

NZ Certificate in Infrastructure Procurement Procedures **Training Agreement**

This three-way agreement sets out the expectations and undertakings of the Training Provider (Clever Buying), a named Learner, and his/her Manager in registering to complete the NZ Certificate in Infrastructure Procurement procedures via the Clever Buying programme.

Training and assessment activity may cease if any party does not meet the commitments agreed to in this document.

Clever Buying's commitment under this Agreement

In providing training and assessment to you for the NZ Certificate in Infrastructure Procurement Procedures, Clever Buying agrees to:

- a. Provide training and Qualified assessment services that meet NZQA's standards for the above qualification.
- b. Ensure full confidentiality of student records and materials submitted for assessment within the Clever Buying team and its professional external moderators.
- c. Respect and accommodate all reasonable individual needs for customised training programmes, provided they give the required assurance of competency to the standards required for this qualification.
- d. Provide learning materials in a range of formats, including written, video, face-to-face, and observational media, as appropriate to optimise accessibility and appropriateness of the learning programme for each learner.
- e. Ensure learners are trained, supported and assessed by NZQA-Qualified Assessors.
- f. Employ a combination of a range of options for assessment, including written, spoken, observational or attestation evidence, which are selected to optimise learners' abilities to demonstrate competence in the skills required.
- g. Meet all internal and external Quality Assurance and moderation standards required by Clever Buying's directors and NZQA.
- h. Communicate with learners and their Managers promptly, professionally and clearly.
- i. Check in with students to monitor progress on a regular basis, normally at least every six months.
- j. Maintain course content, including training and assessment materials, to current best practice standards.
- k. Maintain and provide progress and completion records to learners, their Managers and NZQA (as appropriate).
- l. Notify learners and/ or their Managers in good faith if any changes or impediments are noted in the learning programme of any specific Learner or overall.



Managing Director, for and on behalf of Clever Buying Limited

Caroline.Boot@cleverbuying.com | 0800 752 622

Learner Details and Agreement

1. Learner information (complete all fields)

State your **full legal name** as it appears on your birth certificate or passport

Full name

Preferred name

If you have changed your name by marriage, civil union, deed poll, or statutory declaration, you may be registered with the New Zealand Qualifications Authority under your previous name. Please state your previous name(s) and attach verified documents.

Previous full legal name(s)

| | | | |
|----------------------------|--|---------------------------------|---|
| Gender | Male <input type="checkbox"/> | Female <input type="checkbox"/> | Rather not say <input type="checkbox"/> |
| Date of birth (dd/mm/yyyy) | NZQA or National Student Number (NSN) (if known) | | |
| Street address | | | |
| Mobile | Email | | |

| | | |
|--|---|--|
| I have attended a two-day Clever Buying course already (Respond to either note 1 or 2 below) | Yes ¹ <input type="checkbox"/> | No ² <input type="checkbox"/> |
| ¹ Date and location of the Clever Buying course I attended | | |
| ² Preferred course location and date | | |
| I can travel to attend a course | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

2. Employer information (complete all fields)

| | | | |
|---------------------|--------|--|--|
| Employer name | | | |
| Postal address | | | |
| Street address | | | |
| Manager's name | DDI ph | | |
| Manager's cellphone | Email | | |

| | | | |
|---|--|--|--|
| Accounts Contact name | | | |
| Email address (where invoices are to be sent) | | | |
| PO (full course fees \$5000) | | | |

3. Learning skills

The training will contain some learning skills assessments that may include literacy and numeracy.

| | | |
|---|-------------------------------|-----------------------------|
| Do you have any challenges with literacy (in English) or numeracy that could affect your learning | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please specify | | |

*If you have difficulties, additional learning support may be available.

4. Proof of Residency

Please select one:

NZ Citizen

NZ Permanent Resident

Australian Citizen

5. Identification

Please upload a copy of your passport or other ID to [this](#) link.

6. Learner Agreement

a. Approval and Support of my Manager

I have discussed the requirement of this qualification to be directly and personally involved in practical procurement activity at work (as described above) with my Manager, who is named above.

He/ she has agreed to support me through this qualification by providing opportunities for me to develop and demonstrate my skills in practical procurement planning, developing RFT documents, processing and evaluating tenders.

He/she has completed the Manager's form, which follows this form.

Type "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

b. Involvement in Procurement Activity

Completion of the qualification requires me to be personally involved in practical procurement activity (procurement planning, developing RFX documents, processing and evaluating tenders).

Type "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

c. Assessment requirements

Assessment will be a combination of:

- Completion of 6 practical procurement training modules with at least one Assessor contact every three months
- Completed inputs and outputs of the Clever Buying Two-Day Foundation Course
- Professional Discussions (assessment interviews via video)

If I wish to appeal any assessment decision, I will notify Clever Buying of the details via training@cleverbuying.com in the first instance.

Type "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

d. Proactive communication

I will notify my assessor proactively if any reason may limit my ability to progress my assignment work. I will respond promptly to my assessor's communications (including follow-up, written feedback and assignment tasks).

I will notify Clever Buying immediately if I:

- change employer; or
- transfer to another Manager or department within my organisation or
- decide not to continue with my training

Type "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

e. Self-management of my study programme

I will communicate with my Assessor every three months. I accept that I may need to invest up to one day outside business hours every three months in order to remain suitable for this qualification. I acknowledge that the programme duration for his qualification is 24 months from first enrolment.

Type "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

will comply with this requirement:

f. Use Clever Buying Materials

To maximise efficiency in assessment, I will use the assignment templates and guidelines provided by Clever Buying for my assignments, unless otherwise agreed with my Assessor. Those templates are approved for use in whole or part within my organisation.

Outside their use for qualification assessment purposes, Clever Buying materials are copyrighted and may not be shared outside my organisation without written permission from Clever Buying's Managing Director.

I will check my materials carefully before submitting them to ensure they are complete and have followed the guidelines.

Type "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

g. Fee structure

I understand and accept that the following fee structure applies:

- Training and Assessment fees are due on invoice, to confirm a place on the Clever Buying Training Programme. Payment must be made before training is provided.
- Clever Buying Training Course fees are not normally refundable for late cancellations (within one week of course dates).
- If additional coaching and mentoring is needed due to a learner's repeated failures to meet stated standards, the Learner and their Manager will be notified. Note that added costs may apply.
- Training fees are normally not refundable for a student's withdrawal of their own volition, change of employment or other personal circumstances. Exceptions in extreme cases may be applied for and will be at the sole discretion of Clever Buying.

Type "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

h. Anything else you'd like us to know?

By signing this Training Agreement, I confirm that I have read, understood, and agreed to the Terms and Conditions of this Training Agreement. I also confirm that the information supplied is true and correct and that I have the legal right to work in New Zealand during the length of my employment agreement.

Learner's signature

Date

Clever Buying may send you promotional materials to keep you informed about matters relating to procurement. You can opt out of those communications at any stage if you wish.

Employer/ Manager Details and Agreement

7. Manager's information (complete all fields)

| | | | |
|----------------------|--|--------|--|
| Manager's name* | | | |
| Title* | | | |
| Manager's cellphone* | | Email* | |

a. Approval and Support of Manager

- i. I have read and will support the commitments and conditions agreed to by the Learner named on this form.
- ii. I recognise that learners are expected to complete this qualification within 24 months from the date of this agreement; and that most learners complete within 6 – 18 months of this agreement. I acknowledge the requirement of this qualification for learners to be directly and personally involved in practical procurement activity at work.
- iii. Our organisation has a fit-for-purpose health and safety management system, which will be used to monitor the health and safety of the Learner in relation to their participation in this study programme.
- iv. I agree to support the Learner named above through this qualification by providing opportunities for him/her to develop and demonstrate skills in practical procurement planning, developing RFT documents, processing and evaluating tenders.
- v. Where this is not possible, I agree to support all efforts to find other opportunities outside our organisation so the Learner can demonstrate their skills in the missing areas.
- vi. I acknowledge that learners need to invest time outside work hours to complete some training activities. However, I will also provide time within work hours if the Learner needs it to complete this qualification.
- vii. I agree to liaise with the Learner named above at least every three months to ensure they are able to progress on their qualification. If difficulties arise that may delay or jeopardise completion, I will contact Clever Buying directly.

Enter "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

b. Assessment requirements

- i. I acknowledge that the Learner's assessment will be a combination of:
 - Completion of six practical procurement training modules with at least one Assessor contact every three months
 - Completed inputs and outputs of the Clever Buying Two-Day Foundation Course
 - Professional Discussions (assessment interviews via video)
- ii. I will support the Learner in making time available for their assessment tasks.

Enter "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

c. Communication

- I. I will respond promptly to communications regarding this learner's progress from Clever Buying.
- II. I will notify Clever Buying immediately if the Learner:
 - leaves my organisation or
 - is transferred to another Manager or department within my organisation; or
 - decides not to continue with their training
- III. If I or the Learner wishes to appeal any assessment decision, I will notify Clever Buying of the details via training@cleverbuying.com in the first instance.

Enter "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

d. Use of Clever Buying Materials

To maximise efficiency in assessment, learners must use the assignment templates and guidelines provided by Clever Buying for assignments, unless otherwise agreed with their Assessor.

I acknowledge that these templates and materials may be different from templates used by our organisation. I note that Clever Buying materials are provided in good faith, and all or part of them can be adopted or incorporated into our organisation's internal procurement resources and templates, provided that they are re-branded.

Outside their use for qualification assessment purposes, Clever Buying materials are copyrighted and may not be shared outside my organisation without written permission from Clever Buying's Managing Director.

Type "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

e. Fee structure

I understand and accept that the following fee structure applies:

- i. Training and Assessment fees are due on invoice and in advance, to confirm a Learner's place on the Clever Buying Training Programme for the NZ Certificate in Infrastructure Procurement Procedures.
- ii. Clever Buying Training Course fees are not normally refundable for late cancellations (within two weeks of course dates).
- iii. If additional coaching and mentoring is needed due to a learner's repeated failures to meet stated standards, the Learner and/or their Manager will be notified. Note that added costs may apply.
- iv. Training fees are normally not refundable for a student's withdrawal of their own volition, change of employment or other personal circumstances. Exceptions in extreme cases may be applied for and will be at the sole discretion of Clever Buying.

Type "I AGREE" in the space on the right to confirm that you have fully understood and will comply with this requirement:

f. Anything else you'd like us to know?

By signing this Training Agreement, I confirm that I have read, understood, and agreed to the Terms and Conditions of this Training Agreement. I also confirm that I am authorised to sign this agreement on behalf of my organisation; and that the information supplied is true and correct.

Manager's signature

Date

When you click "submit", you will be redirected to a completion page, and you'll receive an email copy of your form. If you don't received that email, we will not have received your details – please try again or [contact us](#).