

## Employment Learning Modules

According to new Accredited Employee Visa Requirements by Immigration New Zealand (INZ), your Employer must commit to giving you as a migrant worker time during paid work hours to complete all of Employment New Zealand's online employee modules if you haven't done them prior to starting.

You need to do this within your first month of employment.

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

Things to note:



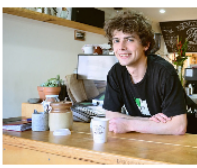

- The free modules are created by Employment New Zealand and accessible online.
- They're designed to help ensure you know your employment rights
- There are 8 modules that you need to complete with time requirements of about 1 hour plus time for sign up
- You need to set up an account
- There are options for different languages
- FRENZ is available to help you with any issues or questions through our multinational team

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



### Employment Learning Modules

Learn about essential employment information - free to access.

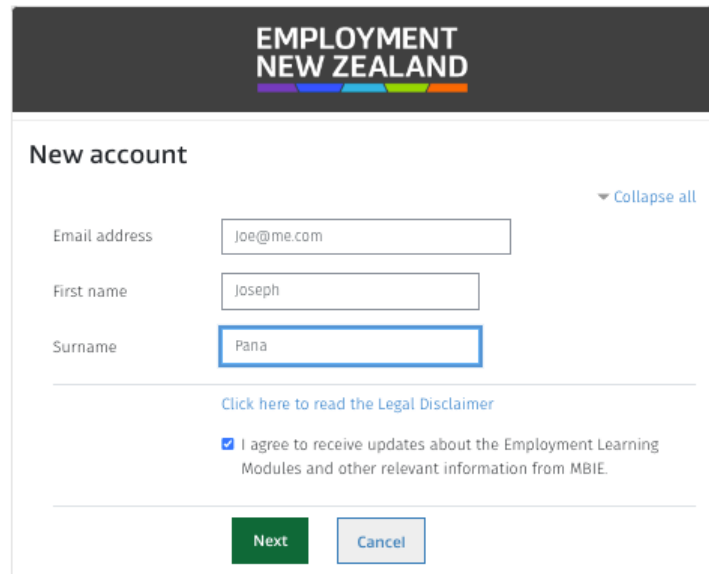
Employers	Employees
<a href="#">Get Started</a> <a href="#">Log In</a>	<a href="#">Sign Up</a> <a href="#">Log In</a>
 <h4>Employee</h4> <p>Find out about your rights and responsibilities as an employee in New Zealand.</p>	 <h4>Employer</h4> <p>Find out about your responsibilities as an employer in New Zealand.</p>
 <h4>An Introduction To Your Employment Rights</h4> <p>This module is a quick summary to your employment rights. All employees are encouraged to complete this introductory module first. It is designed for all</p>	 <h4>NEW - An Introduction To Your Employment Obligations</h4> <p>After completing this module you will understand the your basic obligations as an employer.</p>

**STEP 2: Click on to Employees 'Sign Up'**



**STEP 3: Set up a New Account**

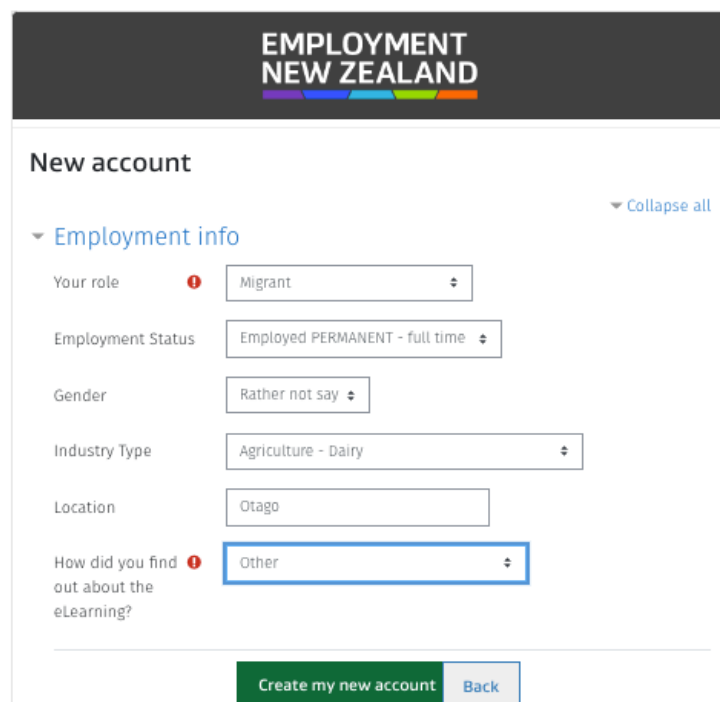
- Enter your details as would be on your visa
- Tick to Agree to receive updates
- Click 'Next'
- Enter a Password in the next screen



**STEP 4: Enter Employment Info:**

- Select your role as 'Migrant' and hit 'Next'
- Employment Status: "Employed Permanently Full Time"
- Gender:
- Industry Type: Agriculture-Dairy
- Location: Region as per your Settlement pack
- How learned about...Select 'Other'

**Click 'Create my new account'**



## STEP 5: Confirm Registration

When you click 'Continue', you will be sent an registration email to your email account.

- Open the email and confirm your account creation.
- Then come back to Employment New Zealand login page and Login.



Learningworks Admin

3:56 PM

To: ; >

## Employment NZ: account confirmation



Hi,

Thanks for requesting a new account for Employment Learning modules using your email address.

You just need to confirm your account and you can begin learning.  
To confirm your new account, please go to the web address below:

<https://employment.elearning.ac.nz/login/confirm.php?data=n7yQYIKZ8RuGLXK/tamatha%40me%2Ecom>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window. If you need help, please contact the site administrator,  
Employment NZ Webmaster

**EMPLOYMENT  
NEW ZEALAND**



New Zealand Government

## STEP 6: Select the Course:

- Click on Courses
- Select "An Introduction to your Employment Rights".
- Click **Enrol Now**

## An Introduction to Your Employment Rights

[My dashboard](#) > [Courses](#) > [An Introduction to Your Employment Rights](#) > [Enrol me in this course](#) > [Enrolment options](#)



### Enrolment options

#### An Introduction to Your Employment Rights



This module is a quick summary to your employment rights. All employees are encouraged to complete this introductory module first. It is designed for all employees covering both current and future workers.

Enter course

Teacher: Carole Dew  
Teacher: Peter Price  
Teacher: Admin User

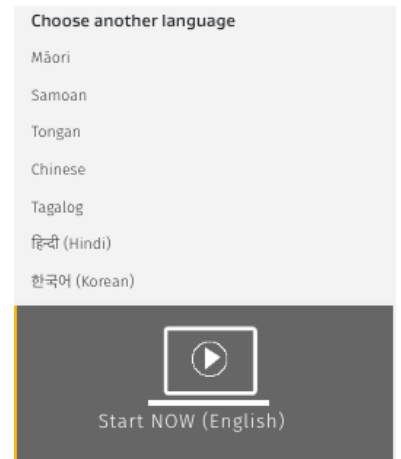
#### Self enrolment (Student)

No enrolment key required.

**Enrol me**

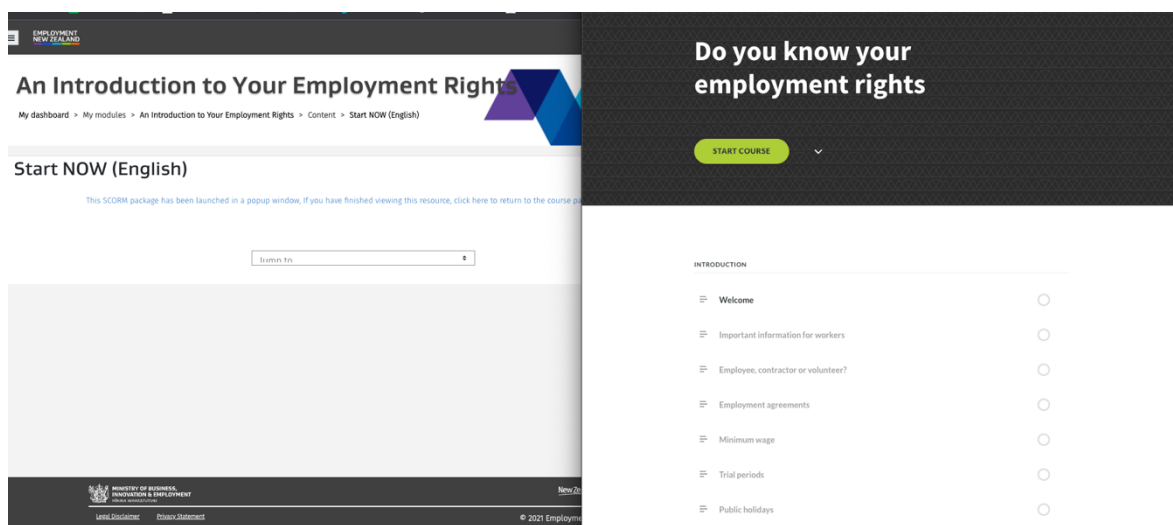
### Step 7: Start the Module

- Click “Start Now” (English), to start in English
  - You may want to try the courses in English so that you can compare the details with your Employment Agreement, Payslips, etc.
- If you’re not comfortable in doing the course in English and if your language is listed, then you can select your language from the list , and press Start Now in the relevant box.



### Step 8: Click **Start course** to begin your course.

- 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. (see **Last pages for Step by Step help**)



### Step 9: To Get Your Certificate

- To complete the module and meet Employer and INZ requirements, you must go through the whole course and make sure you do the quiz at the end of each module to earn the certifications
- At the end of the quiz and review, click 'Complete and Finish' and then 'Completion Certificate'
- Now **Continue onto the next course** and click 'Enrol Me'
- 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 your employment.**

### An Introduction to Your Employment Rights

My dashboard > My modules > An Introduction to Your Employment Rights > Content > Quiz (English)

#### Quiz (English)

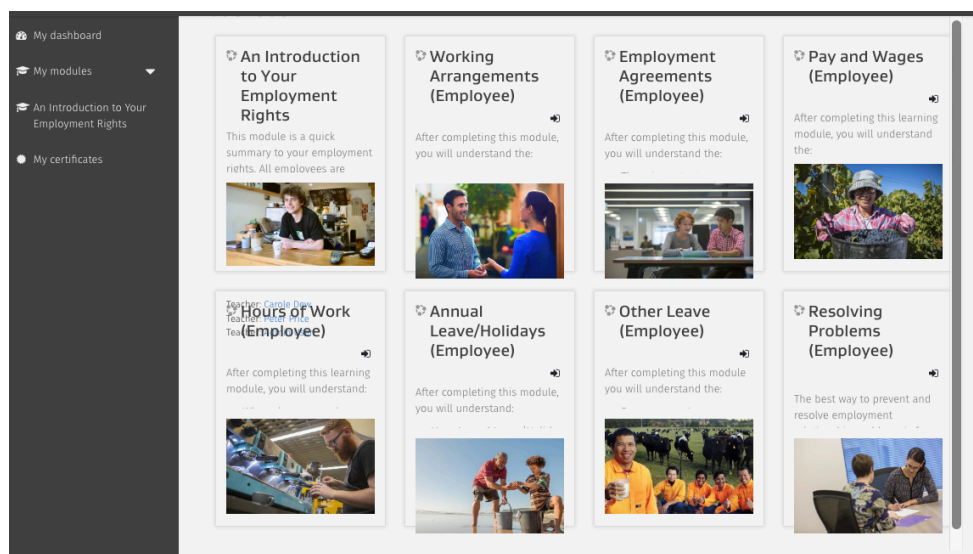
Grading method: Highest grade

Start now

### Step 10: Complete All Modules

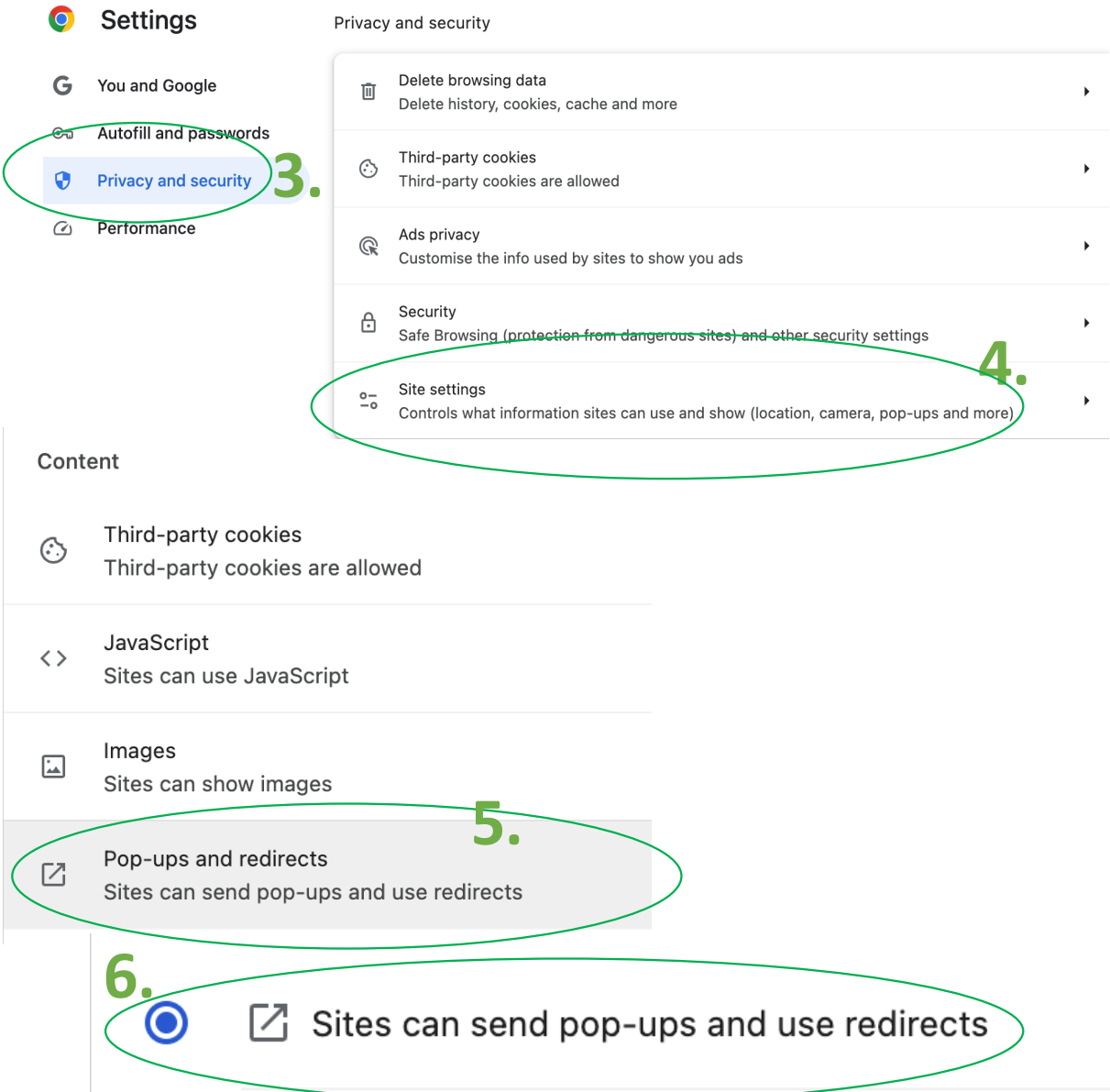
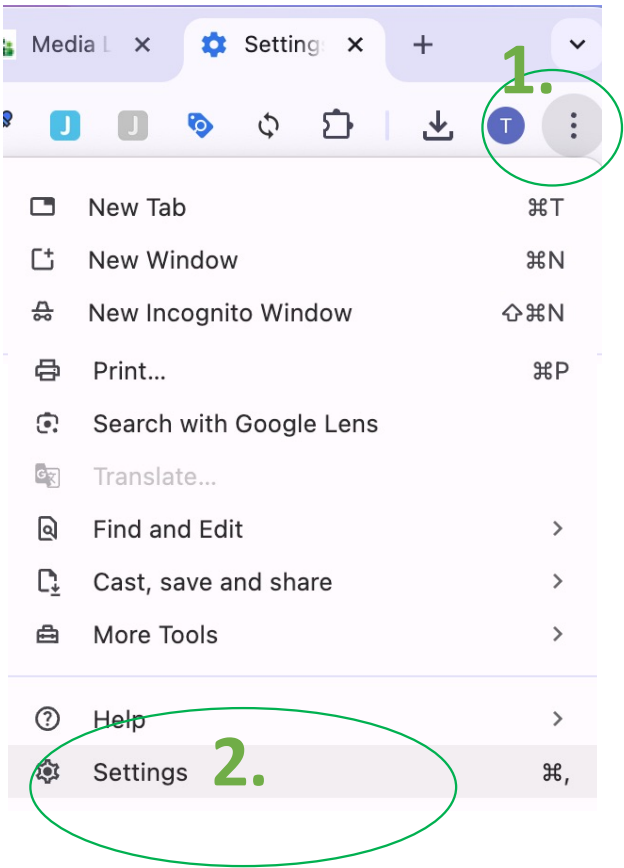
Make sure to complete all the below listed modules. These certificates are saved within your Account  
Email the certificates to support@frenz.co.nz upon completion of all modules:

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



**Please contact us on 021711071 if you have any questions or struggle signing up, logging in, starting the modules, find the other modules, etc. You can also email us screenshots where you're struggling at, to [support@frenz.co.nz](mailto:support@frenz.co.nz) or [immigration@frenz.co.nz](mailto:immigration@frenz.co.nz) .**

# Chrome



# Safari

1. Go to [employment.elearning.ac.nz](http://employment.elearning.ac.nz) and click on Organisations>Login or Get Started –OR- Individual Users
2. Click on “Safari at the top of the browser
3. Click ‘Settings for employment.elearning.ac.nz”

