

Employment Learning Modules

According to new Accredited Employee Visa Requirements by Immigration New Zealand (INZ), any person listed as a 'Key Person' within the Accredited Employer application must complete all of Employment New Zealand's online employer modules within the period of the accreditation.

And, you must keep records of all of the modules being completed — INZ may ask to see them.

Things to note:

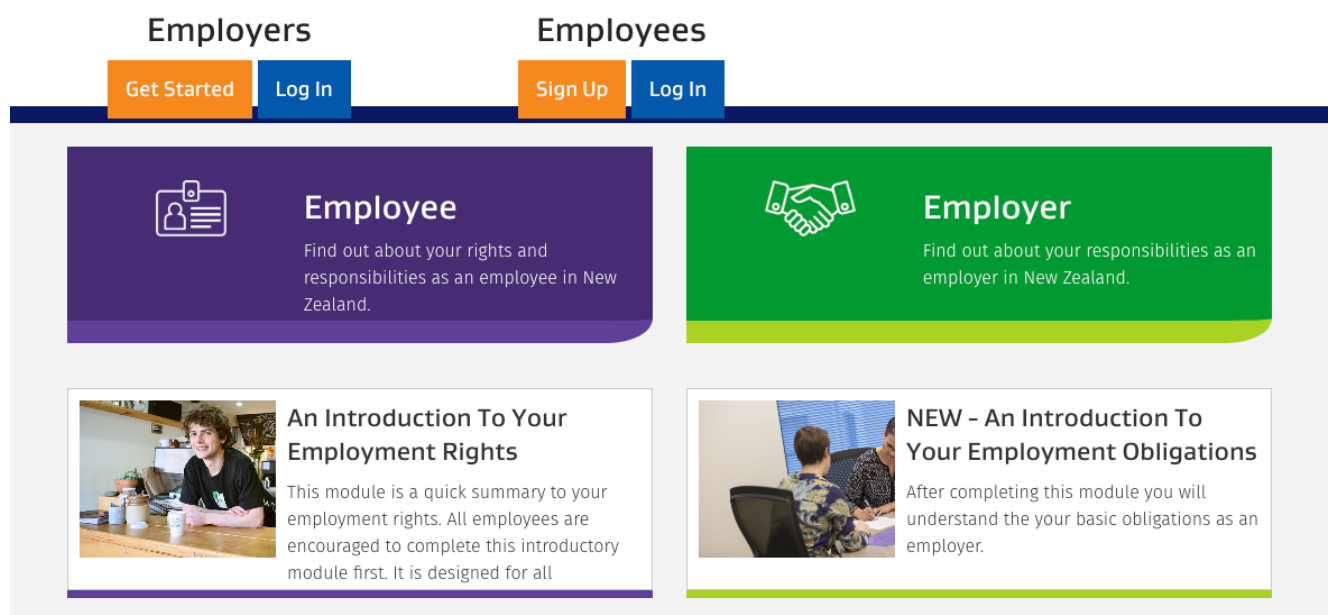
- The free modules are created by Employment New Zealand and accessible online.
- They're designed to help ensure you know your employment obligations
- There are 8 modules that you need to complete with time requirements of about 1 hour plus time for sign up
- You need to set up an account

STEP 1: Go to <https://employment.elearning.ac.nz/>



Employment Learning Modules

Learn about essential employment information - free to access.



STEP 2: Click on to Employers 'Get Started'



STEP 3: Set up a New Account

- Enter your organisation details
- Enter your details
- Create a new password

Click 'Next'

**EMPLOYMENT
NEW ZEALAND**

Adding a new organisation

[Collapse all](#)

▼ Organisation details

Organisation **i** **i**
name
- Please provide a value for Organisation name

Organisat **i** **?**
ion NZBN

Description

▼ Organisation administrator details

First name **i**

Last name **i**

Email **i** **?**

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s)

Password **i** **i**


There are required fields in this form marked *.

Next

STEP 4: Logging In to the account

- You will be redirected to Login page once you submit all the required details
- Enter your email address
- Enter your password

Click 'Login'



Remember me

Forgotten your email or password?


Cookies must be enabled in your browser for continuity, your private information is protected [?](#)

STEP 5: Legal Disclaimer

When you click 'Login' for the first time, you will be asked to agree to a legal disclaimer


- Read it thoroughly
- **Click 'Yes' if you agree**

Legal Disclaimer




Tammy Hendricks

Legal Disclaimer



Legal Disclaimer

- The modules are designed to provide a brief overview of key points only, encourage further learning, and refer to more detailed information at <https://employment.govt.nz>.
- The modules do not purport to be a qualification and do not infer that any legal competence has been attained.
- It remains the responsibility of any person who has completed any module to comply with all legal requirements applicable to them under New Zealand law.
- MBIE encourages all users to familiarise themselves with relevant New Zealand law. Where this is not practical or the user is unsure of any legal aspect they are advised to obtain suitable professional advice.



New Zealand Government

[Legal Disclaimer](#)

[Privacy Statement](#)

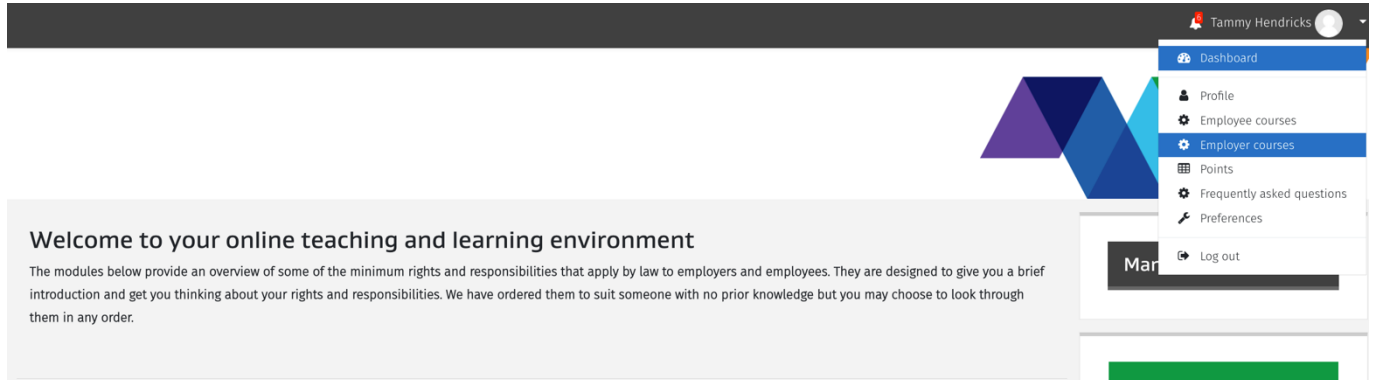
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Confirm

You must agree to this policy to continue using this site. Do you agree?

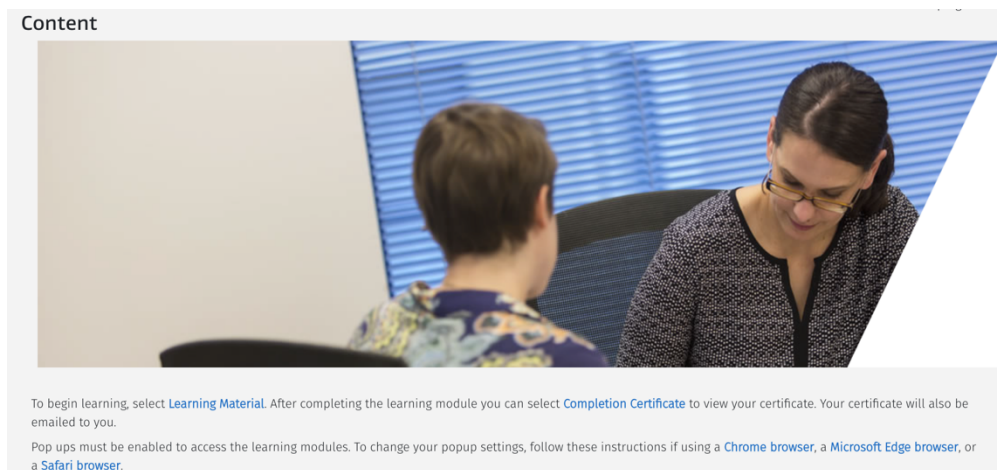
STEP 6: Select the Course:

- You will be directed to different tours
- Select “An Introduction to your Employment Rights”.
- Click **Enrol Now**



Step 7: Start the Module

- Click “Learning Material” to start the module



- Make sure your pop-up blocker is disabled for this page, since the course will be starting on a new tab as a pop up. (For Chrome, this is in Privacy and Security>Site Settings)

Step 8: To Get Your Certificate

- To complete the module and meet Employer and INZ requirements, you must go through the whole course answering all the questions correctly and through each ‘scenario’
- The course is completed when you go through to Conclusion and the Course completion status is Complete. (this will also show on your dashboard.
- The Certificates will be within your Account and will also be emailed to you
- **The certificates need to be forwarded to FRENZ upon completion within 1 month of within the start of employment of your AEWV holder Employee.**









Step 10: Complete All Modules

Make sure to complete all the below listed modules. These certificates are saved within your Account

| Course overview | |
|--|-----------------|
| ▼ All (except removed from view) ▼ | 🔍 Course name ▼ |
| Employer Annual Leave/Holidays (Employer) | 100% complete |
| Employer Employment Agreements (Employer) | 100% complete |
| Employee Hours of Work (Employee) | 100% complete |
| Employer ★ NEW - An introduction to your employment obligations | 100% complete |
| Employer Other Leave (Employer) | 100% complete |
| Employer Pay and Wages (Employer) | 100% complete |
| Employer Resolving Problems (Employer) | 100% complete |
| Employer Working Arrangements (Employer) | 100% complete |

- 30 minutes NEW MODULE - An Introduction to Your Employment Rights and Quiz for Certificate
- 5 minute [Working Arrangements](#)
- 5 minute Employment Agreements
- 5 minute Pay and Wages
- 5 minute Hours of Work
- 5 minute Annual Leave/Holidays
- 5 minute Other Leave (Employer)
- 5 minute Resolving Problems

Courses

| | | | |
|--|---|--|---|
| <p>NEW - An introduction to your employment obligations</p> <p>After completing this module you will understand the your basic obligations as an employer.</p>  | <p>Working Arrangements (Employer)</p> <p>After completing this module, you will understand:</p>  | <p>Employment Agreements (Employer)</p> <p>After completing this module, you will understand:</p>  | <p>Pay and Wages (Employer)</p> <p>After completing this module you will understand the:</p>  |
| <p>Hours of Work (Employer)</p> <p>After completing this module you will understand:</p>  | <p>Annual Leave/Holidays (Employer)</p> <p>After completing this module, you will understand:</p>  | <p>Other Leave (Employer)</p> <p>After completing this module, you will understand:</p>  | <p>Resolving Problems (Employer)</p> <p>The best way to prevent and resolve employment relationship problems is for</p>  |

- Please contact us on 021711071 if you have any questions or struggle signing up, logging in, starting the modules, find the other modules, etc.