

## 2 APPLICANT PROFILE

1. Contact person for this Application	
Contact person:	Nick Hyde
Position:	General Manager s 9(2)(a) OIA
Phone number:	09 4146545
Mobile number:	
Email address:	
Fax number:	
Is the contact person authorised to negotiate?	
2. Applicant's organisational profile	
Full legal name:	Advance Training Centres Ltd
Trading name: (if different)	if applicable
Name of parent organisation:	if applicable
Physical address:	17A William Pickering Drive. North Harbour, Auckland
Postal address:	PO Box 303360, North Harbour, Auckland
Company website:	www.militaryprepschool.co.nz
Location of head office:	Auckland
Type of entity (legal status):	Limited Liability Company
Company registration#:	AK/10608444
Country of residence:	New Zealand
GST registration number:	076-844-475
3. Overview of Applicant's organisation	
Type of organisation:	Advance Training Centres is a registered and accredited PTE which specialises in youth education.
Year established:	2000
History:	An expanding company that has gained great success particularly with Maori and priority learners due to its Military Prep Schools. These are run in Kaitaia, Kaikohe, Auckland and Hamilton and the company receives Government funding as a PTE through TEC, MSD and Child, Youth and Family.
Summary of experience relevant to this RFA:	13 years of experience delivering the New Zealand Curriculum to 16 and 17 year olds through TEC. 3 years of experience in delivering a programme for Child, Youth and Family all of which are exactly the

	priority learners that a PSKH is to target.
Total number of staff in NZ:	22
Number of locations in NZ:	6
Overseas locations:	None

#### 4. Current business commitments & proposed key personnel

Business commitments:	<p>Delivery of TEC funded Youth Guarantee courses in Kaitaia, Kaikohe, Dargaville, Auckland and Hamilton.</p> <p>Delivery of TEC funded FFTO courses in Whangarei, Dargaville, Auckland and Hamilton</p> <p>Delivery of TEC funded SAC Level 1 &amp; Level 2 Competitive process in Kaitaia, Whangarei and Dargaville</p> <p>Delivery of MSD funded work programmes in Kaitaia and Kaikohe.</p> <p>Delivery of MSD funded Youth Justice programme in Auckland.</p> <p>Delivery of School funded STAR and Gateway courses in Auckland and Hamilton.</p> <p>None of the above programmes will impact on our ability to deliver our proposed Partnership School.</p>
Other Contracts with government	All of the above contracts have been funded for a number of years. Additional to that was a Government Funded course through MSD using the Innovation Fund that integrated high risk Maori teenage offenders back into school or education in Kaitaia and MSD straight to work programmes in Auckland.

#### 5. Probity

List any pending claims against the organisation:	None.
List any court judgements or other decisions that have been made against the organisation in the last 6 years:	None.

#### 6. Disclosure of proposed partners

Disclosure:	Applicants must indicate and provide details below if they intend any person or organisation, who is not an employee, to sub-contract on any part of the application requirements.
<b>Collaborative Partner / Sub-contractor #1</b>	
Partner / Sub-contractor name:	N/A
Address:	
Specialisation:	
Describe the deliverables the Partner / sub-	

contractor will be responsible for:	
Collaborative Partner / Sub-contractor #2	
Partner / Sub-contractor name:	N/A
Address:	
Specialisation:	
Describe the deliverables the Partner / sub-contractor <b>will</b> be responsible for:	

Copy and add more rows as required

<b>7. Financial information</b>				
Current financial status:				
Gross revenue:				
Gross profit:				
Last audited financial accounts:				2010
Copy of latest audited accounts attached?	<b>Yes</b>	<b>No</b>	No but in progress and will be available just not at closing date. Please see documentation on this.	
Copy of latest annual report attached?	<b>Yes</b>	Yes	<b>No</b>	
Is organisation in dispute with any trade union?	<b>Yes</b>		<b>No</b>	No
<b>8. Quality standards</b>				
Certificates held:	Advance Training Centres is Registered and Accredited with NZQA			
Quality assurance systems:	An in depth Operations Manual is in use to provide quality assurance and has been audited several times by both NZQA and TEC with no changes required.			
Internal audit:	Advance Training Centres conducts internal audits on moderation, stock/resources, enrolment documentation, student progress and staff competency.			
Contract management:	The General Manager and Director are the only people that can enter into a contract on the companies behalf. In regard to the company contracting staff and other services there are processes in place that require offer of service letters and police vettina prior to the contract			

	coming into force.
Monitoring & evaluation:	ATC has a long list of internal monitoring and evaluation procedures from things like tutor evaluations and course evaluations to monitoring student progress. Externally we are monitored by NZQA, TEC, MSD and Child, Youth and Family.
Reporting:	Enrolments through TEC's electronic receipting system, we use NZQA's Single Data Return and use EnrolPro software for our student management system.
Financial management:	The Directors and General Manager meet regularly to observe the financial management of the company. All suitable management systems are in place for the use of cheques, internet banking, invoicing, payroll and financial responsibility.
Risk management:	Advance Training Centres always requires risk analysis and RAMS forms to be undertaken for any offsite activity or any activity that has the a risk element to it, for example the tramping unit.
Records management:	Both student records and financial records are kept by the company for 7 years.
Staff training:	An induction week, health and safety and then staff are trained according to their role by a senior staff member. Professional development funds are available to assist with training staff.
Codes of conduct	The organisation has an in depth Operations Manual that all staff have to read and understand that directs them as to how to follow procedures, what policies are in place and the forms to use. Staff are also presented with a Staff Code of Conduct booklet upon employment and their individual employment contracts outline expectations and obligations that are required of them.

### 9. Occupational Health & Safety (OHS)

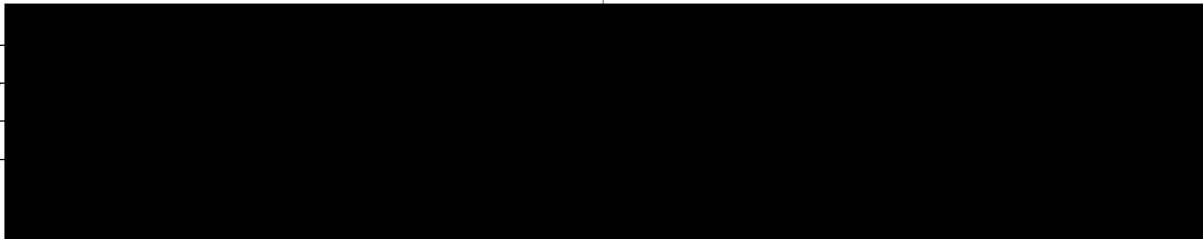
#### Health & Safety Management:


Do you have a written health & safety policy?	Yes	Yes	No	
Do you have an employee participation scheme for dealing with health & safety issues?	Yes	Yes	No	
Is formal health and safety training given to employees?	Yes	Yes	No	
Records: Which of the following safety records do you maintain?				
- Accident Register (as required by Health & Safety Act)?	Yes	Yes	No	
- Hazard Register?	Yes	Yes	No	
- Hazard information?	Yes	Yes	No	
History: Have you received health and safety award/s?	Yes		No	No
If yes provide details:				
Have you had health and safety related notice/warning/fine/prosecution?	Yes		No	No
If yes provide details:				
Health & safety procedures:				
Do you have an emergency procedures plan?	Yes	Yes	No	


Are formal hazard assessments carried out and recorded?	Yes	Yes	No
Is there always an investigation into any accident that results in harm, or could have resulted in harm?	Yes	Yes	No
Are vehicles and equipment regularly inspected, tested, examined and maintained?	Yes	Yes	No

## 10. Referees

Please supply the details of three referees who have relevance to your Application to operate a PSKH. Include a summary of the nature of the relationship they have held with you and when. Please do not provide the Ministry of Education or any of its employees as referees.

Referee #1	s 9(2)(a) OIA
Name of organisation:	
Name of referee:	
Address:	
Telephone:	
Email:	
Relationship:	
when:	2012-2013

Referee #2	s 9(2)(a) OIA
Name of organisation:	
Name of referee:	
Address:	
Telephone:	
Email:	
Relationship:	
when:	2008 - 2012

<b>Referee #3</b>	.. s 9(2)(a) OIA
Name of organisation:	
Name of referee:	
Address:	
Telephone:	
Email:	
Relationship:	
when:	2008 - 2011

**Nick Hyde**

From: "Partnership Schools Mailbox" <Partnership.Schools@minedu.govt.nz>  
Date: Wednesday, 10 April 2013 2:31 p.m.  
To: [Redacted] <[Redacted]> "Partnership Schools Mailbox" <Partnership.Schools@minedu.govt.nz>  
Cc: [Redacted]  
Subject: RE: Advance Training Centres Limited Audit [Redacted] s 9(2)(a) OIA

I am comfortable, on the basis that there are at least two years of accounts and the scope of the audit covers the most recent one. Wrt to the close of application. Your client will need to submit unaudited accounts with the Application by the close date {assuming your work is not completed by the close date}, and update with audited accounts when they become available. I will at that point destroy whatever we have received and replace it with that provided by yourself to your client.

[Redacted] s 9(2)(a) OIA

Kind regards

[Redacted signature block]

Sent: Wednesday, 10 April 2013 2:18 p.m.  
To: Partnership Schools Mailbox  
Cc: [Redacted] s 9(2)(a) OIA  
Subject: Advance Training Centres Limited Audit  
Importance: High

[Redacted] s 9(2)(a) OIA

We have been approached to undertake the audit for the above.

In terms of the audit if we were to qualify the audit solely based on opening balances would this be acceptable for yours and the client application purposes?  
We can complete the audit with extra work (and time) regarding the opening balance issue if required.

We will endeavour to complete this according to the time as per the tender but may need more time. Is this possible?

Kind Regards

[Redacted]

MFA Audit [Redacted] s 9(2)(a) OIA  
PO Box 3529 Auckland NZ  
Ph. 64-9-379-7340  
Fax. 64-9-379-7432  
[Redacted]  
www.mfal.co.nz

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