

New Zealand Certificate in Medical Transcription and Editing Level 4



Enrolment Form 2017 / 2018

Mailing Address:
112 Osprey Drive, Welcome Bay
Tauranga

Phone 07 544 3172

Email info@computertraining.co.nz

Welcome to Sues Computer Training Co. Please read the instructions below carefully before you complete this application form.

INSTRUCTIONS

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

- Complete all sections of the form.
- Print your answers clearly in pen, or tick the box that applies for multi-choice questions.
- Sign the back page of the form.
- Attach to the form additional documentation that is required for Ministry of Education funding purposes. **A description of the required documentation is provided on page 5 of the form.**

A PERSONAL DETAILS						
1	Print your full legal Name:	<i>Family Name</i>				
		<i>Given Name(s)</i>				
2	Preferred first name:			Previous name(s) known by:		
3	Have you studied at Sue's Computer Training before? If yes, what was your ID number? If you have previously enrolled at Sue's under another name, what was that name?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Student ID
4	Preferred Title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Mr. <input type="checkbox"/>	Other (specify)
5	Date of Birth	/ / <i>day month year</i>		Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
6	Address and contact details:		<i>Home Street Address:</i>		<i>Postal Address (if different from home address):</i>	
	<i>Home Phone:</i>					
	<i>Work Phone</i>					
	<i>Mobile:</i>		<i>Email:</i>			
<i>Preferred contact method: home phone / mobile phone / text / email / skype</i>						
7	Address While Studying: (if different from home address)					
<i>Phone:</i>			<i>Mobile:</i>			
<i>Email:</i>						
8	Next of Kin:					
<i>Name:</i>						
<i>Phone:</i>						
9	If you know your NSN (National Student Number), please write it here.					

<p>10</p>	<p>Citizenship and Residency</p> <p>You may need to supply evidence of residence or citizenship</p>	<p>Tick the box which best describes your citizenship.</p> <p><i>New Zealand Citizen</i> <input type="checkbox"/>NZL <i>Australian Citizen</i> <input type="checkbox"/>AUS</p> <p><i>Other</i> <input type="checkbox"/> If "other" please specify country of citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.) :_____</p> <p>Tick the box if you have New Zealand or Australian Permanent Residency.</p> <p><i>New Zealand Permanent Resident</i> <input type="checkbox"/>NZP <i>Australian Permanent Resident</i> <input type="checkbox"/>AUSP</p> <p>Please also specify your fee/assistance status.</p> <p>Domestic Student <input type="checkbox"/>00 NZAID Student <input type="checkbox"/>01 Full Fee Paying International Student <input type="checkbox"/>03 Student on recognized exchange scheme <input type="checkbox"/>04 Foreign Research Based Post-Graduate <input type="checkbox"/>06 Military Personnel, Diplomatic Staff or Family, or Persons Associated with Antarctic programme <input type="checkbox"/>08 On-Shore International PhD student <input type="checkbox"/>09 International ITO Off-job Training <input type="checkbox"/>12 Refugee or protected person whose application for residence is being processed OR a person who has made a claim to be recognised as a refugee or protected person and holds a valid temporary visa <input type="checkbox"/>13</p> <p><i>Note: 00 for NZL, NZ Permanent Resident and AUS students, but only if NZ Permanent Residents and AUS students are resident in NZ during the time studying in this qualification.</i></p> <p>During your time studying this qualification will you be resident in New Zealand or overseas?</p> <p><i>In New Zealand</i> <input type="checkbox"/> <i>Overseas</i> <input type="checkbox"/></p>																																																																				
<p>11</p>	<p>Ethnicity: What ethnic group(s) do you belong to?</p> <p>You may tick up to three boxes which apply to you.</p>	<table border="0"> <tr> <td><i>NZ European/Pakeha</i></td> <td><input type="checkbox"/>111</td> <td><i>Other European</i></td> <td><input type="checkbox"/>129</td> </tr> <tr> <td><i>New Zealand Maori</i></td> <td><input type="checkbox"/>211</td> <td><i>Filipino</i></td> <td><input type="checkbox"/>411</td> </tr> <tr> <td><i>Samoan</i></td> <td><input type="checkbox"/>311</td> <td><i>Cambodian</i></td> <td><input type="checkbox"/>412</td> </tr> <tr> <td><i>Cook Island Maori</i></td> <td><input type="checkbox"/>321</td> <td><i>Vietnamese</i></td> <td><input type="checkbox"/>413</td> </tr> <tr> <td><i>Tongan</i></td> <td><input type="checkbox"/>331</td> <td><i>Other Southeast Asian</i></td> <td><input type="checkbox"/>414</td> </tr> <tr> <td><i>Niue</i></td> <td><input type="checkbox"/>341</td> <td><i>Chinese</i></td> <td><input type="checkbox"/>421</td> </tr> <tr> <td><i>Tokelauan</i></td> <td><input type="checkbox"/>351</td> <td><i>Indian</i></td> <td><input type="checkbox"/>431</td> </tr> <tr> <td><i>Fijian</i></td> <td><input type="checkbox"/>361</td> <td><i>Sri Lankan</i></td> <td><input type="checkbox"/>441</td> </tr> <tr> <td><i>Other Pacific Peoples</i></td> <td><input type="checkbox"/>371</td> <td><i>Japanese</i></td> <td><input type="checkbox"/>442</td> </tr> <tr> <td><i>British/Irish</i></td> <td><input type="checkbox"/>121</td> <td><i>Korean</i></td> <td><input type="checkbox"/>443</td> </tr> <tr> <td><i>Dutch</i></td> <td><input type="checkbox"/>122</td> <td><i>Other Asian</i></td> <td><input type="checkbox"/>444</td> </tr> <tr> <td><i>Greek</i></td> <td><input type="checkbox"/>123</td> <td><i>Middle Eastern</i></td> <td><input type="checkbox"/>511</td> </tr> <tr> <td><i>Polish</i></td> <td><input type="checkbox"/>124</td> <td><i>Latin American</i></td> <td><input type="checkbox"/>521</td> </tr> <tr> <td><i>South Slav</i></td> <td><input type="checkbox"/>125</td> <td><i>African</i></td> <td><input type="checkbox"/>531</td> </tr> <tr> <td><i>Italian</i></td> <td><input type="checkbox"/>126</td> <td><i>Other</i></td> <td><input type="checkbox"/>611</td> </tr> <tr> <td><i>German</i></td> <td><input type="checkbox"/>127</td> <td><i>Not Stated</i></td> <td><input type="checkbox"/>999</td> </tr> <tr> <td><i>Australian</i></td> <td><input type="checkbox"/>128</td> <td></td> <td></td> </tr> </table> <p>Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".</p>	<i>NZ European/Pakeha</i>	<input type="checkbox"/> 111	<i>Other European</i>	<input type="checkbox"/> 129	<i>New Zealand Maori</i>	<input type="checkbox"/> 211	<i>Filipino</i>	<input type="checkbox"/> 411	<i>Samoan</i>	<input type="checkbox"/> 311	<i>Cambodian</i>	<input type="checkbox"/> 412	<i>Cook Island Maori</i>	<input type="checkbox"/> 321	<i>Vietnamese</i>	<input type="checkbox"/> 413	<i>Tongan</i>	<input type="checkbox"/> 331	<i>Other Southeast Asian</i>	<input type="checkbox"/> 414	<i>Niue</i>	<input type="checkbox"/> 341	<i>Chinese</i>	<input type="checkbox"/> 421	<i>Tokelauan</i>	<input type="checkbox"/> 351	<i>Indian</i>	<input type="checkbox"/> 431	<i>Fijian</i>	<input type="checkbox"/> 361	<i>Sri Lankan</i>	<input type="checkbox"/> 441	<i>Other Pacific Peoples</i>	<input type="checkbox"/> 371	<i>Japanese</i>	<input type="checkbox"/> 442	<i>British/Irish</i>	<input type="checkbox"/> 121	<i>Korean</i>	<input type="checkbox"/> 443	<i>Dutch</i>	<input type="checkbox"/> 122	<i>Other Asian</i>	<input type="checkbox"/> 444	<i>Greek</i>	<input type="checkbox"/> 123	<i>Middle Eastern</i>	<input type="checkbox"/> 511	<i>Polish</i>	<input type="checkbox"/> 124	<i>Latin American</i>	<input type="checkbox"/> 521	<i>South Slav</i>	<input type="checkbox"/> 125	<i>African</i>	<input type="checkbox"/> 531	<i>Italian</i>	<input type="checkbox"/> 126	<i>Other</i>	<input type="checkbox"/> 611	<i>German</i>	<input type="checkbox"/> 127	<i>Not Stated</i>	<input type="checkbox"/> 999	<i>Australian</i>	<input type="checkbox"/> 128		
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<p>12</p>	<p>Iwi: If you identified as New Zealand Maori in question 12, what is the name of your Iwi?</p> <p>You may enter more than one Iwi. If you do not know your Iwi, please enter "Don't Know".</p>	<p>Iwi: Rohe (Iwi home area):</p> <p>Iwi: Rohe (Iwi home area):</p> <p>Iwi: Rohe (Iwi home area):</p>																																																																				
<p>13</p>	<p>Would you like to involve your wider community in your study programme? What, if any, role would you need Sue's Computer Training Company to play in that involvement? Please note any culturally targeted support you may require during your study.</p>																																																																					

14	Prior activity	<p>What was your MAIN activity or occupation in New Zealand at 1 October 2015? Tick only one box.</p> <p><i>Secondary school student</i> <input type="checkbox"/> 01 <i>Non-employed or beneficiary (excluding retired)</i> <input type="checkbox"/> 02</p> <p><i>Wage or salary worker</i> <input type="checkbox"/> 03 <i>Self-employed</i> <input type="checkbox"/> 04</p> <p><i>University Student</i> <input type="checkbox"/> 05 <i>Polytechnic student</i> <input type="checkbox"/> 06</p> <p><i>House-person or retired</i> <input type="checkbox"/> 08 <i>Overseas (irrespective of occupation)</i> <input type="checkbox"/> 09</p> <p><i>Private training establishment student</i> <input type="checkbox"/> 11 <i>Wananga Student</i> <input type="checkbox"/> 12</p>									
15	Disability:	<p>Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, how would you describe your impairment, disability or long term medical condition:</p> <p>_____</p> <p>_____</p>									
B IRD NUMBER COLLECTION FOR STUDENT LOAN INTEREST WRITE-OFF											
16	<p>Do you currently have or will you have a Student Loan this year?</p> <p><input type="checkbox"/> - No – please go to next section <input type="checkbox"/> - Yes – please insert your IRD number (see notes for more information on interest write-off)</p> <p>IRD Number <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; background-color: black;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; background-color: black;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table></p> <p>Interest Free Student Loans and other Interest Write-offs</p> <p>Completing your IRD number is voluntary. This is requested so the Ministry of Education can share information with MSD (Studylink) regarding student enrolments. If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education.</p>										
C BANK ACCOUNT											
<p>Please provide details of your bank account for the deposit of items such as Travel Allowances.</p> <p><input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p><i>Bank</i> <i>Branch</i> <i>Account Number</i> <i>Suffix</i></p>											
Name of Bank:											
Name of Branch:		Town/City:									

D ACADEMIC INFORMATION	
17	<p>Secondary School:</p> <p>What was the name of the last Secondary School you attended? State “<i>overseas</i>”, if applicable.</p> <hr/> <p>What was your last year at Secondary School? _____</p> <p>What was the highest level of achievement you hold from a secondary school? Your highest achievement may be a “traditional” award such as School Certificate, or you may have achieved several credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box.</p> <p>No formal secondary qualifications <input type="checkbox"/> 00</p> <p>14 or more credits at any level <input type="checkbox"/> 11</p> <p>NCEA Level 1 or School Certificate <input type="checkbox"/> 12</p> <p>NCEA Level 2 or 6th Form Certificate <input type="checkbox"/> 13</p> <p>University Entrance <input type="checkbox"/> 14</p> <p>NCEA Level 3 or Bursary or Scholarship <input type="checkbox"/> 15</p> <p>Overseas Qualification (includes International Baccalaureate & Cambridge Exams) <input type="checkbox"/> 09</p> <p>Other <input type="checkbox"/> 98</p> <p>Not known <input type="checkbox"/> 99</p> <p>Please specify if “<i>Overseas qualification</i>” or “<i>Other</i>”. _____</p>
18	<p>Tertiary Study:</p> <p>Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answered “<i>No</i>”, please enter the name of the organization you studied at and the year of your enrolment.</p> <p>Name: _____ Year: _____</p> <p>Did you complete this qualification? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are you currently enrolled with another tertiary institution? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>What year do you expect to complete the academic requirements of your course/s to graduate with your qualification?</p> <p>Year: _____</p>

E PROGRAMME	
19	New Zealand Certificate in Medical Transcription and Editing <input checked="" type="checkbox"/>
Qualification Start Date: _____	Full-time <input type="checkbox"/>
Qualification end Date (if known): _____	Part-time <input type="checkbox"/>
Office Use Only Course ID NZ2970	
1EE English Essentials 1WB Medical Word Building 1MSW MS Word 1PQGS Production, Quality & Goal Setting 1Prof Professionalism Block 1 2GD General Documentation 2PLMED Pharmacology and Laboratory 2HMED Haematology 2HMEDTX Haematology transcription 2LMED Lymphatic Systems 2LMEDTX Lymphatic Systems transcription 2CMED Cardiology 2CMEDTX Cardiology transcription 2RMED Respiratory 2RMEDTX Respiratory transcription 2Prof Professionalism Block 2 3ATXI Additional Transcription I 3NMED Neurology 3NMEDTX Neurology transcription 3OBMED OB/GYN 3OBMEDTX OB/GYN transcription 3GUMED GU/Male Reproductive 3GUMEDTX GU/Male Reproductive transcription 3GMED Gastrointestinal 3GMEDTX Gastrointestinal transcription 3Prof Professionalism Block 3 4ATXII Additional Transcription II 4OASSMED Ophthalmology, Audiology and Special Senses 4OASSMEDTX Ophthalmology, Audiology and Special Senses transcription	4DMED Dermatology 4DMEDTX Dermatology transcription 4EMED Endocrinology 4EMEDTX Endocrinology transcription 4GMED Geriatrics 4GMEDTX Geriatrics transcription 4PMED Paediatrics 4PMEDTX Paediatrics transcription 4Prof Professionalism Block 4 5ATXIII Additional Transcription III 5PMED Psychiatry 5PMEDTX Psychiatry transcription 5OPMED Oncology / Pathology 5OPMEDTX Oncology / Pathology transcription 5GNMED Genetics 5GNMEDTX Genetics transcription 5IMED Infectious Diseases 5IMEDTX Infectious Diseases transcription 5EMMED Emergency Medicine 5EMMEDTX Emergency Medicine transcription 5Prof Professionalism Block 5 6ATXIV Additional Transcription IV 6RNMED Radiology and Nuclear Medicine 6RNMEDTX Radiology and Nuclear Medicine transcription 6GSMED General Surgical Procedures 6GSMEDTX General Surgical Procedures transcription 6OMED Orthopaedics 6OMEDTX Orthopaedics transcription 6Prof Professionalism Block 6
Educational Pre-requisites: Sixth Form Certificate or equivalent Minimum typing speed of 45 wpm.	Copies on file: <input type="checkbox"/> <input type="checkbox"/>

F	MISCELLANEOUS			
	How did you hear about this course?			
	Website search	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>
	FaceBook	<input type="checkbox"/>	Newspaper advert	<input type="checkbox"/>
	Please specify if "Other"		<input type="checkbox"/>	Magazine advertisement <input type="checkbox"/>
			<input type="checkbox"/>	Other <input type="checkbox"/>

DOCUMENTATION

To qualify as a **domestic student**, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Island, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue. (*Married women who enroll in their married name will also need to supply a copy of their marriage certificate.*)
- New Zealand passport.
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua.
- Certificate of citizenship or letter of confirmation.
- Overseas passport with residency stamp.

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary public, Court register or Deputy Registrar, Member of parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principle, minister of religion, or general practitioner is acceptable.

International students must bring their passport with them when they enroll.

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

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

Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.

DECLARATION

Privacy – **Sue’s Computer Training** collects and stores information from this form to:

- manage the business of **Sue’s Computer Training Co.** (including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education Act 1989 and other legislation¹ relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that **Sue’s Computer Training** will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires **Sue’s Computer Training** to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.
<http://www.privacy.org.nz/privacy-act>

Supply of information to government agencies and other organisations

Sue’s Computer Training supplies data collected on this form to government agencies, including:

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

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

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

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

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

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

When required by law, **Sue’s Computer Training** releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

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

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery **Sue’s Computer Training’s** policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of **Sue’s Computer Training** about attendance, academic integrity and progress, conduct and use of information systems.

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.*

_____ / ____ / ____
Signature (Parent or Guardian if student under 18) **Date**

➤ *Please make sure that you sign your enrolment form above* ◀

<i>Office Use Only</i>		
<i>Documentation</i>	<i>Approved</i>	<i>Entered</i>
_____	_____	_____
____/____/____	____/____/____	____/____/____

¹ This includes legislation governing the maintenance of official records and for accountability for public funding.