



PROGRAMME PROVIDER: NZ LASER TRAINING LTD T/A: NZ LASER TRAINING INSTITUTE

COSMETIC LASERS AND INTENSE LIGHT SOURCE THERAPIES MICRO-CREDENTIAL QUALIFICATION ENROLMENT FORM 2024

Please read the instructions below carefully before you complete this enrolment form.
Once completed, save this form and email to: admin@nzlasertraining.co.nz and info@nzlasertraining.co.nz

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a Micro-credential at our organisation. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of this enrolment form.
- Selecting, typing or printing your answers clearly in pen. Ticking the box that applies for multi-choice questions.
- Print and sign this enrolment form before sending.
- Attach all required documentation to the email with the enrolment form. A description of the required documentation is provided on page 7 of the form.

MICRO-CREDENTIAL ENROLMENT INFORMATION

The name of the Micro-credential you are enrolling in is:

OFFICE USE ONLY

1 **COSMETIC LASERS AND INTENSE LIGHT SOURCE THERAPIES**

Micro-credential Start Date:

Micro-credential End Date (if known):

2 Have you studied at NZ Laser Training Institute Ltd before?

3 What is the name of the Company or Business you work in or own?

3a Have you ever been an educator or trainer, or plan to be a trainer in the future?

4 Please provide a brief description of why you are enrolling into this programme.

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PERSONAL DETAILS

5 Print your full legal name:
Family Name:
Given Name(s):

6 Preferred first name:
Previous name(s) known by:

7 If you have previously enrolled at this organisation under another name, what was that name?

8 Preferred title: Mr Miss Mrs Ms Other (Please specify)

9 Date of birth:

10 Gender: Male Female

11 If you know your NSN (National Student Number), please write it here.
If you answered Yes to question 2, you MUST fill in this section.

12 Citizenship and Residency: (you may need to supply evidence of residence or citizenship)
Tick the box which best describes your citizenship:

<input type="checkbox"/> New Zealand Citizen (NZL , go to 12a)	<input type="checkbox"/> Other	
<input type="checkbox"/> Australian Citizen (AUS, go to 12a)	If "Other", Please specify your Country of Citizenship (For learners with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.): Country of Citizenship:	
Tick the box if you have New Zealand or Australian Permanent Residency Status:		
<input type="checkbox"/> New Zealand Resident/Permanent Resident		
<input type="checkbox"/> Australian Permanent Resident		

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12a

During your time studying in this Micro-credential will you be resident in New Zealand or overseas?

In New Zealand Overseas

12b

Payment is requested as part of enrolment, please advise below how you will be paying:

(Note: Studylink & WINZ are not applicable for this programme)

Full payment

Applying for a bank loan

Q Card Finance - please provide below Q Card Customer ID or Card No.

13

Ethnicity: What ethnic group(s) do you belong to? You may tick up to 3 boxes, which apply to you.

- | | | |
|---------------------------|--------------------|---------------------------|
| 111 NZ European/Pakeha | 122 Dutch | 414 Other Southeast Asian |
| 211 New Zealand Māori | 123 Greek | 421 Chinese |
| 311 Samoan | 124 Polish | 431 Indian |
| 321 Cook Island Māori | 125 South Slav | 441 Sri Lankan |
| 331 Tongan | 126 Italian | 442 Japanese |
| 341 Niue | 127 German | 443 Korean |
| 351 Tokelauen | 128 Australian | 444 Other Asian |
| 361 Fijian | 129 Other European | 511 Middle Eastern |
| 371 Other Pacific Peoples | 411 Filipino | 531 African |
| 121 British/Irish/Welsh | 412 Cambodian | 611 Other |
| | 413 Vietnamese | 999 Not Stated |

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Iwi:

If you identified as New Zealand Māori in question 13, what is the name of your Iwi?

You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.

Iwi:

Rohe (Iwi home area):

Iwi:

Rohe (Iwi home area):

Iwi:

Rohe (Iwi home area):

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Current occupation:

What was your current occupation, you may tick only one box.

- 01 Secondary school student
- 02 Non-employed or beneficiary (excluding retired)
- 03 Wage or salary worker
- 04 Self-employed
- 05 University student
- 06 Polytechnic student
- 08 House-person or retired
- 09 Overseas (irrespective of occupation)
- 11 Private Training Establishment student
- 12 Wānanga student

16

Disability/Allergies/Medical Conditions

Do you live with the effects of significant injury, long term illness, allergies or disability? The information you supply is confidential.

If yes, how would you describe your impairment, disability or long term medical condition:

16b

Do you have any learning difficulties that we should know about? The information you supply is confidential but will assist us to assist you.

If yes, please describe:





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ACADEMIC INFORMATION

Secondary School:

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What was the name of the last secondary school you attended?
State "overseas", if applicable.

What was your last year at Secondary School?

What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Micro-credentials Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box.

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- 00 No formal secondary Micro-credentials
- 11 14 or more credits at any level
- 12 NCEA Level 1 or School Certificate
- 13 NCEA Level 2 or 6th Form Certificate
- 14 University Entrance
- 15 NCEA Level 3 or Bursary or Scholarship
- 09 Overseas Micro-credential (includes International Baccalaureate & Cambridge Exams)
- 98 Other
- 99 Not Known

Please specify if "Overseas Qualification" or "Other".

Tertiary Study:

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Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment (PTE), or Wānanga either in New Zealand, or overseas since leaving school? Note: do not include enrolments in STAR, community or hobby classes.

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Unit 4, 91 Central Park Drive, Henderson, Auckland



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Tertiary Study Continued:

If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment:

Name:

Year:

Tertiary / Industry Experience:

Please tick which qualification or experience you have:

Level 4 Beauty Therapy qualification on the NZ Qualifications Framework or equivalent

Level 5 New Zealand Diploma of Beauty Therapy or equivalent

Employed in the tattoo industry, possess a minimum of 12 months of full-time industry experience, and can supply a letter from their employer supporting their enrolment in the micro-credential

Minimum of 12 months' full-time industry experience working in a healthcare-related area and/or have evidence of successfully completing learning at a tertiary level such as a university or polytechnic credentials

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Please provide any additional / supporting information below:





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ELIGIBILITY AND DOCUMENTATION

Eligibility is open to individuals who are 18+ years of age at time of enrolment and committed to succeeding in the IPL & Laser cosmetic or medical industry.

Graduates of one of these qualifications or ability to meet one of the experience requirements:

- A Level 4 Beauty Therapy qualification on the New Zealand Qualifications Framework or equivalent;
- A Level 5 New Zealand Diploma of Beauty Therapy or equivalent;
- Employed in the tattoo industry, possess a minimum of 12 months of full-time industry experience, and/or can supply a letter from their employer supporting their enrolment in the micro-credential.
- Minimum of 12 months' full-time industry experience working in a healthcare-related area and/or have evidence of successfully completing learning at a tertiary level such as a university or polytechnic credentials.

Learners may be asked to complete the pre-enrolment interview after submitting the enrolment form.

Learners must be NZ residents. A citizen of New Zealand (including learners from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must scan and email certified evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
- New Zealand passport
- A statement of Whakapapa, including date of birth, countersigned by a Kaumatua
- Certificate of citizenship or letter of confirmation
- Overseas passport with residency stamp

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This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Registrar or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose.

When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

Please note that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see:

<http://nsi.education.govt.nz/home.aspx>

Please list here all documents that you will be sending. Scan and email them along with this enrolment form.

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NZLT Cosmetic Lasers and Intense Light Source Therapies Micro-credential Qualification Enrolment Form

CONTACT DETAILS

Home address and contact details:

Home Address

Street Address:

Suburb:

Town/City:

Post Code:

Phone:

Mobile:

Postal Address (if different)

Street Address:

Suburb:

Town/City:

Post Code:

Email:

20

Address While Studying

Street Address:

Suburb:

Town/City:

Post Code:

Phone:

Mobile:

Next of Kin:

Name:

Phone:

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Email:

PLEASE NOTE: All modules and Zoom calls must be completed/attended weekly. This programme has been scheduled within our regular training courses, hence requests by learners to move dates for practical weeks is not possible. Learners must complete this full programme within the 16-week programme allowance given.

NZ LASER TRAINING MEDIA CONSENT

During the workshop we may take photos or video footage to use for our promotional material and publications, social media and in video content for training purposes. Please advise below if you give us permission to use it.

I GIVE PERMISSION media use consent

I DO NOT GIVE PERMISSION media use consent

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DECLARATION

Privacy – NZ Laser Training Institute Ltd collects and stores information from this form to:

- Manage NZ Laser Training Institute Ltd's compliance under the agreement with the NZQA approved provider (Evolution School of Beauty, Massage & Spa) for which we are accredited under. This includes: internal reporting, and NZQA administrative processes to comply with the requirements of the Education Act 1989, and other legislation relating to maintenance of records
- Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that NZ Laser Training Institute Ltd and Evolution School of Beauty, Massage & Spa, will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires NZ Laser Training Institute Ltd and Evolution School of Beauty, Massage & Spa, to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/privacy-act>

Supply of information to government agencies and other organisations

NZ Laser Training Institute Ltd sends this completed enrolment form to its NZQA approved partner (Evolution School of Beauty, Massage & Spa) who supplies data collected on this form to government agencies, including:

- the Ministry of Education
- the New Zealand Micro-credentials Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)
- agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from tertiary education organisations to:

- administer the tertiary education system, including allocating funding
- develop policy advice for government
- conduct statistical analysis and research

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

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The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to the government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, NZ Laser Training Institute Ltd and or Evolution School of Beauty, Massage & Spa releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. NZ Laser Training Institute Ltd policy on withdrawal and refund of fees may be obtained from our Academic Administrator.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of NZ Laser Training Institute Ltd with regard to attendance, academic integrity and progress, conduct and use of information systems.

NZQA is processed by Evolution School of Beauty, Massage & Spa.

Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

PLEASE PRINT AND SIGN THIS FORM

Signature:

Date:

OFFICE USE ONLY

Documentation:

Approved:

Entered:

Save this form and email to admin@nzlasertraining.co.nz and info@nzlasertraining.co.nz

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Please read the following NZ Laser Training Institute Terms and Conditions carefully

As a small business, we understand that sometimes situations occur outside of your control, therefore we do our utmost to extend a professional service to all our clients. NZ Laser Training Institute Ltd is flexible with enough provided notice however, we are running a business that incurs costs, and as such we have the following policies and recommendations in place to ensure continuity of service. Thank you for taking time to read these and lodge your enrolment with us by acceptance of our Terms and Conditions, Intellectual Property & Non-disclosure Agreement.

The following declaration applies to NZQA micro-credential

- NZ Laser Training Institute Ltd holds no responsibility for any issues that may occur as the result of a Learner (a person enrolling in an NZ Laser Training Institute Ltd course or programme) conducting treatments after attendance of all training. As each machine's capabilities and output vary considerably, it is impossible for us to provide exact guidance on individual machines or equipment. This information should always be provided by the manufacturer of your equipment.
- NZ Laser Training Institute Ltd reserves the right to refuse to enrol or train anyone they deem does not meet the minimum English language requirements, or when it is deemed dangerous to conduct training using a machine that doesn't meet safety standards or our minimum safety guidelines (see below for details).
- NZ Laser Training Institute Ltd reserves the right to issue a Protection of Intellectual Property and Non-Disclosure Agreement and/or Restraint of Trade Agreement to Learners or Companies who are deemed to be Educators themselves and who pose a competition threat to NZ Laser Training Institute Ltd and its Intellectual Properties. Learners and Companies who are IPL & Laser Educators may be refused enrolment or training. NZ Laser Training Institute Ltd materials are copyrighted and legal action will be pursued in cases where a breach has been detected. We also routinely carry out Due Diligence on our Learners and Companies or Associations in our Industry. The Protection of Intellectual Property and Non-Disclosure Agreement is a legal contract that has been legally prepared by Lucy Hudson, Intellectual Property Lawyer – Woodhouse IP Ltd.
- Learners understand that they may require further training, and that by completing the training they are not necessarily fully trained, and/or certified in all required aspects of Laser and IPL.
- **WEEKLY MODULES:** Learners are required to complete all modules weekly through the duration of the programme within the specified time limit, as have been scheduled within the programme 16-week allowance. Should an extension be required the learner must advise their tutor immediately. Modules for following weeks are not available to start until the following week. Assessment techniques may vary throughout the programme; all assessments must be completed by the learners before they can either move on. All assignments must be completed and handed in within the specified timeline, if the learner needs an extension or help they must advise their tutor before the due date. A workbook is provided for the learner to complete as they complete the programme, and keep for future reference.
- **PRACTICAL TRAINING:** Practical weeks must be attended on time and in full and all practical assessments completed and passed. All practical week dates are scheduled for the entire year and cannot be moved or changed. Tutors will work with Learners should they need additional help. The tutor has the right to issue a practical week incomplete or fail status. Mobile phones or devices are not permitted to be used during the class; tea and lunch breaks only. NZLT Institute reserves the right to deliver training over less practical days than the five full days as advertised; in cases where the number of learners is two or less, as hours of participation and competency hours completed; can be obtained in less than the advertised 5 days. Learners are at no disadvantage and will in fact receive more time with tutors, and hands on learning than would be possible in larger groups.
- **WEEKLY ZOOM CALLS:** Learners must attend the weekly zoom calls with their tutor at the allocated times. If learners are not able to attend they must advise the tutor at least 24 hours to the zoom call, or if they are running late text, email or call them.
- Learners on Zoom sessions, must ensure they have a working webcam so that the trainer can see you. Certification cannot be gained if we can't be sure of your full attendance. Virtual background screens are NOT to be used during your Zoom training. If you do not have a webcam please advise your tutor.
- A hard copy certificate is given to the learner on passing and completion (this includes all practicals assessments and assignments) of the programme. A re-issued hard copy certificate is available for a fee of \$30 + GST applies (NZ only).
- If a Learner does not pass their assignments or practical assessments, NZ Laser Training Institute Ltd will work with the Learner individually and provide one free re-sit opportunity. Additional re-sits may incur fees, as it may fall outside of the allocated practical weeks or additional marking is required after the programme has been completed. The tutor has the right to issue a course incomplete or fail status. This may mean no certificate is issued.
- NZ Laser Training Institute Ltd reserves the right to alter course dates, cancel or postpone programme dates as they see fit. Learners will always be given adequate notice if this affects their programme. It is advised to allow for flexibility when securing flight and accommodation options when attending practical weeks. Travel insurance is recommended.
- NZ Laser Training Institute Ltd reserves the right not to refuse to work with models that have been organised by Learner or Companies.

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- NZ Laser Training Institute Ltd certification means we are certifying you understand the core fundamentals of Laser Science, Laser Safety and how to conduct safe and professional treatments; it does not certify you on your individual Laser or Intense Pulsed Light device. Additional training and information specific to your device should be sought from the Manufacturer or the Supplier. We are unable to issue certification or endorse individual companies as whole, as there is no way to tell if everyone working there in future is trained and certified to our standards.
- Learners may be able to seek sponsored training through their Manufacturer or the Supplier of the equipment (Laser or IPL Company) – in these situations the Supplier can contact NZ Laser Training Institute Ltd directly about our wholesale rate and obtain 'free' training or training that is cost out to the Supplier of your machine. These special Supplier rates are not disclosed to the Learner or Company. NZ Laser Training Institute Ltd remains impartial and independent, our goal is that our Learners receive the best quality education possible.
- Learners must have read the prospectus (located on our website), checked eligibility for the course, completed and signed the enrolment form – sending any relevant supporting documentation. On acceptance into the course, a Public Trust Form will be sent to the Learner, which must be read and signed as part of the enrolment. Course fees must be paid on time into the Public Trust Account Number provided by NZ Laser Training Institute Ltd, these are placed into a Public Trust Account as part of the NZQA Student Fee Protection Rule. The learner will be sent an invoice for the Public Trust Administration Account Fee (approx \$50 + GST). [For more information see the Public Trust website.](#)
- For Learners will receive a Learner Enrolment Pack including: Learning Platform login details, study plan, steps to complete, start/end date, frequently asked questions and a workbook. This may be emailed or couriered to the Learner depending on circumstances.
- Our tutors and administration are available to contact within business working hours; and will endeavour to respond to calls or emails, mark or move you through modules as soon as they are available to do so.
- **SICKNESS / BEREAVEMENT:** Programmes will commence regardless of learner sickness or bereavement – learners must contact NZ Laser Training Institute immediately to advise. If a learner is unable to complete online learning, Zoom calls, assignments or practical sessions, due to bereavement, sickness (yourself or immediate family member), you must contact your tutor immediately to advise. Whilst we are able to make exceptions of work unable to be completed, we must also stick to the guidelines provided by the NZQA framework to us. For practical sessions, should you not able to attend, new dates will be provided and you will be rebooked the next available practical session - you must however, complete all online and assignments within the set due dates. Most components of the NZQA programme are available online 24/7 through our e-Learning portal Litmos. Learners should arrange travel insurance in case of needing to reschedule flights and accommodation as per our Terms and Conditions.
- For Health & Safety reasons a maximum of 5 trainees in any session is capped for the benefit of both learner and tutor experience. If we have more than 5 learners at one time, in some situation we can conduct split groups in the same day, or split days according to needs and learning requirements.

Payments and refunds policy

- Course fees are as stated on our website + GST. Course fees are required to be paid in full at time of enrolment and/or no later than 1 month prior to commencement of the NZQA programme (the enrolment process through NZQA can take up to 4 weeks to process. If you do not pay in full at the requested time or are not contactable your enrolment will be cancelled. A Public Trust Form will need to be completed as part of your enrolment and learners must deposit their course fees into a Public Trust Account that we will advise you as part of the enrolment process; this is part of the NZQA Student Fee Protection Rule. A Public Trust Administration Account Fee (approx \$50 + GST) must be paid separately, an invoice will be sent to the Learner. [For more information see the Public Trust website.](#)
- If an emergency or unforeseen circumstances causes a need to postpone your attendance at a course, you must inform NZ Laser Training Institute immediately. NZ Laser Training Institute and Evolution School cancellation fees may apply which are separate to NZQA fees.
- Refunds and withdrawals are processed via the NZQA website by the Learner. Learners may be required to submit a valid medical certificate from a registered medical practitioner stating, in his or her opinion, you are no longer medically able to complete the course. Your medical certificate must be supplied with the withdrawal form. [For more information see the NZQA website for Refunds and Withdrawal information.](#)
- Q Card / Q Mastercard®: A \$55 Establishment fee applies for New Cardholders or a \$35 Advance fee applies for Existing Cardholders. A \$50 Annual Account fee applies. Standard interest rate, currently 27.99% p.a. for Q Card, applies to any outstanding balance at the end of the of the Long Term Finance (LTF) interest free period. Standard interest rate currently, 27.89% p.a. for Q Mastercard, applies to outstanding balance at end of interest free period. Lending criteria, fees, terms and conditions apply. Rate and fees are correct at the time of publication but are subject to change. Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated. Columbus Financial Services Limited or Consumer Finance Limited (as applicable) reserve the right to amend, suspend or terminate the offer and these terms and conditions at any time without notice. For more information visit Q Card website.

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Travel arrangements and travel fees

- NZ Laser Training Institute Ltd cannot be held liable for costs incurred to rebook flights or accommodation, loss of income or travel fees. Please take out Travel Insurance and choose flexible flight options.
- Please note that flight delays/cancellations are common in winter due to fog. Flight cancellations or other travel disruptions to your arrival time on a scheduled are not able to be refunded. NZ Laser Training Institute Ltd reserves the right to retain your fee to cover loss of venue fees, catering costs, trainer wages, and other associated resources and losses incurred as a result of you not attending/arriving. Please make arrangements to travel the night before, allowing extra time to travel in conditions such as: busy Auckland traffic, seasonal fog/weather disruptions etc.
- Start times are as scheduled so as not to disrupt other booked attendees; late attendance may result in missed content. Please arrive 15 minutes before the advised start time.
- Learners will be provided with suitable safety glasses on practical weeks, this is as per Work Safe Laws in New Zealand.
- By signing the above Terms & Conditions, you are accepting this agreement with your enrolment. Should you have any questions, you can contact us directly. [For full Terms & Conditions see our website.](#)

Complaints process

All complaints should be brought to the attention of the tutor in the first instance. If the tutor cannot resolve the issue, you must put it in writing within 14 days of the occurrence. If the issue cannot be resolved between you it will be referred to the Director – Ruth Nicholson, who will respond in writing within 14 days. If you are not satisfied with the resolution offered you must reply in writing (within 7 days of receiving the response) outlining what you require as a solution to the issue. It may be necessary to hold a meeting and the complainant will be invited to attend. They may bring a support person. Your complaint will be heard by the total Management Team who will contact you by letter with their response. If you are still not satisfied with the outcome you may contact NZQA Wellington, Ph 04 802 3000 who will act to resolve the matter. They will in the first instance contact the NZ Laser Training Institute and then respond directly to you in writing.

Protection of Intellectual Property and Non-disclosure Agreement

This document acts as a written agreement between parties that there is no use of copyrighted materials belonging to NZ Laser Training Institute Ltd (The Company) by the learner enrolled and thereby attending this educational programme. Signing acknowledges that failure to abide by these terms may result in *1 legal prosecution and immediate removal from the educational programme, and that this will affect your ability to access, be certified in, register for or hear about industry events in the future. RE: NZ Laser Training Institute Ltd 'educational programmes' – In consideration of my attending this Educational Programme I plan to start.

I hereby acknowledge and agree that:

1. The Company is the sole owner of all the intellectual property rights in the Educational Programme, including copyright, trademarks, trade secrets, know how, documentation (hard copy and digital), graphics, data, software, ideas and inventions ("Intellectual Property Rights").
2. "Educational programmes" are those offered by the company and include, but are not limited to: CE1, CE2, LTR, LSC, LHSO, SLCM, Mini Mods and additional product codes found under the courses or NZQA tab on the company website. www.nzlasertraining.co.nz
3. Access to the Educational Programmes does not include transfer of any Intellectual Property Rights to me.
4. Educational Programme materials provided to me may not be copied, distributed to third parties, or reused for any internal staff training, and must be returned to the Company for updating upon request.
5. The Educational Programme is a commercially valuable product which is only available under licence from the Company.
6. I will promptly notify the Company of any actual, threatened or suspected infringement of the Intellectual Property Rights or any claim that the Educational Programme infringes the rights of any other person.
7. I agree not to provide, and that I do not currently provide, any educational, tutoring or training services (whether as an individual or as part of the services of an organisation) that are in competition with the Company's Educational programmes (including but not limited to CE1, LTR, LSC, LHSO, SLCM, Mini Mods product codes found under the courses & NZQA tab on the company website. www.nzlasertraining.co.nz) for a period of 5 years following my attendance of this programme.

*NZ Laser Training Institute Ltd employs the services of IP (Intellectual Properties) lawyers, this document has been prepared by Lucy Hudson, Intellectual Property Lawyer – Woodhouse IP Ltd.

Declaration: - By signing the below you are accepting that you have read, agree and under the above Terms & Conditions, Intellectual Property & Non-disclosure Agreement.

Signature

Date

PLEASE PRINT AND SIGN THIS FORM

Updated 6 December 2023

