



TUSI TAIALA MO AOAOGA

SAMOAN



PrimaryITO

Rōpū Whakangungu Ahuwhenua Ahumahi

Mataupu



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AFIO MAI I LE PRIMARY ITO

Malo lava le finau mo le amataina o lou aoaoina i polokalame ua saunia e le Primary ITO.

E talitonu o le a e iloa le manaia, talafeagai ma le aoga o le polokalame mo oe ma lau galuega.

O le a tapuaia e le Primary ITO ou faiva ia manuia.

O loo folasia i le tusi lenei taiala ma auaunaga ma faamalamalama le faatinoga o aoaoga ma suesuega. Ia aoga lenei faasino ala ia te oe.

Maliega Tau Aoaoga

Ua faatulafonoina le Maliega Tau Aoaoga na sainia e: lau pule, Primary ITO Training Adviser ma oe.

1. Ua e taliaina le aoaoina o agavaa e moomia mo le galuega, ma e auai i aoaoga ma suesuega mo le polokalame, i le lelei e gata ai lou iloa.
2. Ua taliaina e le pule o lau galuega le saunia o aoaoga faataitai i totonu o le galuega, ma faataga lou auai i faataitaiga i fafo atu o le galuega poo aoaoga mamao ese. Ua taliaina foi e le pule o lau galuega le faaavanoaina o taimi e aloaiaina ai le suesueina o lou agavaa.
3. E faamaopoopo e lau Training Adviser lau lesitala ma fesoasoani ia te oe ma le pule o lau galuega.

Faaaperenitisi Niu Sila

Afai o e aoga Faaaperenitisi, o lona uiga ua e taliaina faatasi ma le pule o lau galuega le faatinoga o aoaoga faataitai mo le 2-3 tausaga e ausia ai faailoga o le Tulaga 4. O le a fesoasoani le Primary ITO i le taimi atoa, mo le faavaeina o sini autu ma iloiloga.

E toe iloilo lau Fuafuaga ma Sini Autu ina ia fetau ma oe. Ia mautinoa o loo e malamalama i tuutuuga o lau Fuafuaga ma mea o moomia e faamanuiaina ai.

E i ai taiala faatulafonoina mo galuega lelei o Aperenitisi Niu Sila e pei ona faamalamalamaina atu e lau Training Adviser. E maua kopi o le TEC i le: <http://www.tec.govt.nz/assets/Publications-and-others/The-code-of-good-practice-for-new-zealand-apprenticeships.pdf>

Faamalos!

Finau ia maea lelei lau aoga. E faamanuiaina oe pe a maua lau faailoga pe a e mataala, filiga, faamoemoeina ma e mitamita i au taumafaiga.

Tulaga faataitai poo faaperenitisi

E tatau ona faafaigaluegaina pea oe (poo le tumau ai o lou tulaga faakonekarate poo le faigaluega e aunoa ma se tologi) i totonu o le primary sector industry, ina ia mafai ona aoaoina oe i le Primary ITO.

- Afai o e faigaluega faakonekarate mo oe lava, e tatau ona i ai se maliega ma le faalapotopotoga e tusa ai ma tulaga o le galuega (faataitaiga: o se konekarate atoatoa).
- Afai o e faigaluega e aunoa ma se tologi, e tatau ona i ai se maliega e tusa ai ma tulaga o le galuega ma le faalapotopotoga tumaoti o loo faafaigaluegaina oe.
- Afai o oe o se Aperenitisi, e tatau ona e faigaluega ai pea i lau galuega o loo e aoga faataitai ai.
- Afai o loo e aumau iinei i se visa faigaluega, e tatau ona sao aso ma faamatalaga o loo i le visa.

Faafesootai vave mai i matou – pe afai ua sui lau galuega, sui le falefaigaluega, pe ua e faamavae mai le galuega. E mafai ona sui lau polokalame pe siitia lau Training Agreement i se isi falefaigaluega fou.

Faailoa mai pe afai ua e auai i se isi auaunaga tau aoaoga – pe o maua nisi fesoasoani tupe mai le malo mo aoaoga – e ono afaina ai lou agavaa e aoga i le ITO.

Falefaigaluega ma fesootaiga

Ia mautinoa o loo sao faamatalaga mo fesootaiga, e aofia ai lau galuega.

Faailoa suiga i lau Training Adviser pe vili le 0800 20 80 20 e faamautinoa ai faamatalaga sao.



Visa faigaluega

O le a faamautinoa e lau Training Adviser pe mafai ona faamaea lau polokalame ao le i faaleaogaina lau visa, pe afai o loo faaoga se pemitā faigaluega e te galue ai i totonu o Niu Sila.

E mataitu e le Primary ITO visa faigaluega ma o le a faafesootai atu oe e faamautinoa ua faagaioi se talosaga e toe faafou ai le visa ma/pe siaki au fuafuaga o lou nofo ai i totonu o Niu Sila.

E faamuta lau Training Agreement, pe afai ua faaleaogaina lau visa ao le i maea lau polokalame. E ono taofia mo se taimi le tumau lau Training Agreement, pe afai o e faatali mo se visa e faafou – talanoa i lau Training Adviser.

Talosaga mo visa faafou

Talanoa i lau Training Adviser pe vili le Regional Coordinator i le nofoaga o loo e iai pe a e moomia se faamaoniga mo lau talosaga e faafou ai lau visa. E mafai ona matou fesoasoani i tulaga nei:

- E mafai ona saunia e le Primary ITO se tusi mo le Immigrāitōn NZ, pe afai ua maea lau polokalame ma o loo e faatali mo se tusipasi mo le faailoga. O le a faamauina i le tusi tulaga ua oo i ai lau polokalame ma ua aloaiaina pe o faatali se faamaoniga mai le NZQA o iuga o sueusega.
- E mafai ona matou tuuina atu ia te oe se kopi o lau NZQA Record of Achievement, o loo faamauina ai tulaga ua e ausia mo mataupu taitasi, pe afai e le i maea lelei le polokalame.
- E mafai ona matou saunia se tusi e faamaonia ai tulaga ua oo i ai au taumafaiga pe afai o loo e taumafai mo le faailoga Tulaga 3 tau Faatoaga, pe afai o loo faatumauiina lau lesitala ma ua totogi uma pili.

Ia e malamalama lelei e le mafai ona faamauina iuga o mataupu taitasi pe faailoa lea tulaga i le NZQA pe afai ua faaleaogaina lau visa.

O le umi e faatino ai?

E tofu uma polokalame ma le fua e iloa ai le aoga ma e iloa tonu ai le tele ma le umi (tai masina) o le aoaoga. E faatatau le umi i le taimi atoa e te lesitala ai ma e tatau ona faamaea lau suesuega i totonu o le vaitaimi ua atofaina.

Faamaeaina o le polokalame

E faatoa maea lelei lau polokalame pe afai ua faamalieina uma tuutuuga o lau aoaoga ma ua ausia taunuuga tau aoaoga. E lafo atu lau New Zealand Certificate i le maea ai o lau polokalame, e aunoa ma se tupe e te totogia.

O le a faauu oe i le Tulaga 4 i le maea ai ona e ausia o togi faatulagaina e 120, pe afai o oe o se Aperenitisi. E mafai ona aofia i lau polokalame faaaperenitisi Tulaga 3 o le New Zealand Certificate.

Tupe totogi

E faailoa atu i le taimi e te lesitala ai tupe e tatau ona totogi. E aofia i le pili e totogi tulaga nei, ma e fuafua i le polokalame ua e filifili i ai:

- Tusi aoga ma tusi mo suega
- Fesoasoani Faufautua
- Suesuega
- Asiasiga i falefaigaluega
- Lipoti i lau taumafaiga.

Totogiina o pili

E mafai e nisi o pule o galuega ona totogi le pili atoa poo se vaega; o nisi e faamoemoe ia te oe e te totogia; ma o loo faamauina i le pepa o lau lesitala lea tulaga. E tuuina sao le lisiti i le e gafa tonu ma le totogiina o le pili e pei ona faamauina i le pepa lesitala.

Totogiina o pili

- **Totogi sao i le tusitupe**

Faatumu le pepa e aloaia ai le totogi sao i le tusitupe (e maua le pepa e faatumu mai lau Training Adviser poo le upega tafailagi Primary ITO). E totogi le \$50.00 e faaopoopo i le tau o le polokalame.

- **Teuga tupe faainitaneti**

Tusi tupe a le Primary ITO: ASB 12-3192-0044043-01.

Faatumu vaega uma nei:

Particulars	Code	Reference
Igoa o le kamupani poo igoa muamua	Faaiu	Numera o le lisiti Primary ITO

- **Siaki tupe**

Tatau ona tusi siaki e totogi i le Primary ITO ma faaoo i le Training Adviser pe lafo i le: Primary ITO Finance Team

PO Box 10-383

The Terrace

Wellington 6143

- **Credit Card**

Credit Card/Farmlands Card/CRT Card/RD-1 Card/Ruralco Card (taua muamua o le ATS) e faamau e le Primary Adviser faamatalaga.



Seedling
Systems

PrimaryTO
KNOWLEDGE TO GROW

Area	Key Points	Notes
1. Environmental Impact	Reduces carbon footprint by 20% compared to traditional methods.	Implement in all new projects.
2. Cost Efficiency	Reduces material waste by 15% through optimized design.	Review material usage quarterly.
3. Quality Control	Ensures consistent quality across all production runs.	Conduct regular quality audits.
4. Customer Satisfaction	Increases customer loyalty through faster delivery times.	Monitor customer feedback closely.
5. Operational Efficiency	Streamlines production processes, reducing lead times.	Optimize workflow regularly.

Aitalafu

E ono faamalosia le totogiina o pili, pe afai ua lafo atu se tusi e faamanatu ai se pili ua silia aso faatulagaina sa tatau ona totogi ai, ma e le i totogiina lava i totonu o le 7 aso mai le aso na faatuatusi atu ai le tusi. Faamolemole faafesootai mai pe afai o i ai ni faaletonu o lea tulaga.

E le mafai ona faailoa i le NZQA iuga o suesuega ma e le mafai ona talia se isi lesitala seiloga ua totogi pili.

Amio Talafeagai

E moomia le faaalii o uiga tusaafia i totonu o le falefaigaluega ma faataitaiga i fafo atu ma le galuega e tusa ai ma lou auai i aoaoga. E mafai ona faatea oe mai le polokalame pe a e faia ni faiga faailoga tagata, faamatau, le mafaufau, poo le tagofia o fualaau faasaina ma le ava malosi.

Soifua Maloloina ma le saogalemu

E faamalosia e le Primary ITO le soifua maloloina ma le saogalemu i falefaigaluega – e faavae polokalame o loo matou aoaoina e atagia ai tulaga pito sili ona lelei ma e tusa ai ma le Health and Safety at Work Act (2015). E tatau i lau pule ona iai fuafuaga mo le saogalemu i totonu o le falefaigaluega ma faailoa ia te oe lea tulaga.

Faamaamulu, siitia, ma tupe toe faafoi

Faamaamulu

E mafai ona e faamaamulu mai le polokalame ona o ni tulaga le maalofia. Faamolemole talanoa i lau Training Adviser e tusa ai ma mafuaaga. E ono i ai se faiga e mafai ona matou fesoasoani e faaaau ai pe taofi mo se isi taimi.

Siitia

E mafai i se fautuaga a lau Training Adviser ona siitia lau polokalame i se isi faiga. E mafai ona faaoga tupe e totogi mo polokalame ua talia ona siitia iai.

Tupe toe faafoi

E toe faafoi le tupe ua totogi i le tagata na totogiina le pili, pe afai ua e faamaamulu mai le polokalame i totonu o le 60 aso:

- Totonu o le 30 aso o le polokalame: 100% toesea ai le \$50 o tupe totogi mo le faamaopoopoga ma punaoa sa faaoga (pe a talafeagai).
- I le va o le 31 ma le 60 aso mai le taimi na faamau ai pili: 50%, toesea ai le \$50 o tupe totogi mo le faamaopoopoga ma punaoa sa faaoga (pe a talafeagai).
- A silia ma le 60 aso talu mai le aso na faamauina ai le pili e totogi: e leai se tupe e toe faafoi.

E i ai le aiatatau i le Primary ITO e faaleaogaina ai le polokalame sa ofoina atu. Afai ua faaleaogaina se polokalame, o le a faailoa vave atu lea tulaga ma faafoi tupe uma sa totogi, pe siitia i se isi polokalame.

Fesoasoani faaopopo

E le paepae le lanu o le itulau leni.

E toatele tagata e faigata ona faitau faaupuga o loo tusia i luga o se pepa paepae. Talanoa i lau Training Adviser, pe afai e maua ai oe i lea tulaga ina ia mafai ona lolomi faamatalaga i luga o se lanu e fetai ma oe.

Faailoa mai – pe afai e faigata ona e faitau se tusi, sipela upu, pe aoao le numera.

Matou te naunau mo lou manuia ma e taua lea tulaga ia i matou. E mafai ona matou fesoasoani i au taumafaiga. E mafai ona fesoasoani i se faufautua patino ia te oe, aoaoga fai vaega, ma lagolagoina tulaga o faaletonu ai au taumafaiga e pei o le dyslexia.

Faufautua

O tagata latou te fautuaina oe e loto alofa, ma e atamai i galuega, ma e fesoasoani i au taumafaiga ia e manuia. O le a galulue patino lava ma oe e faamaea lau galuega tusitusia.

Dyslexia

O galuega fesoasoani tau dyslexia e aofia ai se iloiloga e faia fua e suesue ai tulaga tonu e fesoasoani ai ia te oe. E mafai ona matou fesoasoani ia e maua metotia faatekonolosi ma polokalame faapitoa e fesoasoani i lau faitautusi ma le tusitusi ma faiga lautele. E aoga tele le malamalama i lea tulaga o loo feagai ai ma oe ma iloa tonu le fesoasoani e tatau ona fai mo oe.

Suesuega faitautusi ma le tusitusi

E ono matou talosagaina oe e te auai i se suesuega mo le faitautusi ma le tusitusi pe afai e le i faia muamua. Matou te iloa ai le fesoasoani e tatau ona saunia mo au taumafaiga pe a moomia. E masani ona imeli atu le suesuega.



Matafaioi

O lau faiaoga o lau pule/taitai

O le tele o lau aoaoga e faatino i lau falefaigaluega. E faamalamalama ma faataitai e lau pule poo le taitai agavaa o loo moomia, e faamautinoa ai o loo i se tulaga e tatau ona i ai lau galue, ma ua e matuai lelei i agavaa e te moomia e faamaea ai lau polokalame tau aoaoga.

E taulai lava faataitaiga tau aoaoga i faiga tonu o loo faatino ai galuega ma e moomia aoaoga e lagolagoina malosai ai. E ono i ai foi ni pepa poo suesuega e tatau ona faamaea mo lau polokalame.

E faamaonia oe e lau pule/taitai

E faamaonia oe e lau pule/taitai i totonu o le galuega, ma o lona uiga o i latou nei e faatautaia le suesueina o lou agavaa ma amio faaalua. E ono aofia ai lou tali i fesili ua tuuina atu ma mataitu le faatinoga o galuega ua faasino oe e fai, ma fesootai le talafeagai o nei galuega ma tuutuuga o le polokalame.

E galulue faatasi lau pule/taitai ma le Primary ITO Assessor e faamautinoa tulaga tonu o lou agavaa ma amio faaalua, i le taimi ua faatulagaina. E le o taimi uma e auai ai le Assessor e vaavaai i au galuega ma e faamoemoe i se faamaoniga mai lau pule/taitai.



Suesuega

Suesuega ao faatino galuega

O le Assessor o ia lea na te faia faaiuga mulimuli e pasia ai suesuega ua faamaeaina i se tulaga e sili ona maualuga. E galulue faatasi ma i latou o loo faamaonia lau galue e tapena le faiga e faatino ai le suesuega (o ai, o le a, o le nofoaga ma le taimi) ma le tulaga lelei, ituaiga ma faamaoniga e tatau ona faailoa mo le suesuega. O lau Assessor mo suesuega ao faatino galuega o se tasi o le Primary ITO Training Adviser, poo se tasi e agavaa i mataupu faapitoa ua lesitala i le Primary ITO na te faatautaia suesuega.

Suesuega fafo atu ma le galuega

O le tele o polokalame e maua ai suesuega i fafo atu ma le galuega. O nisi o vasega e faia i le ao poo le po, faatasiga mo le matata o loo e galue ai poo semina.

E faatino lau suesuega e se tasi o auaunaga tau aoaoga pe afai e i ai se vaega tau suesuega i fafo atu ma le galuega mo lau polokalame. E eseese lava le faagasologa o a latou suesuega ma e fuafua i le matata ma le polokalame, ma e ono aofia ai galuega tusitusia ma tautalaga, faataitaiga, aoaoga ma faaaliga.

Faamolemole, ia manatua: o tusi tau galuega poo faataitaiga tau galuega o loo faaaoga i faataitaiga tau aoaoga pau lea o punaoa o loo faaaoga mo aoaoga ma suesuega. E ono faamauina suesuega mo le toe teuteuina o suesuega mo le lua tausaga ona faatamaia ai lea.

Faamaoni i aoaoga

E tatau ona saunia e oe lava galuega mo suesuega ma e le tatau ona e kopia ni faamatalaga mai se tusi, upega tafailagi, taiala mo aoaoga poo se galuega a se isi tagata.



Aoina ma le faaaogaina o faamatalaga

Aoina

E aoina ma faamauina e le Primary ITO faamatalaga mai le Training Agreements e tusa ai ma aiaiga o le Privacy Act 1993 ma le Education Act 1989.

Faasoaina o faamaumauga

E faasoa faamatalaga ua aoina mai le Training Agreement i matagaluega a le malo ma isi faalapopotoga mo tulaga nei:

- TEC mo faamaumauga aloaia ma lipoti
- NZQA mo faamaumauga o taumafaiga
- Matagaluega o Aoga mo le National Student Index
- Immigration NZ mo le Visa View
- Matata mo faamaumauga aloaia ma lipoti
- Kamupani suesue faakonekarate mo le Primary ITO.

Faamauina

E faamau e le Primary ITO faamatalaga patino ia te oe; e aofia ai lau lesitala, tupe ma iuga o suesuega.

Iuga

E lafo e le Primary ITO iuga ma lipoti o suega uma mo le silafia e lau falefaigaluega.

Faasalalauga faalauiloa

E mafai ona faaaoga faamatalaga patino ia te oe i faasalalauga i fafo atu e patipatia ai le faamanuiaina o au taumafaiga.

Suesuega faitautusi ma numera

Faatoa faailoa ma/pe faaaoga faamatalaga mai le Literacy and Numeracy for Adults Assessment Tool (LNAAT) e saunia ai fesoasoani mo oe poo le pule o lau galuega, pe a tusa ai ma le finagalo a le Primary ITO.

Galuega faatino

Faatoa faaaoga lava pepa faamaonia o lou agavaa, api mo mataupu, ata o le falefaigaluega ma nisi galuega poo pepa faamaonia mo le faia o le sueduega mo sueduega ma faiga e toe teuteu ai.

E ono taofia e le ITO galuega a se o aoga faataitai mo le toe teuteu o polokalame mo le lima tausaga ao le i faatamaiaina.

Faailoga

O le matafaioi a le Primary ITO le faatulaga o polokalame aoaina mo lea matata – mai faatoaga ma faatoaga fualaauaina, solofanua, meai sami, fola o malaetaalo ma le gaosiga o meai. Matou te galulue faatasi ma sui o le Industry Partner Groups (IPGs) e saunia polokalame mo aooga e mafai ona talia aloaia e le NZQA.

Aufaigaluega

O le a fesoasoani malosi le aufaigaluega a le Primary ITO e faamalosi ma lagolago au taumafaiga. Ia e tausinio e faaoga lelei le avanoa ua e maua, ma e fai foi la matou pitolaau e fesoasoani ia taunuu ma le manuia ou faiva.

Auala e faailoa ai sou manatu

Manatu i punaoa mo aoaoga (taiala mo mea e faamaonia, taiala mo oe, suesuega)

Faamolemole, imeli mai: product@primaryito.ac.nz pe afai e iai ni au fautuaga mo le faaleleia o le tautua.

Manatu i le faatinoga o le aoaoga

Faamolemole, imeli mai i le: info@primaryito.ac.nz

Faaletonu poo faitioga

Faamolemole talanoa muamua i lau Training Adviser pe afai o iai sau faitioga poo se mea e fia malamalama iai. Afai e le o avanoa pe le fetau ona e talanoa i ai, ona e faafesootai lea o le Field Delivery Manager – e mafai ona maua i le numera Primary ITO o le 0800 20 80 20.

O le a taumafai le Primary ITO e faamautinoa le faia o se tonu i se faiga e amiotonu, faigofie, vave ma fetau lelei.

E faamau i le Register faitioga tusitusia, e aofia ai ma faamatalaga patino ia te oe ma e tusa ai ma aiaiga o le Privacy Act 1993 (e pei o lou aiatatau e te talosaga ai mo se kopi ma ni faasaoga i faamatalaga patino ia te oe).



Ofisa Tutotonu: Level 2, 15 Walter Street, Te Aro, Wellington 6011

Tuatusi o le pusameli: PO Box 10 383, The Terrace, Wellington 6143

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