

## MySkill Candidate Terms and Conditions for Ministry of Social Development Programme:

To be eligible for this for this programme you must meet all of the below criteria:

- New Zealand Citizen or Permanent Resident or on a Resident visa
- Not currently in full time employment
- You have the minimum availability to work 15 hours a week
- You are seeking permanent part-time or full-time positions (i.e. not casual employment contract)
- You agree to supply MySkill with a copy of your first payslip and/or letter of offer as proof of employment.

We reserve the right to withdraw you (the candidate) from the employment support aspect of this programme if:

- 1) We have not been able to contact you repeatedly over a period of a month
- 2) Dependant on employer feedback after the completion of an interview
- 3) Any of the information you have provided to MySkill throughout any stage in the process has been false

We reserve the right to withdraw you (the candidate) from the academic aspect of this programme if:

- You have not completed the unit standards within 3 months of your start/enrolment date.

### Privacy information:

To deliver our training and job placement programme MySkill needs to collect some personal information about you. This is requested from you during the onboarding and registration process.

What we do with your personal information

To carry out our professional service functions, we need to use your personal information in the ways set out below. Where we need to use information in a way we have not anticipated in this Policy or for which you have not been notified, we will only do so if required or permitted by law or with your authorisation.

We may use your personal information to:

- Provide you with relevant reports, resources and referrals
  - Provide you with technical support
  - Provide your employer (or contracting organisation) with relevant reports, resources around your training.
  - Invite you to register for events or training
  - Measure, review and improve the delivery of our services, including conducting satisfaction surveys • Conduct internal statistical analysis and reporting
  - We may disclose your personal information to third parties which are providing services and or funding for this programme. These third parties include, but are not limited to The Ministry of Social Development, Careerforce, NZQA.
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