Employment Learning Modules

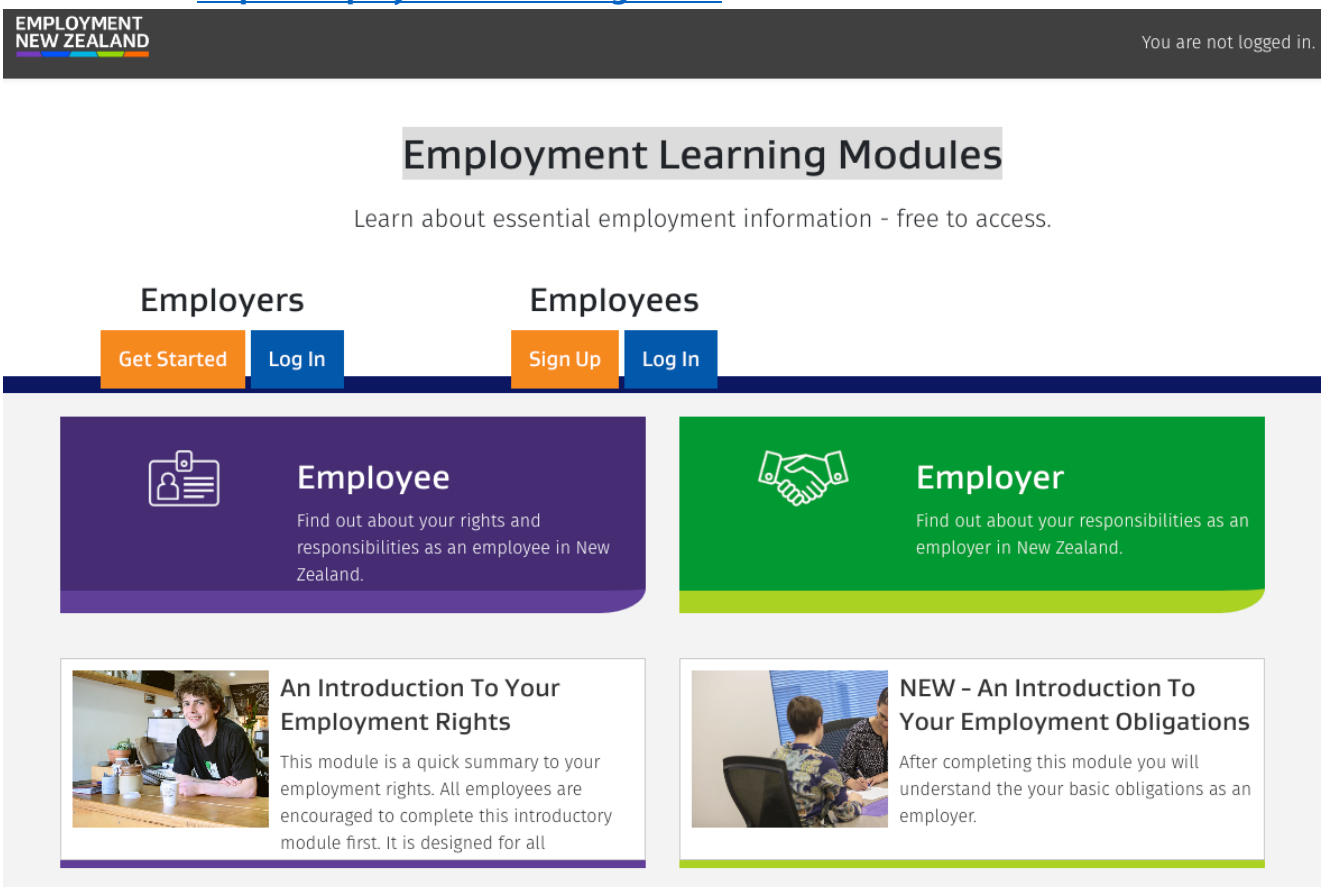
According to new Accredited Employee Visa Requirements by Immigration New Zealand (INZ), any person listed as a 'Key Person' within the Accredited Employer application must complete all of Employment New Zealand's online employer modules within the period of the accreditation.

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/**



STEP 2: **Click on to Employers 'Get Started'**

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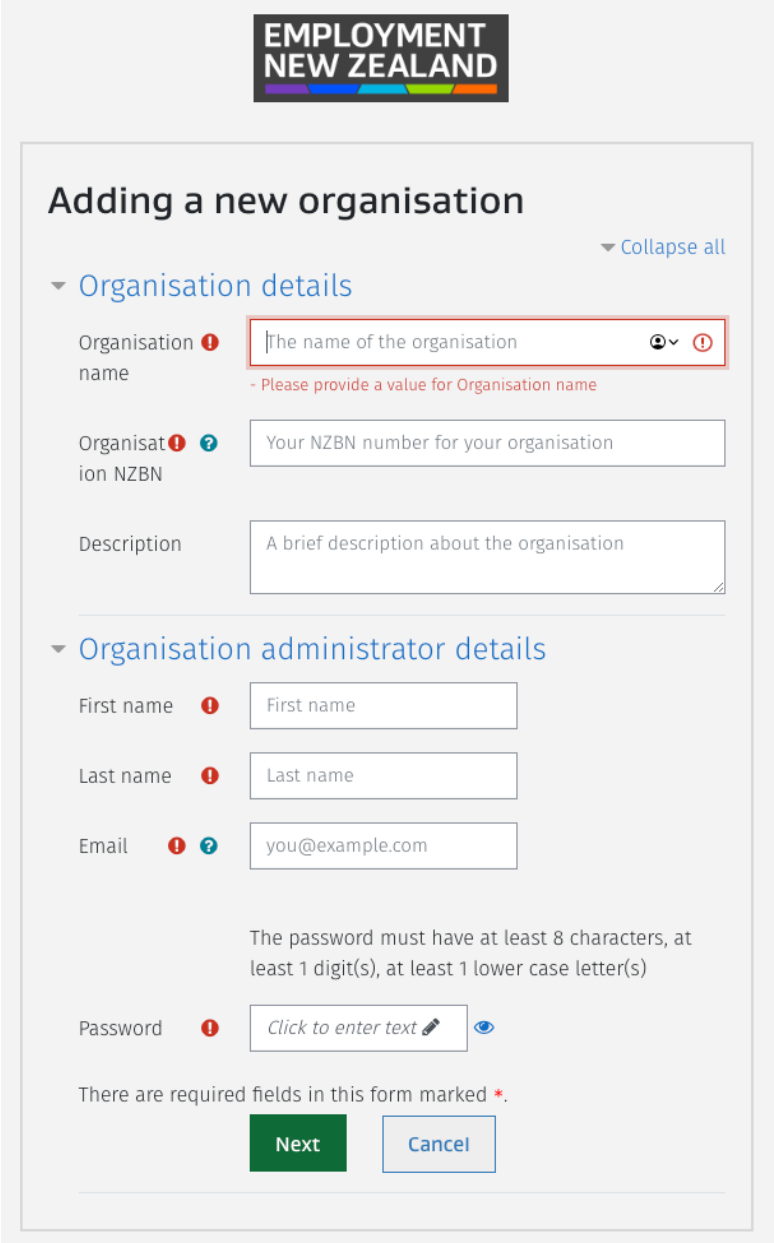
STEP 3: Set up a New Account

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

Click 'Next'



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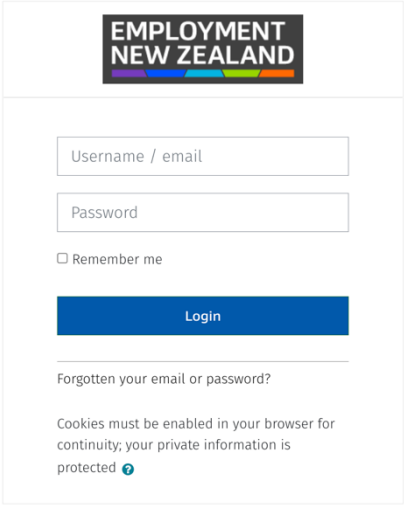
STEP 4: Logging In to the account

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

Click 'Login'

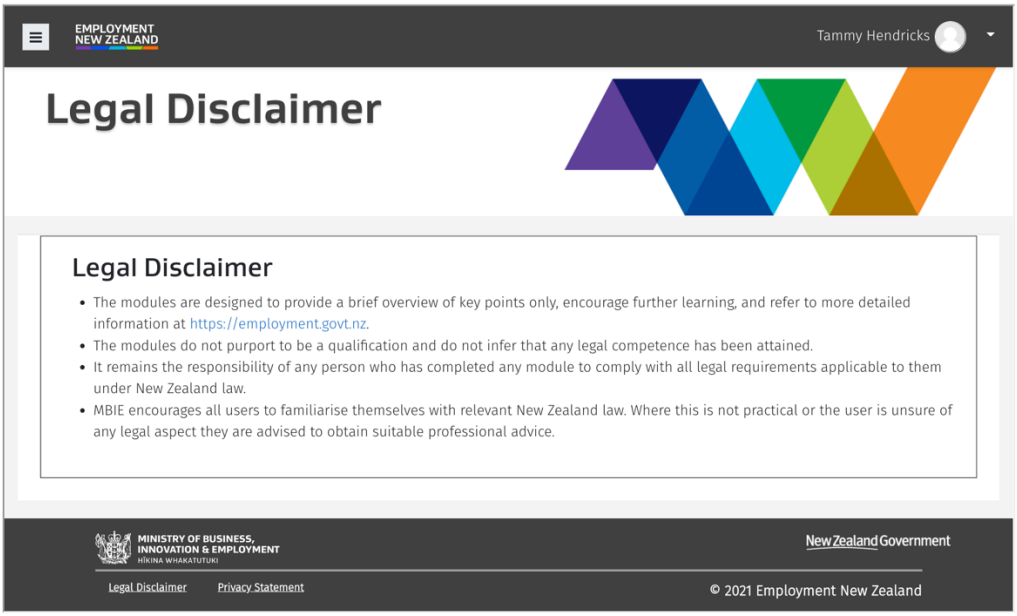


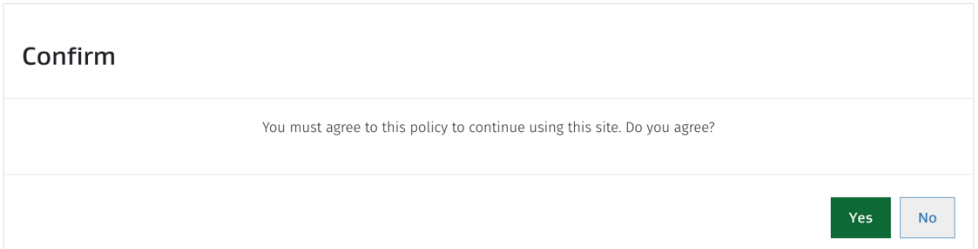
STEP 5: Legal Disclaimer

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





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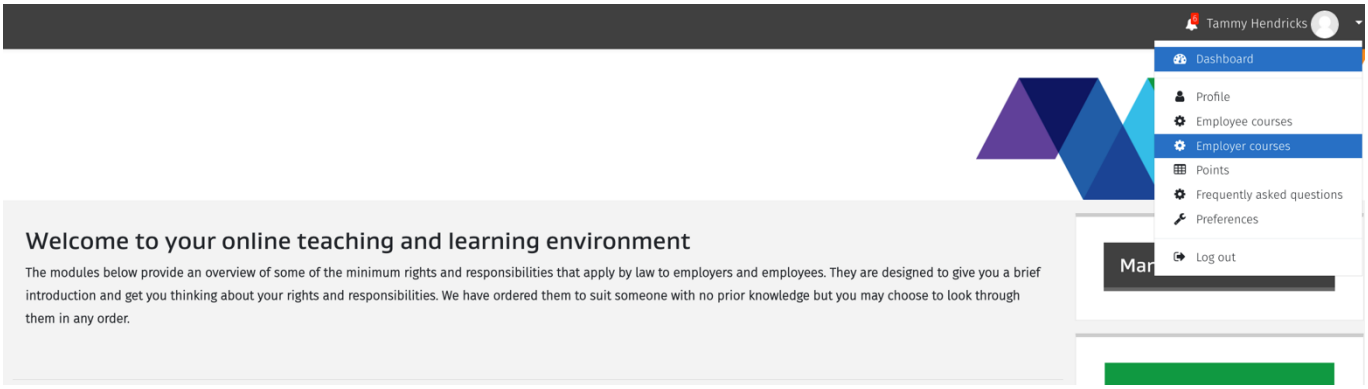
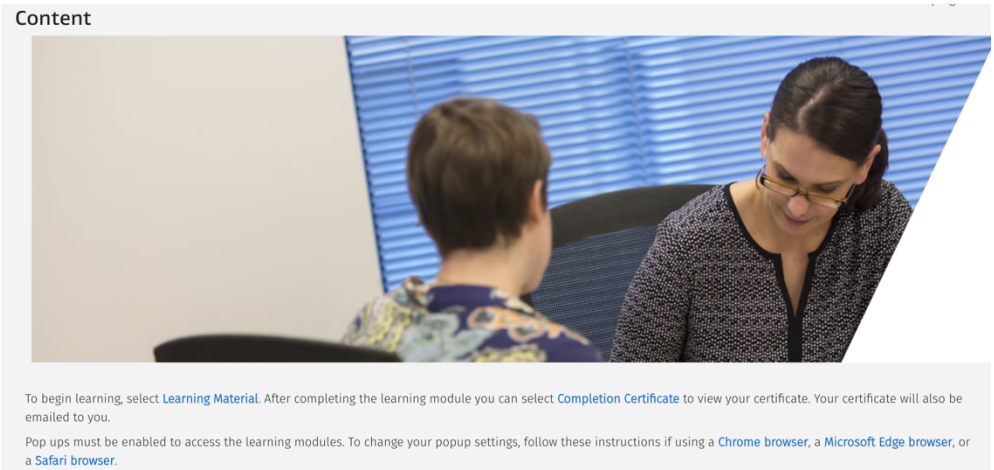
STEP 6: Select the Course:

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

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

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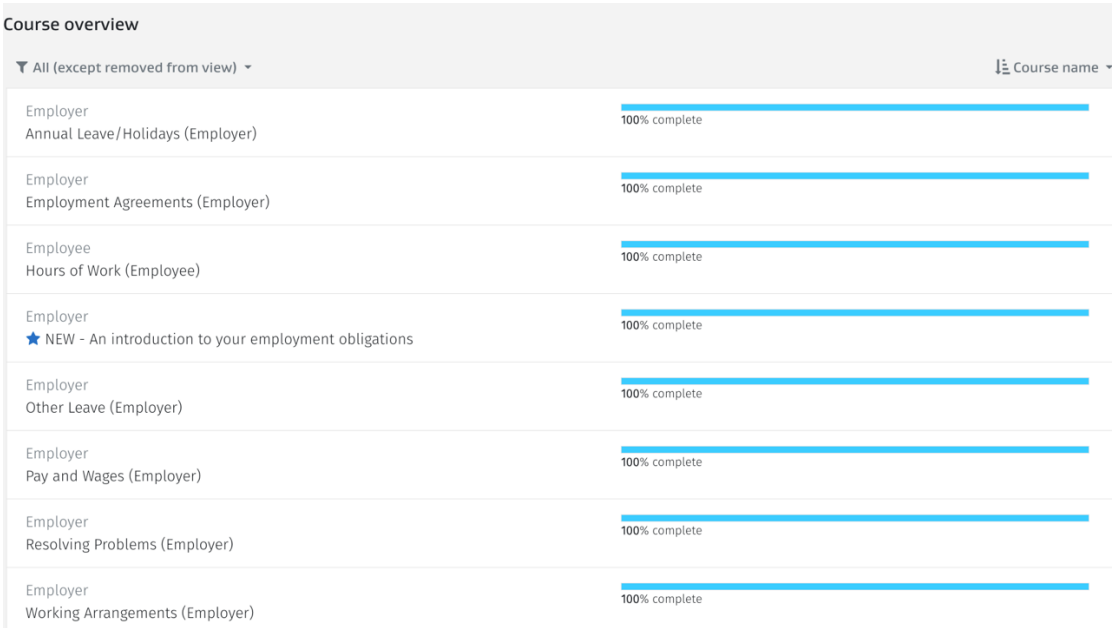
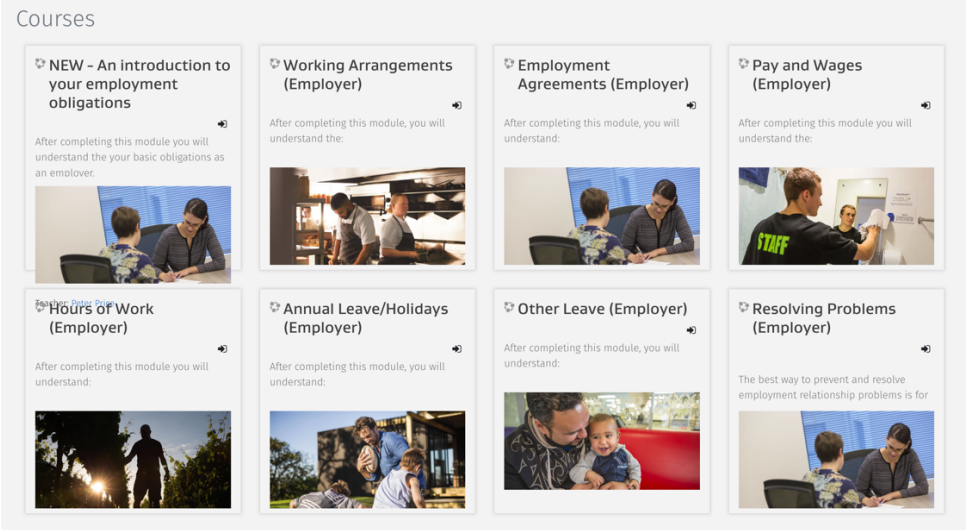


- [ ] 30 minutes NEW MODULE - An Introduction to Your Employment Rights and Quiz for Certificate
- [ ] 5 minute Working Arrangements
- [ ] 5 minute Employment Agreements
- [ ] 5 minute Pay and Wages
- [ ] 5 minute Hours of Work
- [ ] 5 minute Annual Leave/Holidays
- [ ] 5 minute Other Leave (Employer)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



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

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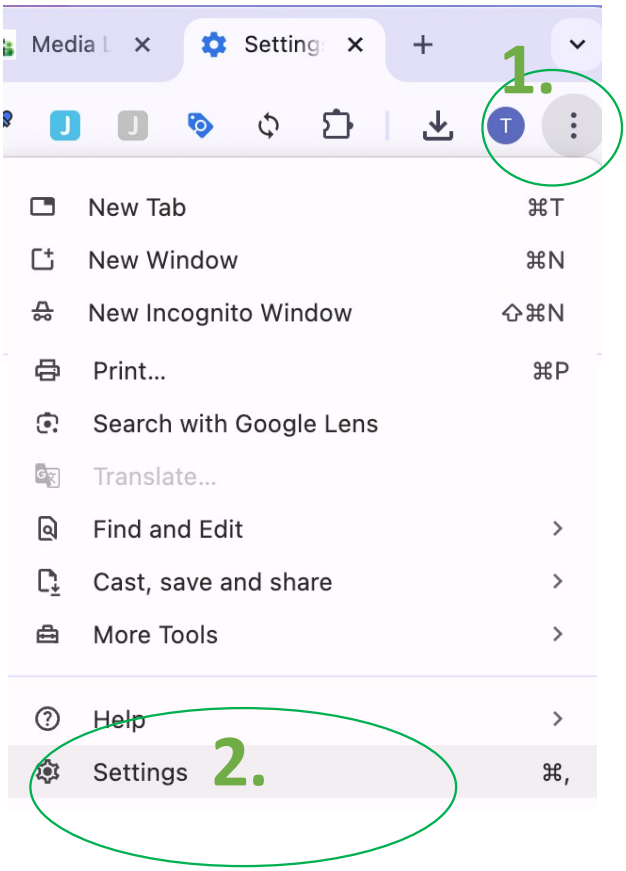
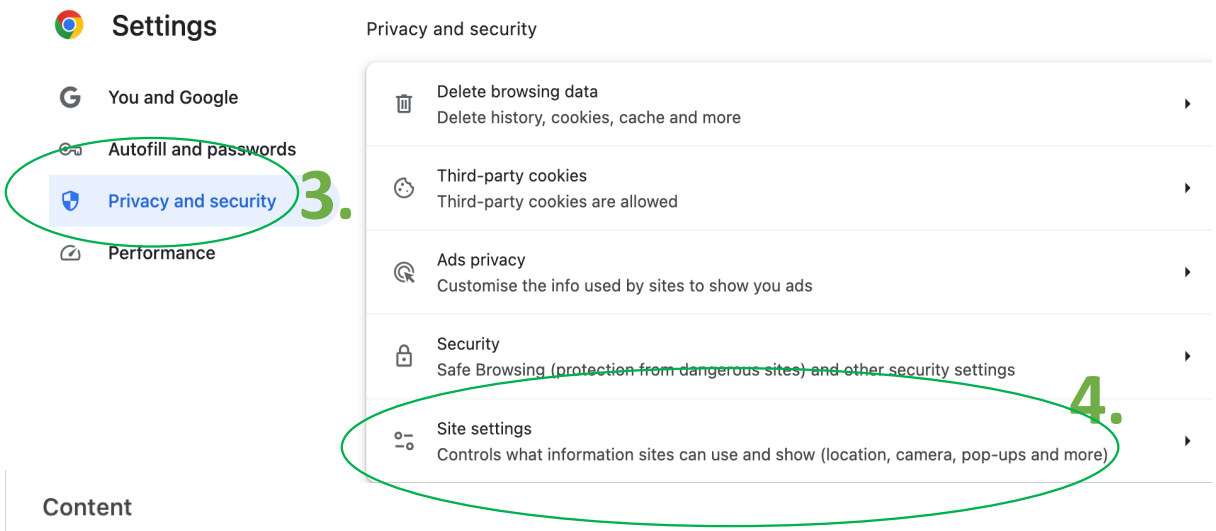
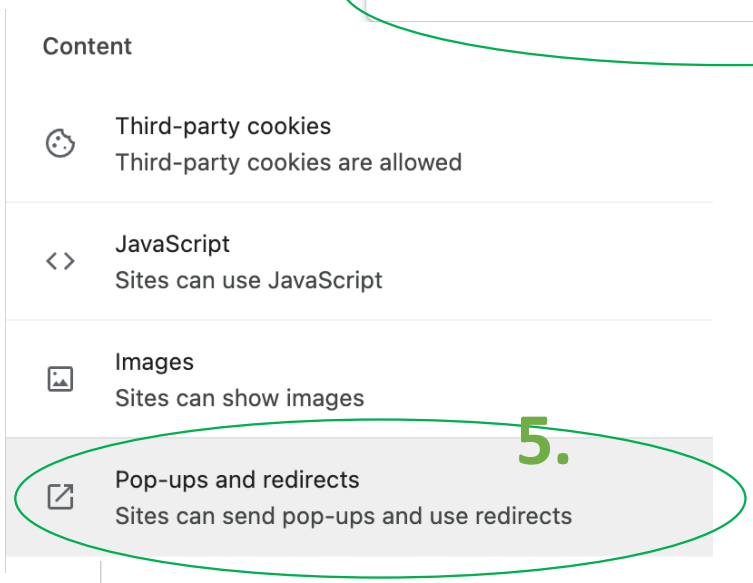
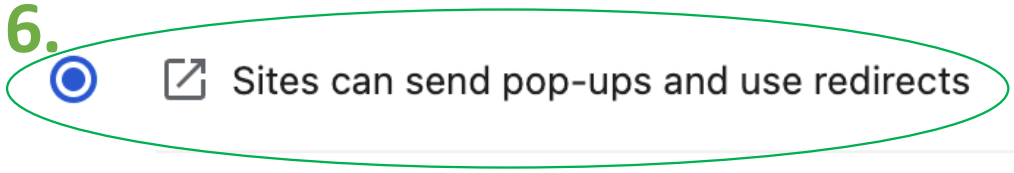
Chrome

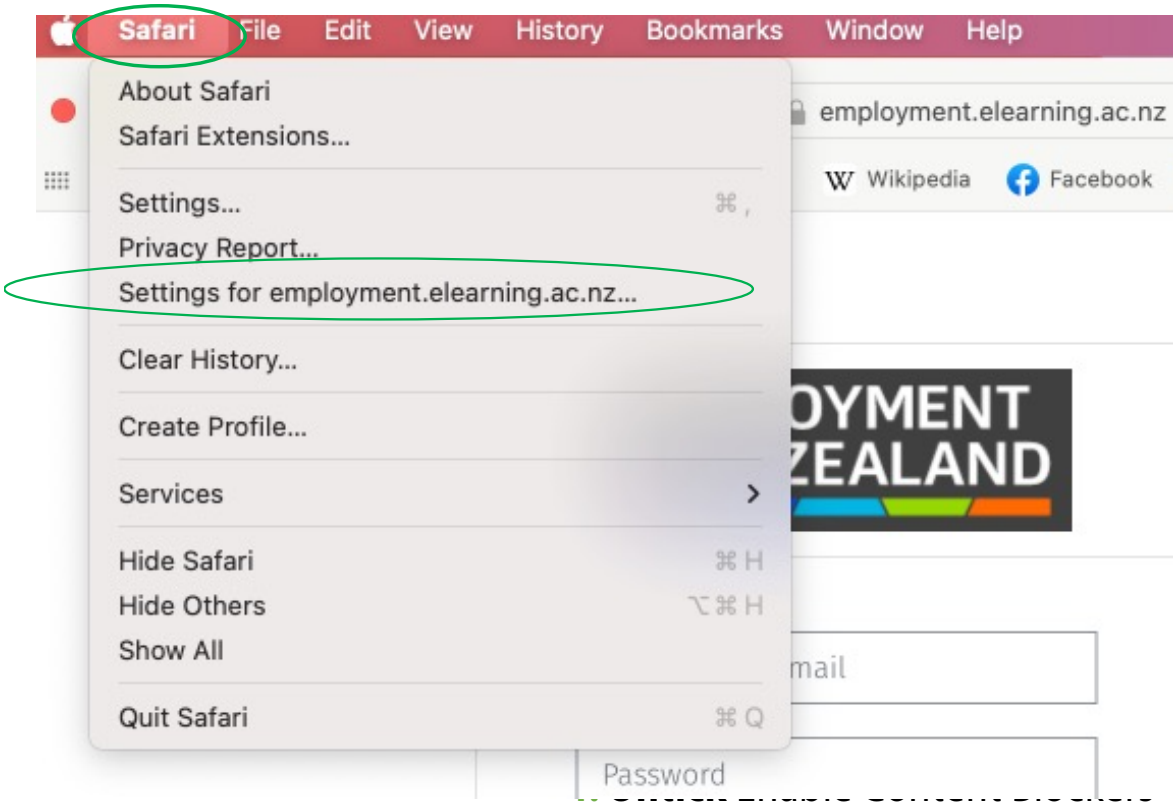
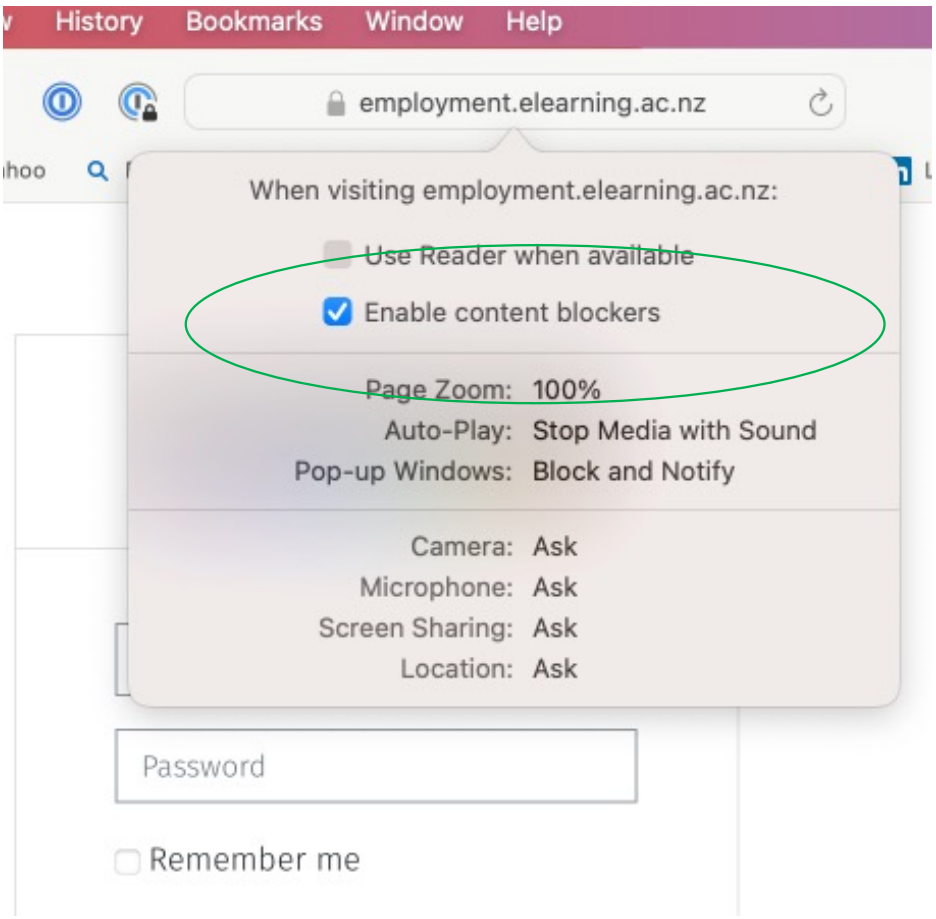

Media L
Setting
1.
New Tab ⌘T
New Window ⌘N
New Incognito Window ⇧⌘N
Print... ⌘P
Search with Google Lens
Translate...
Find and Edit
Cast, save and share
More Tools
Help
Settings ⌘,
2.


Settings
Privacy and security
You and Google
Autofill and passwords
Privacy and security
Performance
3.
Delete browsing data
Delete history, cookies, cache and more
Third-party cookies
Third-party cookies are allowed
Ads privacy
Customise the info used by sites to show you ads
Security
Safe Browsing (protection from dangerous sites) and other security settings
Site settings
Controls what information sites can use and show (location, camera, pop-ups and more)
4.


Content
Third-party cookies
Third-party cookies are allowed
JavaScript
Sites can use JavaScript
Images
Sites can show images
5.
Pop-ups and redirects
Sites can send pop-ups and use redirects


6.
Sites can send pop-ups and use redirects

Safari

1. Go to 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”