

# Application for Enrolment – International Student Early Childhood Education and Care

## Instructions

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification or course at Cavalli College. We also need to collect information from you that is required by government agencies for statistical and compliance reasons. Please fill in the form by:

- Completing all sections of the form.
- Please complete all fields in the form below. If you are not using the electronic form, please print your answers clearly in pen and by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for government funding purposes. A description of the required documentation is provided on page 8 of the form.
- All fields marked with an asterisk (\*) are compulsory.

By completing this application for enrolment form, I consent to the processing of my personal data provided for the purpose of application and enrolment into Cavalli College Ltd approved courses and programmes. Please complete, with signature and return via email to [enrol@cavallicollege.nz](mailto:enrol@cavallicollege.nz) or in person to a Cavalli College staff member.

## Study Details

What programme are you applying for? \*

- Graduate Diploma in Teaching (Early Childhood Education) - Pending approval  
 Bachelor of Teaching (Early Childhood Education) - Pending approval  
 New Zealand Diploma in Early Childhood Education and Care (Level 6)  
 New Zealand Diploma in Early Childhood Education and Care (Level 5)  
 New Zealand Certificate in Early Childhood Education and Care (Level 4) - Homebased

Have you studied with Cavalli College before?  Yes  No

Preferred start date?

## Personal Details \*

Title:

Gender:

- Male  Female  Another Gender \_\_\_\_\_

Your Name:

Your Middle Name:

Your Surname:

Your Date of Birth:

Preferred First Name:

Previous name(s) known by (if applicable):

Email:

Phone Number:

**Home Country Address \***

Street Address Line 1:

Street Address Line 2:

City:

Region:

Post Code:

Country:

Phone Number:

Mobile Number:

**Address in New Zealand (if known)**

Street Address Line 1:

Street Address Line 2:

City:

Region:

Post Code:

Country:

Phone Number:

Mobile Number:

### International Agent

Please complete this section if you are applying through an accredited agent.

Agent name:

Organisation:

Phone:

Email:

Agent Stamp:

### Disability Status and Support Needs \*

The information you provide is collected for statistical purposes and to help us understand our learners.

Do you describe yourself as disabled, Deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition?

Yes

No

Prefer not to disclose

Are there supports that would help you while learning at this tertiary institution? Your response allows us to let you know what assistance is available. The information you provide is collected for statistical purposes and helps make education more accessible to all learners. Please select all of the supports you might need.

Access to assistive technology (eg, for reading, writing, communication)

Accessible format resources for course content

Mobility and transport (eg, navigator support to help movement around campus, mobility car parks, personal emergency evacuation plan)

New Zealand Sign Language Interpreter

Support with reading, writing, and communicating in learning sessions, exams, and assessments

Other learning or disability support

No – I do not need support at this time (If “No” then other response categories must be blank)

Do you have any other reasons why you might need extra support throughout your studies with us? Please describe and let us know how we can best support you or request a confidential chat.

**Travel and Medical Insurance\***

It is compulsory for international students to have appropriate health, medical and travel insurance while studying in New Zealand. Cavalli College recommends Southern Cross ([International Student Travel Insurance NZ | SCTI NZ](#)) and can support you to arrange insurance.

Please arrange insurance cover. Please specify how many months of cover needed:

I will arrange my own insurance

Do you have any pre-existing medical condition that may affect your travel and medical insurance?  Yes  No

If 'Yes', please provide more details?

**Accommodation\***

Cavalli College recommends Host Families NZ as our homestay provider ([www.hostfamilies.co.nz](http://www.hostfamilies.co.nz)) a company specialising in student homestay accommodation. Host Families NZ can assist you with accommodation.

Please arrange homestay accommodation. Please specify how many months needed:

I will arrange my own accommodation

**Note:** Cavalli College is not responsible for accommodation placements and any issues arising must be discussed with Host Families NZ Management

**Emergency Contact \***

In case of an emergency or wellbeing situation who shall we contact?

Emergency Contact Relationship to you:

Emergency Contact First Name:

Emergency Contact Surname:

Phone Number:

Email:

**Citizenship Status and Cultural Identity \***

What is your Country of Birth?

What is your Country of Citizenship?

Passport Number?

Issuing Country?

Is English your first language? <sup>1</sup>       Yes       No

**Cultural Identity \***

Please indicate (√) your cultural identity:

- |  |  |                                    |   |
|--|--|------------------------------------|---|
| <input type="checkbox"/> NZ European/Pākehā    | <input type="checkbox"/> Māori                 | <input type="checkbox"/> Samoan    | <input type="checkbox"/> Cook Islands Māori |
| <input type="checkbox"/> Tongan                | <input type="checkbox"/> Niuean                | <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Fijian             |
| <input type="checkbox"/> Other Pacific Peoples | <input type="checkbox"/> British and Irish     | <input type="checkbox"/> Dutch     | <input type="checkbox"/> Greek              |
| <input type="checkbox"/> Polish                | <input type="checkbox"/> South Slav            | <input type="checkbox"/> Italian   | <input type="checkbox"/> German             |
| <input type="checkbox"/> Australian            | <input type="checkbox"/> Other European        | <input type="checkbox"/> Filipino  | <input type="checkbox"/> Cambodian          |
| <input type="checkbox"/> Vietnamese            | <input type="checkbox"/> Other Southeast Asian | <input type="checkbox"/> Chinese   | <input type="checkbox"/> Indian             |
| <input type="checkbox"/> Sri Lankan            | <input type="checkbox"/> Japanese              | <input type="checkbox"/> Korean    | <input type="checkbox"/> Other Asian        |
| <input type="checkbox"/> Middle Eastern        | <input type="checkbox"/> Latin American        | <input type="checkbox"/> African   | <input type="checkbox"/> Other Ethnicity    |
| <input type="checkbox"/> Not Stated            |  |                                    | <input type="text"/>                        |

If 'Other Pacific Peoples', 'Other European', 'Other Southeast Asian', 'Other Asian' or 'Other' please specify ethnicity

**Language details**

Applicants for whom English is not their first language are required to provide evidence of their English language proficiency.

Are you able to provide evidence of your competency with the English language? (eg. IELTS, PTE or other recognised English proficiency outcomes for international students.)<sup>2</sup>

Yes – Please specify below       No

Have you gained a qualification taught in English from a New Zealand secondary school or tertiary institute?<sup>2</sup>

Yes – Please specify below       No

<sup>1</sup> If you have answered No, please refer to next section: Language details.

<sup>2</sup> You must provide a verified copies of all secondary school, tertiary records and English proficiency results.

**Recent Prior Work/Study History \***

What was your main activity or occupation prior to applying for this programme of study?

<input type="checkbox"/> Overseas	<input type="checkbox"/> Secondary school student	<input type="checkbox"/> Non employed or beneficiary
<input type="checkbox"/> Wage of salary worker	<input type="checkbox"/> Self employed	<input type="checkbox"/> University student
<input type="checkbox"/> Polytechnic student	<input type="checkbox"/> Wānanga student	<input type="checkbox"/> PTE Student
<input type="checkbox"/> House person or retired	<input type="checkbox"/> Other <i>please specify:</i>	<input type="text"/>

Are you currently working?  Yes  No

*(If yes\*, provide workplace details, work role and whether this is employed/voluntary/casual and usual hours per week)*

Have you ever worked in an Early childhood centre or similar?  Yes  No

If yes, please specify how long did you work in one?

Do you have any other qualifications in early childhood?  Yes  No

If yes, please specify what qualification and from where? (either in New Zealand or Overseas)

Do you intend to continue with your studies or move into the workforce after completing your chosen course of study?  Yes  No

**Prior Study \***

Secondary school attended

Years attended (eg 1970 - 1973)



Highest qualification achieved at secondary school

Year achieved\*



Will this be the first time you have ever enrolled in a University, business division of Te Pūkenga (previously Institutes of Technology, Polytechnic or Industry Training Organisation), College of Education, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas **since** leaving school?

Yes  No

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

Name of Organisation:

Year



Please list all of the tertiary qualifications, micro-credentials and any certificates of proficiency you hold *(if applicable)*

Year Achieved



**Credit Recognition**

Do you wish to apply for Credit Recognition Transfer (CRT) ?     Yes     No

**Please note:** If you wish to apply for CRT, you will be required to pay an administration fee to cover the administration costs involved in the CRT process.

You must provide verified documentation of the study that you have completed. A CRT assessment also requires transcripts and specific learning outcomes for the courses being considered for credit. If you completed your qualification overseas, a current NZQA assessment is also required.

**Work History / Activities**

Please provide details of your work history and/or other activities covering the past 5 years. This should include: • Employment • Education or training (including schooling) • Volunteer work • Periods of unemployment • Travel • Other significant activities. If you were not in paid work during part of this time, please include details of what you were doing (such as education, training, volunteer work, travel, or time spent unemployed).

As part of the Vulnerable Children Act (VCA) safety checking process, Cavalli College is required to obtain a record of your work history or other activities for the past five years. Instructions are provided to ensure you provide the information needed.

**Confidentiality**

The information you provide will be used only for the purposes of the VCA safety check. It will be kept confidential and stored securely in accordance with Cavalli College’s privacy policy.

Please list the dates, the organisation/institution, the position/activity and a brief description of the duties or activities you completed.

Dates (From – To):

Organisation/Institution:

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Position/Activity

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Duties or activities

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Dates (From – To):

Organisation/Institution:

Position/Activity

Duties or activities

Dates (From – To):

Organisation/Institution:

Position/Activity

Duties or activities

Dates (From – To):

Organisation/Institution:

Position/Activity

Duties or activities

Dates (From – To):

Organisation/Institution:

Position/Activity

Duties or activities

**Referees \***

You are required to provide two referee reports to accompany your application form. Please complete the referee details section below.

You can choose to: (Select one)

- a) Have Cavalli College contact your referees directly via email with a link to complete the report (we recommend advising your referees to expect this email as soon as you submit your application) **OR**
- b) Submit the completed referee forms along with the application (PDF versions are attached to the end of this application form)

Suitable referees may include: employer, youth or sports coach, guidance counsellor, church/faith-based leader, kaumatua, teacher, mentor, or social worker. Referees must have known the applicant for at least six months.

First Referee's Full Name:

Email:

Second Referee's Full Name:

Email:

**Conviction Details \***

Do you have any criminal convictions or pending court cases?  Yes  No

If 'Yes', please provide more details? (Please note, this information is kept private and confidential).

**Computer Access \***

Do you have access to a laptop/computer for your studies?  Yes  No

**Other**

How did you hear about Cavalli College?

# Application Guidelines

## Cavalli College Steps to Enrolment

- 1) Complete Your Application: Fill out the enrolment form and gather any required documents (such as certified copies of ID, copies of past academic transcripts, and referee report).
- 2) Submit Your Application: Once you're ready, email your application to us at [enrol@cavallicollege.nz](mailto:enrol@cavallicollege.nz), or you can hand it to one of our Cavalli College staff in person. If you have any questions please send us an email and we are happy to talk it through with you.
- 3) We'll Review It: After we receive your application, we'll get in touch with you to chat about your support needs, learning goals, and whether the programme is the right fit for you. We may also request further documentation if required. Applicants will be required to complete an interview with a member of Cavalli College.
- 4) Receive an Offer: If your application is successful, we'll send you an Offer of Enrolment to look over, accept, and sign.
- 5) Send It Back: Email your signed offer back to [enrol@cavallicollege.nz](mailto:enrol@cavallicollege.nz) or by post to 91 Shakespeare Road, Milford, Auckland.
- 6) Pay your programme fees and return your Public Trust documentation.
- 7) Start Your Journey: Once everything's sorted, we'll confirm your enrolment, set your start date, and kick off your induction process into our online learning platform.

## Required Documents

***Please attach the following documents to your completed Application for Enrolment form when submitting***

- 1) International students must provide evidence of identity and eligibility to study by providing a **certified copy**<sup>3</sup> of the following:
  - A copy of your passport
- 2) A **certified copy** of one additional form of identification from the list below:
  - A birth certificate.
  - A recognised national identity document including driving permit
  - Another identity document approved by Cavalli College
- 3) A certified copy of any transcripts or evidence of previous academic achievements
- 4) A clear, recent photo (head and shoulders only) for use on the learner's student ID

**Note:** *If providing the documents listed above is proving difficult, please contact us on [enrol@cavallicollege.nz](mailto:enrol@cavallicollege.nz) to discuss.*

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<sup>3</sup> Documents must be certified by a Justice of the Peace (JP), a solicitor, or a court registrar or a Cavalli College team member.

# Application for Enrolment Terms and Conditions

## Enrolment Conditions

- International learner applicants for Cavalli College programmes must be over 18 years of age prior to starting their chosen programme.
- The full name on your application for enrolment must be exactly the same as the full name on your verified ID.
- Cavalli College reserves the right to refuse your enrolment in the interest of your welfare, the welfare of other learners, or Cavalli College as a whole.
- All applicants must meet the academic and English language requirements for the programme of study they have applied for.
- Once your application for enrolment has been received and processed, you will be sent an “Offer of Place” along with an invoice for fees. You must accept the Offer of Place by signing and returning a copy of the offer to Cavalli College. Each page of the offer must be signed or initialled by you.
- Your acceptance of the Offer of Place, payment of fees, and receipt of your Work Visa and/or Variation of Conditions entitles you to enrol in the programme stated in the Offer of Place. If you do not meet the conditions, or if the offer is not confirmed, you will not be able to enrol.
- You are required to complete the specified programme work hours and maintain a completed Workplace Skills Record as part of your enrolment and graduation requirements.
- If you receive any convictions (including traffic convictions) while studying at Cavalli College, you must inform Cavalli College in writing within five working days.
- If, after commencing your studies, you request to change to a different programme of study, you must seek advice directly from Immigration New Zealand regarding the implications this change may have on your visa status.
- If you wish to change the agreed period of enrolment, you must provide written notification of the new dates to Cavalli College at least seven days before the original commencement date or the new commencement date, whichever is sooner.
- You must meet all of the requirements for your chosen mode and programme of study and abide by Cavalli College’s rules for the duration of your enrolment.

## Emergency Contact Details

- After enrolment, supplying an emergency contact means we will contact that person in the event of an emergency, if we can’t get in touch with you directly.
- Emergencies could include wellbeing/medical emergencies that Cavalli College becomes aware of or where they have not had any response from contacting you (the enrolled learner) for more than 3-5 days.
- This information is held securely and privately, and not shared with anyone outside of the Cavalli College team.

## Credit Recognition and Transfer

- Cavalli College has a process for recognising prior learning achieved within formal settings either within Cavalli College or externally prior to enrolment. The achievement of graduate outcomes of that study must align with all or some of the graduate outcomes of the Cavalli College programme you are applying for.
- You can apply for Credit Recognition and Transfer by contacting [enrol@cavallicollege.nz](mailto:enrol@cavallicollege.nz). You should indicate your intention to apply for Credit Recognition and Transfer during the application process. Additional fees may apply.
- You must submit a certified copy of your official academic transcript and provide detailed course descriptions, including learning outcomes (where possible). If your prior study was completed overseas, an NZQA international qualifications assessment may be required.
- Credit Recognition and Transfer will be granted prior to your enrolment, and your programme of study will reflect the credits granted before enrolment.
- Credit Recognition and Transfer cannot be granted for any course and/or programme of study that was used to meet the entry criteria for the qualification.

## Programme Acceptance Requirements

- Certain programmes may require your evidence of a recent police check. This is to ensure you are a fit and proper person for working in the field of your programme, for example Early Childhood Care and Education as required by the Children’s Act 2014. We will contact you to discuss the process should this be required.

## Visas

- Your enrolment at Cavalli College is conditional upon obtaining a valid Student Visa that enables you to live and study in New Zealand. Cavalli College can refer you to a licensed immigration advisor or recruitment agent if assistance is required.
- The Offer of Place from Cavalli College does not guarantee that you will be granted a Student Visa to allow you to study.
- You are responsible for meeting all conditions related to your visa.
- Cavalli College does not accept responsibility for the visas of your partner/spouse or dependent children.
- It is your responsibility to ensure that Cavalli College receives a certified copy of your Student Visa, including any conditions contained within that visa, prior to your start date. E-visas can be provided if they are forwarded directly from Immigration New Zealand.

## Liability and Insurance

- Cavalli College requires you, as an international learner, to take out appropriate and current medical and travel insurance.
- Learners must maintain valid and continuous medical and travel insurance for the entire duration of their visa and enrolment.
- This insurance must cover you against accidents or illness, theft, loss of, or damage to your personal property, or homestay property for the duration of your visa.
- If you are arranging your own insurance you must provide a copy of your insurance policy in English. The insurance policy must be from a reputable and established travel insurance company. The insurer must provide emergency 24 hour / 7 day per week insurance cover. You must provide details of what the insurance covers and the dates of the insurance cover.
- You are also encouraged to obtain personal insurance to protect your property for the duration of your stay in New Zealand.

## Payment of Fees

- Your invoice is valid for three months. Any variation to these terms of validity is at the sole discretion of Cavalli College.
- The tuition fees listed in your Offer of Place are those in effect at the time the offer was made. Fees are updated each calendar year, and all offers lapse as of 1 January to reflect the new fee structure.
- If you are re-enrolling, the new tuition fees for the current calendar year will apply.
- Course fees must be paid within 21 days of the invoice date, at least five working days before the start of your study programme, or immediately upon enrolment - whichever is sooner after your acceptance into Cavalli College has been confirmed. If fees are not received by this time, Cavalli College reserves the right to withdraw your Offer of Place.
- Any course fees you pay in advance to Cavalli College are held in a Trust Account maintained by the Public Trust, an approved independent trustee owned by the Crown and managed by the New Zealand Government. This arrangement is accepted by the New Zealand Qualifications Authority (NZQA) as meeting the requirements of the Education and Training Act 2020 and the NZQA Student Fee Protection Rules 2022. Fees are remitted to Cavalli College from the Trust Account periodically in accordance with NZQA's Fee Protection Rules.

## Withdrawals and Refunds

- You may request a refund of your tuition fees at any time prior to or during your enrolment, in accordance with the Cavalli College Withdrawal and Refund Policy.
- As an international learner, if you withdraw from your programme before it starts, you will receive a full refund minus 25% of the course fees or any portion thereof determined by Cavalli College based on specific costs incurred. If you withdraw within the first 10 working days of the course commencement, you are entitled to a full refund minus 25% of the course fees or any portion thereof determined by Cavalli College based on specific costs incurred. No refund is available if you withdraw from a course after the 11<sup>th</sup> day.
- You may apply for a refund on compassionate grounds after the statutory refund period, as stipulated under the *Education and Training Act 2020*. In such cases, you must submit full documentation in writing to [admin@cavallicollege.nz](mailto:admin@cavallicollege.nz). Approval of refunds on compassionate grounds is solely at the discretion of Cavalli College.
- Cavalli College reserves the right to withdraw you from study if your academic progress is deemed unsatisfactory.
- If you withdraw or are withdrawn from study, Cavalli College will notify Immigration New Zealand if you have been issued a Variation of Condition for your Cavalli College programme.
- Cavalli College's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer or on the [Cavalli College Website](#).

## Breach of Expected Learner Conduct

- Cavalli College aims to ensure fair treatment for all learners. While your individual rights will be protected, this does not give you the right to breach Cavalli College rules and policies. Cavalli College reserves the right to take disciplinary action if such rules, policies, or procedures are breached.
- You are expected to display integrity and behave honestly in all interactions with Cavalli College and its associates, including during admission, enrolment, and study. Your behaviour should align with Cavalli College's expectations and comply with relevant government acts and regulations.
- Breaches of expected learner conduct may include actions such as plagiarism, cheating (including submitting work that has been completed entirely or partially by another person), falsifying documents, theft of Cavalli College property (including intellectual property), or committing any criminal offence.
- If you are considered to have breached expected learner conduct, your case will be investigated in accordance with the Cavalli College Learner Disciplinary Action Policy. You will have the opportunity to attend an explanation meeting, and you are encouraged to have a support person present. Cavalli College reserves the right to suspend you from your studies immediately while the investigation is conducted.
- The findings of the investigation will be reviewed by the Cavalli College Programme Board, which will decide whether you have breached the expectations of learner conduct. If a breach is confirmed, a penalty will be determined.
- Penalties for breaches of learner conduct may include non-achievement of assignments or courses, temporary withdrawal from your programme of study, or permanent withdrawal from Cavalli College. Where appropriate, breaches of learner conduct may be referred to external agencies in accordance with the Privacy Act.

## Disability impairments

- Cavalli College follows the New Zealand Disability Strategy definition of disability, which utilises the social model of disability. The New Zealand Disability Strategy states that, "disability is not something individuals have. What individuals have are impairments. They may be physical, sensory, neurological, psychiatric, learning or other impairments." Therefore, "disability is the process which happens when one group of people create barriers by designing a world only for their way of living, taking no account of the impairments other people have." In a learning situation the barrier could be something that affects your learning or pace of learning.
- All applicants are invited to share with Cavalli College any disability impairments or diverse needs that are likely to impact on their learning experience or ability to meet the programme requirements.
- In sharing this information with Cavalli College, you consent to us contacting you to discuss your needs and any support we can offer you. Any written records of the needs discussion are held confidentially within the Cavalli College individual learner records filing system, in accordance with the Privacy Act 2020. You have the right to request who within Cavalli College has access to these records.

## Complaint Procedure

- In accordance with NZQA procedures, if you have a complaint about Cavalli College, you must first follow the formal complaint process through Cavalli College.
- You should contact [support@cavallicollege.nz](mailto:support@cavallicollege.nz) in the first instance for all complaints. The Cavalli College team will provide you with guidance on how to proceed. Information about the complaints process is provided during your orientation. Please note that Cavalli College cannot address complaints that relate to employment; you will be referred to the appropriate organisation for such complaints.
- You may be asked to put your complaint in writing so that Cavalli College can undertake a full investigation.
- When a complaint is received, it will be acknowledged within one (1) working day.
- Depending on the nature of the grievance, Cavalli College may take up to 15 working days to investigate and decide on a response to the complainant. Cavalli College will engage appropriate people to investigate and provide advice on decisions, including cultural advice in appropriate cases.
- As part of the complaint investigation, the complainant will be given the opportunity to have a meeting to discuss their complaint and will be invited to have a support person present.
- On completion of the investigation, Cavalli College will supply the complainant with a written response to their complaint.
- Cavalli College will provide time for the complainant to respond to the decision. If the complainant is not satisfied with the outcome of the investigation, they may appeal the decision within seven (7) days. A review of the investigation process, findings and the result will be undertaken by a senior team member of Cavalli College.
- Should the complainant still not be satisfied with the Cavalli College response on completion of the appeal review, the complainant will be referred to NZQA, the Code Administrator or Study Complaints (as per the DRS).
- NZQA handles complaints about registered education providers where there has been a possible breach of NZQA rules, regulations, or the Education (Pastoral Care of Tertiary and International Learners) Code of Practice.
  - To submit a complaint to NZQA, you can complete NZQA's [online complaint form](#)
  - Or, if you are unable to use the form, you can contact NZQA directly by on 0800 697 296, or email [complaints@nzqa.govt.nz](mailto:complaints@nzqa.govt.nz)

- Study Complaints is a free and independent service available to both domestic and international learners to help resolve disputes with education providers.
  - You can submit a complaint to Study Complaints if your concern relates to the conduct of Cavalli College or something that happened during your study, including academic or non-academic concerns, fairness or learner treatment, mediation or resolution discussions and financial or contractual matters.
  - You can contact Study Complaints by phone on 0800 00 66 75, or email [complaints@studycomplaints.org.nz](mailto:complaints@studycomplaints.org.nz). More information is available on the Study Complaints website: <https://www.studycomplaints.org.nz/>

## Education Code of Practice 2021

- Cavalli College agrees to observe and be bound by The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. The Code outlines the minimum standards of advice and care that educational providers in New Zealand are expected to uphold. You can view the Code at <https://www2.nzqa.govt.nz/tertiary/the-code/>

## Collection of Information

- Post enrolment, as an NZQA registered Private Training Enterprise (PTE) Cavalli College may (from time to time) be required to share personal learner information with external agencies including, but not limited to, NZQA, Immigration New Zealand, Ministry of Education, Ministry of Social Development, Ministry of Business Innovation and Employment, Inland Revenue, StudyLink, and employers.
- Information affecting your learning and academic progress is shared professionally between Cavalli College and supervising staff in work experience environments. Permission for this is provided through the signing of the Workplace Agreement and Learner Skills Record by the learner, workplace supervisor and Cavalli College tutor.
- Information that is disclosed with Cavalli College around learning support needs or disability impairment (seen or unseen) will only be shared with your prior approval.

## Declaration

### Privacy statement

The [Privacy Act 2020](#) has the stated aim of protecting and promoting the privacy of individuals. It governs the collection, use, storage and disclosure of personal information. Cavalli College handles personal information in accordance with the 13 information privacy principles in the Act.

Cavalli College collects and stores personal information from this form to:

- comply with the requirements of the [Education and Training Act 2020](#) and other legislation relating to maintenance of records
- manage its business, including internal reporting, administrative processes and selection of scholarship and award/prize winners; and
- supply information to government agencies and other organisations, as set out below.

Cavalli College will comply with all legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020. You are entitled to see any information that Cavalli College holds about you and request that any errors in the information be corrected. To do so, contact the Registrar.

### Disclosure of personal information to government agencies

Cavalli College may supply personal information collected on this form to the following government agencies:

- Tertiary Education Commission
- Ministry of Education
- New Zealand Qualifications Authority
- Ministry of Social Development
- Inland Revenue
- Ministry of Business, Innovation and Employment, including Immigration New Zealand; and
- when required by law, New Zealand Police, Department of Justice and the Accident Compensation Corporation.

### The government agencies listed above may use the personal information supplied to them to:

- administer the tertiary education system, including allocating funding and the administration of the Fees Free schemes
- develop policy advice for government
- conduct statistical analysis and research
- update the New Zealand Record of Achievement
- include in the National Student Index or use in an authorised information matching programme with the New Zealand Birth Register
- fulfil their statutory responsibilities
- supply it to Statistics New Zealand to be integrated in Statistics New Zealand's [Integrated Data Infrastructure](#).

### Disclosure of personal information to other agencies and organisations

Cavalli College may also supply personal information as applicable to:

- other educational organisations for the purpose of verifying academic records
- Education New Zealand for the purposes of supporting international students
- scholarship providers for the purposes of administering scholarships
- debt collection agencies for the purposes of recovering unpaid fees

### Storage of personal information

Data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft datastore based in Sydney, Australia.

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### Programme Fees

In completing and signing this Application for Enrolment you agree that you have the ability to pay all (applicable) fees as required and agreed by the terms and conditions in the Cavalli College Offer of Enrolment. You undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Cavalli College's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer or on the [Cavalli College Website](#).

## Fees Protection

In the unlikely event that Cavalli College is unable to deliver the programme in which you have enrolled, Cavalli College has protected your fees with Public Trust. Fees deposited and protected by the Public Trust are held in the Common fund which has an unsecured guarantee from the New Zealand Government. The learner fee protection for Cavalli College is fully compliant with NZQA rules. Should access to your fees be necessary, you may contact Public Trust on 0800 494 733 or [feeprotect@publictrust.co.nz](mailto:feeprotect@publictrust.co.nz). This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirements of the Education and Training Act (2020) and the Student Fee Protection Rules 2021.

## Programme Practical Components

Programme of Study	Professional Experience
New Zealand Certificate in Early Childhood Education and Care (Level 4) – Homebased	60 hours of practical experience in an approved Homebased Early Childhood Education and Care service provider
New Zealand Diploma in Early Childhood Education and Care (Level 5)	18 hours per week over the course of the 40-week programme of study, plus two Professional Experience blocks of 20 days completed at the learner’s home ECE centre
New Zealand Diploma in Early Childhood Education and Care (Level 6)	18 hours per week over the course of the 40-week programme of study and two Professional Experience blocks of 20 days, one completed at the learner’s home ECE centre and one completed at an alternative ECE setting

**Note:** All professional experience hours must be completed in a ECE service provider approved by Cavalli College.

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## Rules

In signing this enrolment form you undertake to comply with the published rules and policies of Cavalli College regarding attendance, academic integrity and progress, disciplinary action, conduct and use of information systems. This includes the workplace requirements as detailed below.

## 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.

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(Signature)

Date: \_\_\_\_\_



## Referee Report

### Early Childhood Teaching and Education Programmes

#### **Thank you for your support in completing this Referee Report.**

The purpose of this report is to help assess the applicant's suitability for teaching young children, with particular reference to the New Zealand Education Council's *Good Character and Fit to be a Teacher* criteria.

Please note that any information you provide will be treated as confidential by Cavalli College and will not be shared with the applicant.

We prefer that referees are registered teachers or individuals who have observed the applicant working directly with young children. This report should not be completed by someone who is related to the applicant, an extended family member, a flatmate, a close personal friend or someone who has known the applicant for less than six months.

Please complete all relevant sections of this report and indicate the applicant's level of personal skills and attributes as part of your overall recommendation.

If you have any reservations about the applicant's suitability, or if there is any additional information you believe is important for us to consider in our decision-making, you are welcome to contact our enrolments team on **09 486 3000** or email [enrol@cavallicollege.nz](mailto:enrol@cavallicollege.nz).

We kindly ask that you complete and return this form as soon as possible, as we are unable to process the applicant's enrolment until we have received this reference.

Please note: You should not complete this report if you are related to the applicant, are extended family, a flatmate, or a close friend.

An appropriate referee might be an employer, long term colleague, counsellor, church/faith-based leader, kaumatua, teacher, mentor, social worker, or other person who can comment on the suitability of this learner to work in their field of choice and complete the demands of a study programme.

"\*" indicates required fields

## Applicant Details

Thanks for taking the time to be a referee, any information you give us will be kept in confidence. Please complete and submit this form as soon as possible. We cannot process the potential student's application until we receive this reference.

Name of applicant you are providing a reference for:\*

Chosen programme of study applicant is applying for:\*

- Graduate Diploma in Teaching (Early Childhood Education) - Pending approval
- Bachelor of Teaching (Early Childhood Education) - Pending approval
- New Zealand Diploma in Early Childhood Education and Care (Level 6)
- New Zealand Diploma in Early Childhood Education and Care (Level 5)
- New Zealand Certificate in Early Childhood Education and Care (Level 4) - Homebased

## Referee Details

Your full name:\*

Your email address:\*

Your contact number:\*

I have known the applicant for at least 6 months\*

- Yes       No

I am confident I know the applicant well enough to complete this report?\*

- Yes       No

How long have you known the applicant?\*

Relationship to the applicant? (employer, minister, kaumatua, colleague etc)\*

## Applicant Character and Suitability Assessment

Please rate the applicant in each of the areas below using the following scale. For each area, please provide a brief comment or example to support your rating.

### Trustworthiness and Integrity\*

How would you rate the applicant's honesty, reliability, and ability to act ethically in all situations?

- Poor     Fair     Good     Very Good     Excellent

Comments/Examples

### Professionalism and Responsibility\*

How would you rate the applicant's ability to take responsibility for their actions, meet expectations, and behave professionally?

- Poor     Fair     Good     Very Good     Excellent

Comments/Examples

### Respect for Others and Cultural Responsiveness\*

How would you rate the applicant's ability to show respect, empathy, and understanding towards others, including people from diverse backgrounds?

- Poor     Fair     Good     Very Good     Excellent

Comments/Examples

### Ability to Work with Young Children\*

How would you rate the applicant's ability to build safe, respectful, and appropriate relationships with young children?

- Poor     Fair     Good     Very Good     Excellent

Comments/Examples

### Ability to Communicate Effectively\*

How would you rate the applicant's communication skills with children, families, and colleagues?

- Poor     Fair     Good     Very Good     Excellent

Comments/Examples

### Emotional Maturity and Judgment\*

How would you rate the applicant's ability to manage stress, use sound judgment, and act with emotional maturity in challenging situations?

- Poor     Fair     Good     Very Good     Excellent

Comments/Examples

### Overall Suitability to Work with Children in a Teaching Role\*

Based on your experience, how would you rate the applicant's overall suitability to work with young children in an educational setting?

- Poor     Fair     Good     Very Good     Excellent

Comments/Examples

### Health and Stamina for Practical Work\*

In your opinion, does the applicant have the physical and emotional health and stamina to fully participate in practical work experience?

- Poor     Fair     Good     Very Good     Excellent

Comments/Examples

### Academic Readiness and Commitment\*

How would you rate the applicant's ability to manage the academic requirements of the programme, including written assessments, reading, and online learning?

- Poor     Fair     Good     Very Good     Excellent

Comments/Examples

### Fit and Proper Person Check:

Cavalli College is required to ensure that learners meet the Fit and Proper Person standards, as mandated by NZQA and the Children's Act 2014 to ensure that the learner is suitable for their future roles. Please confirm the following:

I believe the applicant is honest, trustworthy, and of good character.\*

- Yes     No

I confirm the applicant meets the Fit and Proper Person requirements to undertake this programme of study.\*

- Yes     No

Do you have any additional comments or concerns related to the applicant's character, background, or suitability to work with children?

**Programme Recommendation:**

Please indicate your assessment of the applicant's suitability for their chosen programme of study.

- I recommend the applicant without reservation as an excellent prospect.
- I have some reservations but would recommend the applicant as a good prospect.  
(Please provide your reasons below.)
- I doubt the applicant's suitability. (Please provide your reasons below.)
- I believe the applicant is unsuitable. (Please provide your reasons below.)

Comments:

**Acknowledgement of true information:**

Are you happy to be contacted for additional information and clarification if necessary?\*

- Yes
- No

Are you happy to be contacted as a support person, should the applicant need, during their study?\*

- Yes
- No

Please tick this box to confirm that all information presented in this reference is true, complete and accurate.\*

All information presented in this reference is true, complete and accurate.

Please tick the box to acknowledge you understand that this information will be used by Cavalli College to assess the applicant's eligibility for admission into their chosen programme of study.\*

I acknowledge the information will be used to assess the applicant's suitability.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_