

New Zealand Certificate in Primary Industry Skills (Level 2)

Terms and Conditions for International Students

Agriculture Training Programme New Zealand Certificate in Primary Industry Skills (level 2)

Parties to this agreement:

Between: **Activate Training Centre Limited**

And **(Student)**
(Full Name)

Object of the agreement:

- ❖ To develop the student’s agricultural skills and knowledge based on the NZ farming conditions.
- ❖ To guide, help and support the student through the programme whilst ensuring that the student and ATC are aware and understands their obligations and requirements as set out in this agreement.
- ❖ To ensure that students understand that employment after the course is not guaranteed.
- ❖ This agreement shall come into force once the document is signed by both parties.
- ❖ The programme commences on the first day of training at the Activate Training Centre Limited (known as ATC).

The applicant is subject to the terms and conditions in this agreement.

Enrolment Procedure:

1. Students must ensure they have read and understood all the information about the course available on the website including the ATC International Handbook which details attendance policy, refund policy and insurance requirements.
2. Students agree to provide all pre enrolment information required as part of the application before they are accepted onto the programme.

3. ATC must receive in full, all fees into the Business & Tax Centre account before students make their travel arrangements and at least 2 weeks before departing their country.
4. Students must bring with them money for personal spending. Our recommendation is NZD200.00 per week (minimum of NZD2400) for at least the length of their course. ATC will not be responsible for the financial support of the student. They will need to source any additional money they may need from home. Allow NZD500.00 for medicals if you have not already had one.
5. Students must abide by all New Zealand laws and regulations especially those related to driving a vehicle. Students must have a driver licence and have insurance for their vehicle before driving on New Zealand roads. Failure to adhere to New Zealand laws and regulations may result in the student being sent home.

IMPORTANT NOTE:

Before you sign the contract please read and make sure you understand the terms and conditions of this contract.

Remember ***EMPLOYMENT IS NOT GUARANTEED.***

If you have any questions, please feel free to ask, we want to ensure that you have read and understood this contract and all other information provided to you.

12 week training period:

1. Students who do not show that they have the motivation or commitment to study or work on a New Zealand farm or have failed to disclose health, behaviour or academic issues or fail to meet the student code of conduct or regulations may be withdrawn from the programme. The student will then be sent home.
2. English is the language spoken in New Zealand and students must make every effort to learn and/or improve their English by communicating in English with their home stay families and ATC staff.
3. Two weeks unpaid work experience is part of the programme and is an essential part of completing unfinished assessments and securing employment and a work visa. Students must prove that they have the motivation and skills to ensure that the employer supports the application for the work visa.

Homestay Accommodation:

1. During the first 10-12 weeks of the training programme you will be staying with a New Zealand family in their home (unless pre-approval has been given for another arrangement). This is to help you learn about New Zealand culture and lifestyle and improve your English.
2. To enable the family to get to know you better you are expected to stay in with the family at night for the first two weeks.

3. You are expected to keep your room clean and tidy and to help the homestay family with chores around the house if requested.

Employment Opportunities:

1. ATC use the services of a Farm Recruitment Company to source opportunities for employment and to process your work visa. However, ATC and the Farm Recruitment Company cannot be held responsible for changes in the economic conditions, decisions made by Employers, as to a student's suitability for employment and Immigration NZ policy decisions in regards to granting a work visa. **EMPLOYMENT IS NOT GUARANTEED.**
2. Students should be aware that placement on a farm straight after the course is not guaranteed and therefore students should have enough money to cover additional accommodation until a position is secured.
3. If a student wishes to find their own placement or engage their own agency to find one, they are free to do so but ATC will not be responsible for the student's application for a work visa or if the employment relationship does not work.
4. ATC will endeavour to consult with students on their work placements however reserves the right to make the final decision. Employment may not be in the students preferred area due to employment vacancies at the time.
5. All students that are offered employment should also be issued with an employment agreement outlining their wages and employment conditions.
6. The Farm Recruitment Company will monitor work placements. If a change of farm is deemed to be required at the request of the Employer or student for genuine reasons e.g. personality conflict, all assistance will be given. The student has a responsibility to work with the Farm Recruitment Company and the farmer to establish a positive work environment.
7. If a student is dismissed by the employer for reasons other than serious misconduct as outlined in their employment agreement, the Farm Recruitment Company will provide assistance on a case by case basis in finding another employment position. For cases of serious misconduct e.g. theft as an employee **no assistance** will be provided
6. Once the student is on the farm normal employment practice in New Zealand applies. The student is expected to follow all rules and policies set by the employer. This includes any rules around caring for your accommodation and inviting friends to stay with you.
7. Failure to follow these rules may result in the employment contract being terminated and the visa cancelled. The student will then be required to leave the country.
8. Work Visas are valid for one year from date of entry into New Zealand. If a student elects to stay for a longer period, then the student has the option to complete their own application or contact an Immigration Lawyer to apply for an extension.

9. If a student is declined a work visa due to wrongful information or illegal papers being provided ATC will not be held responsible and you may have to go back to your country.
10. The student acknowledges that employment on a farm is not guaranteed. Nor is the granting of a work visa as the student must meet the regulations set by Immigration New Zealand.
11. When applying for a second work visa ATC will not be involved in the process.
12. **New Zealand Law states that an Employer cannot employ (or pay) an Employee without a valid Work Visa. Work Visas can take up to 25 working days before they are processed so students must ensure that they have enough personal spending money to live off whilst they are waiting for their visa application to be processed, after the course has finished.**

Note: Visa Conditions:

As a non-New Zealand resident you are required to hold a valid visa at all times. If you breach the conditions of your visa in any way your visa is automatically invalid and Immigration New Zealand can require you to leave the country.

Note: Please be aware that current immigration policy does not allow for a pathway to permanent residency in New Zealand within the Dairy Farming industry unless you are in a management position.

To be completed:

I..... authorise the Administrator at ATC New Zealand to discuss my student visa application for this provider with Immigration New Zealand; to obtain information regarding the processing of the visa application and the decision on the application.

I agree to abide by the terms and conditions outlined above terms and conditions and acknowledge that if I breach any of the terms and conditions, the Activate Training Centre Limited (ATC) will not be held responsible for any action taken by Immigration New Zealand, the New Zealand Police or my Employer at the time.

I

Signed by Student:.....

Date:.....

Our Promise:

The Activate Training Centre Limited (ATC) will provide the student with quality and enjoyable training and offer all students the help and support they need to enjoy their stay in New Zealand.

Both our Education Agents and staff in New Zealand will be available to help you from the time you sign this agreement until you finish the programme.

Once you have your visa and are comfortable working on the farm, limited support will be available to help you through any other issues you may have.

Your responsibility:

Read and understand all the terms and conditions

Ask if you have any question or anything is not clear

Understand the culture and rules before you come into New Zealand

Signed by Programme Leader:

Date:

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Unit No	Unit Name	Credits
23541	Locate hazards, describe safety procedures, and demonstrate safe work practices in a rural workplace	5
18191	Demonstrate knowledge of safe handling and health problems of dairy cattle, associated with milking	3
ONE of the following two standards:		
24557	Demonstrate knowledge of the safe operation of a Quad bike	3
24555	Demonstrate knowledge of the safe operation of a motorcycle	3

Practical Production Tasks: 30 - 31 credits

24552	Check and drive a basic wheel tractor with an attached implement on flat terrain	5
19112	Check and report on livestock	4
19114	Assist with handling and treatment of livestock	6
24630	Assist with livestock grazing management, and feed livestock under direct supervision	4
For the Dairy Stream – at least 7 credits from the following three standards		
24548	Assist with milking	8
561	Install, dismantle and store temporary electric fences	2
24832	Open and draw out a coil of wire, tie knots, join wire and prepare wire for transport and storage	5
Whichever of the following corresponds to the elective taken in the Safe Work Practices section		
24554	Ride a quad bike on flat terrain in the workplace	4
19053	Ride a motorcycle on flat terrain	3

Credits Obtained

- 42 credits if both milking and quad bikes are included.
- 41 credits if including milking and motorcycles or fencing and quad bikes.
- 40 credits if including fencing and motorcycles.

NZ Dairy Industry - Living and Working in NZ

LIFE ON THE FARM

First you need to understand what your work life will entail.

Here are some of the issues you should discuss with your family and understand before considering a job on a dairy farm.

- Farming is about being outdoors with animals and machinery and contending with wind, rain and sunshine.
- Farming may be about animals but the ability to work with people is vital to those who want to optimise the potential of this career.
- Farming is unique in that employees usually live on farm and their employer is often their landlord.
- Early morning starts are a reality but there are a variety of different rosters that can result in large variations in time-off and hours worked.
- You could work up to twelve days in a row without a day off.
- Work can be physically demanding so you need to have a realistic level of fitness and health. The farm's location will have an impact on what services and support systems are available in the locality.
- You must be able to look after yourself when working on-farm, ensuring you are eating well and getting plenty of sleep.
- The financial rewards achieved depend on a variety of factors including your experience, abilities and level of responsibility.

The dairy season starts in June but the real action begins around July/September with spring calving. This is a busy and exciting time of the year. Days start early when farmers get up to check the paddocks for new born calves and start the morning milking. Once milking is finished, there's time to go home for breakfast and a break before feeding the calves and carrying out farm duties.

Spring on-farm means all hands to the pump.

It is the best time of the year – cows are coming into milk. Farmers start to get 2-3 mobs of stock on the farm. These are:

- The cows which are about to calve (the springers) or the cows that have calved.
- Young calves that have to be taught how to drink. They are often housed in buildings for the first five to six weeks to keep them out of the weather.

October and December is when the cows produce the most milk.

Most farms milk their cows twice a day at approximately 5am and 3pm. However, the timing of the milking will vary from farm to farm. This is also the time of year that mating occurs in order to get the cows in calf for the next season.

- After calving, you may see cows with painted tails – this helps identify the cows that are ready to be mated.

- Mating is by artificial insemination for the majority of cows and bulls are used to finish the breeding season.

January to March sees things on the farm seem to slow down.

- This is because, depending on the weather conditions, the amount of milk that cows produce drops.
- Weed control and irrigation are the main work activities besides milking the cows. Cows typically graze once around the farm every 25 days.

April to May the herd gradually finishes milking for the season.

This period is often referred to as the dry period and is often used to tackle major maintenance and development projects on-farm such as fencing, drainage, water reticulation and shed maintenance.

Farmers are:

- Drying cows off (stop milking them).
- Already starting to think about what needs to be done next spring.

By May most cows have stopped milking. From here on, the farmers' focus turns to making sure the cows' condition is maintained.

- Cows are fed just enough to maintain their body condition (feed only maintenance) to ensure there is enough grass available for their increased requirements once milking again in the spring.
- The traditional date for changing farms is 1st June – Gypsy Day/Week, with share-milkers moving cows from one farm to another.
- Many cows go to other farms for grazing.
- Winter is the usual time for feeding hay and silage to make up for the slow pasture growth rate.
- Hours of work will vary, especially during the calving season when they will be higher, but will be on average between 45-55 hours per week as per the usual industry standard for the agriculture industry, however during the calving season (August-September) this may increase to 60+ hours depending on the farm size and ease of calving.

A typical Dairy Farm day consists of:

Milking between 4.00am to 9.00am

1 hour for breakfast

10.00am to 12noon General duties

Lunch 1 - 2 hours depending on the season

2.00pm to 5.30pm Afternoon milking

Dairy farm working weeks vary from 8 days working to 2 days off and 11 days working to 3 days off.

All farms vary depending on size of the farm.

Note these hours may vary between farms and the season especially calving.

Base Salary Guide

The Employment New Zealand (www.employment.govt.nz) requirement is that all workers get paid at least the minimum wage of \$15.25 per hour, based on hours worked per fortnight.

Accommodation is provided with the job. Minimum wage law allows the value of the accommodation on farms to be included in minimum wage calculations, because it is a direct benefit to the employee. The way tax is calculated is explained in the tax table below.

The work roster will vary from farm to farm and will vary during calving time, For example 12 days on and 2 days off during the year and 6 days on 1 day off during calving time for 4-6 weeks etc.

Accrued days of leave are to be taken as holidays before the end of the contracted period (if allowed by the employer) and/or paid out by the employment termination date.

Clothing allowance, house rental, electricity, internet (if applicable) and phone will vary from farm to farm as well as pay dates, students are to provide employers with bank account details and IRD number and tax code.

EXAMPLE ONLY

Total Remuneration (TPV) (Based on 55 hours per week) at \$15.25 per hour	\$43,615.00
Less agreed tax value of accommodation @ \$150/fortnight	\$3, 900.00
Gross base salary	\$39,715.00
Less PAYE (Tax Code M)	\$6.652.62 (Approx based on 2017 tax calculation)
Total Net Pay	\$33,062.38
Fortnightly pay	\$1,271.63 (Approximately)