

Application Checklist

For NZ Citizens / Residents

Entry requirements:

- 18 years of age or over
- NZ Citizen, Permanent Resident, or Resident Visa Holder
- NCEA Level 1 Literacy and Numeracy (or equivalent)
- Employed as Health Care Assistant in NZ or regular volunteer work
- NZ Certificate in Health & Wellbeing (Level 3) or equivalent
- Clean criminal record (NZ Police Vetting)
- Physically able to perform role
- Willingness to work with older people
- Working with at least two clients with the condition of study strand

What you need to include with your application:

- Completed enrolment form
- A certified copy of your passport, birth certificate or citizenship certificate
- Proof of residency (if applicable)
- Copy of your current employment contract
- A copy of your NZ Certificate in Health & Wellbeing (Level 3) or equivalent
- A copy of your NZ Police vetting report (no older than two years) – please note we can assist with this, if required (there is a fee attached)
- Evidence of NCEA Level 1 Literacy and Numeracy (or equivalent)

For Work Visa Holders (International Students)

Entry requirements:

- 18 years of age or over
- NZ Certificate in Health & Wellbeing (Level 3) or equivalent
- Clean criminal record (NZ Police Vetting)
- Physically able to perform role
- Willingness to work with older people
- Working with at least two clients with the condition of study strands
- IELTS 5.5 overall (no band under 5.0) - or equivalent test as approved by NZQA. Test results must be less than two years old and results from one test
- Employed as Health Care Assistant in New Zealand – *not volunteering*
- Work visa covers programme duration (recommended, not compulsory)
- Insurance (if work visa(s) total less than 2 years) – please provide your previous Work Visa if your current visa has less than two years on it

What you need to include with your application:

- Completed enrolment form
- A certified copy of your passport
- A copy of your current (and valid) Work Visa (plus prior Work Visa if the total duration of your current work visa does not exceed 24 months)
- Copy of your current employment contract
- A copy of your NZ Certificate in Health & Wellbeing (Level 3) or equivalent
- A copy of your NZ Police vetting report (no older than two years) – please note we can assist with this, if required (there is a fee attached)

- Employer letter of support (or Variation of Conditions if your employer will not provide this)
- A copy of your NZ Police vetting report (no older than two years) – please note we can assist with this, if required (there is a fee attached)
- Evidence of English proficiency results

Certification of Documents

Certified copies signed/dated by:

- *Justice of the Peace (JP)*
- *Lawyer / Barrister / Notary Public*
- *Court Registrar or Deputy Registrar*
- *Member of Parliament*

Final Checks Before Submission

- Completed application form
- All supporting documents attached
- Application emailed to training@kalandra.ac.nz
- Police Vetting arranged (if required)
- Insurance arranged – if required, you will need to make sure any insurance you arrange is valid for your Work Visa
- Employer support letter provided, or VOC applied for

Contact us: training@kalandra.ac.nz | www.kalandra.ac.nz

Information correct at time of publishing. Please contact us for updates.