



## APPRENTICESHIP APPLICATION SIGNMAKING

Branch of trade – delete those branches not applicable

Hand lettering
Computer graphics
Electric sign making

### EMPLOYER DETAILS – (See Note 1 on reverse)

Full Name of Employer:		
Trading as:		
Street address:		
Postal address:		
Phone: ( )	Fax: ( )	Mobile: ( )
Email:	Contact person:	
Proposed term of apprenticeship (if credit required please see note 3 on reverse):		
		hours
Proposed commencement date of contract:                    /                    /		
Number of journey persons employed in the appropriate branch of the industry		
Number of apprentices currently employed in this branch		

### PROPOSED APPRENTICE DETAILS

First name		Surname:						
Address:								
Phone: ( )		Mobile: ( )		Email:				
NZQA ID No:			Date of Birth:					
Education	2 yrs secondary	<input type="checkbox"/>	3 yrs secondary	<input type="checkbox"/>	6 <sup>th</sup> Form	<input type="checkbox"/>	Other	<input type="checkbox"/>

### PARENT / GUARDIAN DETAIL (where applicant is under 18 years if age)

First name		Surname:		
Address:				
Phone: ( )		Mobile: ( )		Email:

I hereby certify that the above particulars are correct:	
Employers signature:	
Date:	

The following fee is to be returned with this application to: Creative Trades ITO                    Phone: 0800 200 486 P O Box 14-477                            04 387 9759 Kilbirnie                                    Fax: 04 387 2596 Wellington 6241                         www.creativetradesito.co.nz	Administration fee:            \$ 270.00* *GST included
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## NOTES

An “Apprenticeship Application” should be made either prior to or as soon as an apprentice commences employment.

The 3 month probationary period is to begin on the approved commencement date.

Note 1: Employer Details – in the case of registered Limited Liability companies and partnerships, the full title/s as registered must be shown. The full names of individuals should also be shown.

Note 2: Copies of all relevant pre trade course reports should be included with this application.

Note 3: If a credit of time is to be requested full details for the request must be provided along with supporting documentation.

**NB The granting of time credits is not automatic.**

### **Please note:**

This application form must be returned to the Creative Trades ITO office within three months of the apprenticeship start date.



## SIGNMAKING INFORMATION

### APPRENTICESHIP COSTS\*

The following is a breakdown of approximate costs as at 1st January 2009

Administration fee on sign up – one off payment	\$	270.00
Apprenticeship training record book	\$	124.00
		= \$52.00 per strand
Apprenticeship training record book - Discount applies if member of NZSDA	\$	59.00
		= \$37.00 per strand
Unit standard credit fee (per credit)	\$	1.55
Block Course (per course)	\$	390.00

Please note all the above fees are GST inclusive.

### BLOCK COURSES

- Three block courses are required over the term of apprenticeship.
- Each block course runs for three weeks
- Block courses are held at the NZ Sign School in Kilbirnie, Wellington

### TRAVEL SUBSIDY

This payment is made to those apprentices who are required to travel between the North and South Island to attend a course. For those apprentices who are eligible for the subsidy an application form will be sent to the employer at the appropriate time.

\*Please note that these costs may be subject to change