



# Training Agreement Requirements

**There are three parties to a Hairdressing, Barbering or Beauty Therapy New Zealand Apprenticeship - the apprentice, employer and HITO.**

- ✓ **Apprentice** is responsible for working and learning.
- ✓ **Employer** is responsible for training and supporting the apprentice.
- ✓ **HITO** is responsible for facilitating the training, setting and monitoring training plans, and supporting the apprentice and employer throughout the apprenticeship.



**Note** the training agreement is a formal document that has binding consequences for the three parties who sign it.

## Apprentice

**By signing this document the apprentice is agreeing to:**



Follow the training plan set by their employer and the HITO Sales and Training Advisor



Keep the training record book up to date



Complete assessments  
Ensure a minimum of ten credits are achieved each year



Attend scheduled off-job training classes  
Arrange models for assessments



Have email and internet access to communicate, complete assessments and access training resources\*



Pay HITO fees

**\*Note** we recommend you have access to a computer. If this is an issue, please let your Sales and Training Advisor know.

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## Employer

**By signing this document the employer is agreeing to:**



Set a training plan with the Sales and Training Advisor and assign a trainer  
Support the trainer to ensure the apprentice is progressing



Provide training for the apprentice to become a competent hairdresser/barber/beauty therapist



Provide access to and support for training where services within the qualification are not performed within the workplace



Provide the necessary tools and equipment for training and assessments



Release the apprentice to attend scheduled off-job training courses



Notify HITO immediately if the employment agreement with the apprentice is terminated



Pay any outstanding HITO fees.

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## HITO

### By signing this document HITO is agreeing to:



Enrol the employer and learner into an official training agreement



Set a training plan with the apprentice and employer



Provide training support materials

Arrange and pay for off-job training for hairdressing and barbering apprentices to complete assessments



Regularly visit the apprentice and employer

Regularly monitor the training progress of the apprentice



Organise and pay for industry assessors to assess hairdressing and barbering capstone assessments and beauty assessments



Register and pay costs of units achieved with the New Zealand Qualifications Authority  
Issue an official New Zealand Qualifications Framework certificate upon completion of the qualification.

For the full list of terms and conditions, see our website: [www.hito.org.nz/corporate-documents/](http://www.hito.org.nz/corporate-documents/)