agreement and be invoiced every year of the apprenticeship on the anniversary date.

The annual fees are a contribution to the total cost of training including learning and assessment booklets, off-job training course costs, Training Advisor assessment visits, and NZQA assessment and certification costs. RMITO meets the balance of these training costs through government funding provided by the Tertiary Education Commission.

*N.B.: RMITO reserves the right to review these fees each year.

SECTION B: EMPLOYEE DETAILS

Name: _____
 (Please print) First Middle Last Name
 (Name as recorded on your birth certificate or passport)

Date of Birth: _____ **Gender:** Male: Female:

Home Address: _____
 Number Street

 Suburb

 City Post Code

Home Phone: _____ **Mobile:** _____

E-mail: _____

Please tick if you would like to receive letters electronically:

The following information is collected for statistical purposes only:

Ethnicity: NZ European: Maori: Rohe: _____ Iwi: _____
 Pacific Island: Country: _____ Other Ethnicity: Country: _____

Name of Last High School Attended: _____

Last Year at School: _____

National Student Number: _____
 (If known)

Highest School Qualification:

No qualification
 NCEA Level 1 / School Certificate
 NCEA Level 2 / 6th Form Certificate
 NCEA Level 3 / Bursary
 Overseas qualification

Highest Qualification Achieved after Leaving School:

No qualification Level 1 Certificate
 Level 2 Certificate Level 3 Certificate
 Level 4 Certificate Level 5 Diploma / Certificate
 Level 6 Graduate Certificate or Level 6 Diploma/Certificate
 Bachelor Degree or Level 7 Graduate Diploma/Certificate or Level 7 Diploma/ Certificate

What were you doing immediately before you commenced this training?

Working Unemployed Overseas
 Self-employed Student, if so please indicate whether High School, University, Polytechnic, etc:

SECTION C: TRAINING PLAN**National Certificate in Meat Retail Butchery (Introductory) - Level 2:****Electives**

SET A: You must complete a minimum of **13 credits** chosen from the unit standards below.

Please tick the unit standard(s) you have selected.

Unit #	Unit Standard Title	Level	Credit	Selected <input type="checkbox"/>
26264	Select, trim and manually slice sheep meat	4	4	
26265	Select and slice sheep meat by machine	3	4	
26266	Select and saw sheep meat cuts	3	4	
26267	Select and mince sheep meat	3	4	
26268	Prepare and roll sheep meat products for sale	3	4	
26279	Select, trim and manually slice poultry meat cuts	3	2	
26280	Select and slice poultry meat by machine	3	3	
26281	Select and mince poultry meat	2	2	
26282	Prepare and roll poultry meat products for sale	2	2	
26269	Select, trim, and manually slice beef meat cuts	4	9	
26270	Select and slice beef meat by machine	3	8	
26271	Select and saw beef meat cuts	3	6	
26272	Select and mince beef meat	3	6	
26273	Prepare and roll beef meat products for sale	3	4	
26274	Select, trim, and manually slice pork meat cuts	4	5	
26275	Select and slice pork meat by machine	3	4	
26276	Select and saw pork meat cuts	3	4	
26277	Select and mince pork meat	3	4	
26278	Prepare and roll pork meat products for sale	3	4	
17234	Demonstrate knowledge of livestock development and slaughter	3	4	
17235	Demonstrate knowledge of livestock anatomy, cuts, and meat yield	3	4	
16103	Process beef carcasses to produce meat cuts	4	25	
16104	Process poultry carcasses to produce meat cuts	4	5	
16105	Process pork carcasses to produce meat cuts	4	14	
16106	Process sheep carcasses to produce meat cuts	4	14	

SET B: You must complete one unit standard from the units below.

Please tick the unit standard you have chosen.

Unit #	Unit Standard Title	Level	Credit	Selected <input type="checkbox"/>
13344	Demonstrate knowledge of the characteristics of commercial cookery methods and their applications	2	3	
15900	Prepare and present meat in the hospitality industry	1	4	
17237	Describe the purpose and methods for adding value to meat for retail sale	2	3	
17238	Describe the nutritional values, cooking and serving suggestions for meat products	3	3	
17239	Explain the purpose and application of legislation governing the retail meat trade	3	4	

Compulsory

(i.e. These units must be completed to attain the National Certificate in Meat Retail Butchery (Introductory) – Level 2.)

Unit #	Unit Standard Title	Level	Credit
497	Protect health and safety in the workplace	1	3
167	Practise food safety methods in a food business	2	4
20666	Demonstrate a basic knowledge of contamination hazards and control methods used in a food business	2	2
17236	Demonstrate knowledge of refrigeration for meat retailing	2	2
56	Attend to customer enquiries face-to-face and on the telephone	1	2
62	Maintain personal presentation in the workplace	2	3
11938	Assist customers to buy goods and/or services face to face	2	2
11941	Build rapport with customers	2	2
2503	Maintain hand knives in the meat processing industry	2	2
17024	Sharpen hand knives in the meat processing industry	2	2
64	Perform calculations for the workplace	1	2
1227	Communicate information in a specified workplace	2	3
2989	Read and assess texts to gain knowledge	2	3
6997	Produce trays of wrapped and labelled meat suitable for display	3	16
12624	Monitor a meat processing operation under a HACCP system	2	8
26263	Demonstrate knowledge of meat cuts and stock control	1	4

SECTION D: TERMS OF THIS TRAINING AGREEMENT

Agreement

The Employer and Trainee agree as follows:

1. There is an Employment Agreement in place between the Employer and Trainee, which is consistent with the provisions of the Employment Relations Act 2000.

Employment Start Date: ____ / ____ / _____

2. This training agreement is, in accordance with Section 3 of the Industry Training Act (1992), part of the Employment Agreement between both parties.
3. This commitment begins at the date of signing, and is valid:
 - a. as long as an Employment Agreement is in place between the Employer and Trainee; and
 - b. until the qualification is complete; or
 - c. for a maximum of **48 months**, whichever occurs first.
4. The Employer and Trainee acknowledge that RMITO may cease to recognise this Agreement if:
 - a. the Trainee fails to achieve at least 20 credits in a calendar year, due either to the Employer's or the Trainee's acts or omissions; or
 - b. the Annual training fees associated with this training agreement are unpaid.

Employer's Responsibilities

5. The Employer shall provide training to the Employee in accordance with the requirements of the traineeship.
6. Where training is provided off the job, the Employer agrees to release the Trainee to attend off-job training courses in order to complete his/her traineeship.
7. The Employer agrees to notify RMITO within 28 days of the termination of this Training Agreement and/or employment.

Trainee's Responsibilities

8. The Trainee agrees to use the best of their ability to train towards and achieve the unit standards within the timeframe noted above.
9. Unless there are exceptional circumstances beyond the Trainee's control (as determined by RMITO), the Trainee agrees to attend all off-job training organised for them.

Literacy and Numeracy

10. The Trainee and the Employer agree to the collection and use of the Trainee's Literacy and Numeracy results using the New Zealand Tertiary Education Commission's (TEC) Literacy and Numeracy for Adults online tool. This information will only be disclosed and/or used to provide support to the Trainee and Employer where deemed necessary by RMITO. The data created will also be used anonymously to measure organisational performance and for reporting to funders.

Signatures

11. The Trainee and the Employer declare that all the details in this agreement are correct. They also authorise RMITO, the New Zealand Qualifications Authority and/or the Tertiary Education Commission to collect information from and/or exchange information with any teaching institution, Industry Training Organisation or Government Agency with which the Trainee is enrolled or has requested enrolment or funding.

Signed this _____ day of _____ 20_____

For and on behalf of the Employer:	
Signature:	Name:
Signed by the Trainee (or parent or guardian of a Trainee aged under eighteen):	
Employee Signature:	Parent/Guardian Signature:
Name:	Name: