

Attendance in and Registration for the Te Māpura Short Course is deemed acceptance of these Terms and Conditions. All information provided concerning the Short Course is outlined in these Terms and Conditions and on our website found www.ahikomako.nz/temapura. The information contained on our website may be subject to change and Te Wānanga o Aotearoa (TWOA) reserves the right to amend the information from time to time at our sole discretion.

Short Course Details

Te Māpura Short Course includes:

- 6 x weekly sessions which take approximately 1 hour each and are conducted via Zoom
- Several topics will be covered in the workshops. View the course schedule online at www.ahikomako.nz/temapura
- We will provide links to online workshops that we have selected based on the anticipated needs of your business
- One to one coaching as required between sessions which are arranged between you and your assigned coach.
- We will also work with other partners in the community, where practicable, to spread the word about the businesses that are launched, to support your efforts to make some early sales.

The Short Course Schedule consists of:

Direct Contact Hours

Weeks 1 to 6	One-hour sessions via Zoom and one-to-one sessions with your assigned coach
Weeks 7 & 8	Preparation for you to get ready to launch including building your stocks or finishing any topics covered in weeks 1 -6 with your assigned coach
Week 9	Launching your new venture and business idea

Out of Course Activities

Additional activities, working hours and resources may be required to help launch your new business or ventures are outside of the required weekly course hours (three hours).

Eligibility

To be eligible to successfully register for Te Māpura, you will be required to meet the following criteria:

1. You must [book](#) and attend a Business Idea [Assessment Hui](#) before Friday 19 June. This must be booked with one of the Ahikomako Staff via our [Booking System](#) or [Business Assessment Hui webpage](#).
2. You must be based in the [Waikato region](#) and be a New Zealand Resident.
3. You must meet the minimum technical requirements for this course such as you must have access to a reliable internet connection, a working email address, and the ability to join and use the Zoom Video call app.
4. Submit your registration following the Registration Process for the course online before Sunday 21 June.
5. Be ready and able to start the short course from Monday 22 June for nine weeks as per the Short Course Schedule.
6. You must complete and provide to us any information, reporting or complete an experience information feedback form or survey either during the course or following the completion of the Short Course. This will be used for the sole purpose of helping us to improve Te Māpura Short Courses in the future.
7. Registration is only open to persons aged over 18 years of age.
8. Employees (and their immediate families) of TWOA, our participating agents and their associated agencies are ineligible to enter.
9. We reserve the right to verify the validity of all registrants and participants.

Registration Process

Before you can Register for Te Māpura – prospective participants first need to book and attend a Business / Idea Assessment Hui with one of the Ahikōmako staff, here you will discuss the short course in more detail and the coach you meet with will indicate if this course will be right for your business, and whether the timing is right to do this now.

If it's a good fit - you will then be sent an online registration form link that will request certain information from you to make a final assessment of whether the Te Māpura Short Course is suitable for you.

If the Short Course is not suitable at that time, we will retain your information and contact you in the future if there are any other Services or Programmes that we can offer to you. Our Staff will discuss this with you in your Business / Idea Assessment Hui.

Successful registrants will be notified by email or phone by Friday 19 June 2020 via Te Ahikōmako staff.

Confidentiality and Privacy

You acknowledge and agree to keep confidential and not use, publish, disseminate, share, or discuss with others any business or confidential information of other Participants, TWoA, Supplier Organisations or any other authorised or related entities, contractors, employees or other students of TWoA and the Te Māpura Short Course, unless express written approval is provided. This clause will be continuing until further notice and where applicable, beyond the completion of the Short Course.

You also acknowledge that:

- In addition to the Privacy Statement in the Registration Form, any personal information provided by you to us may be collected, stored and provided to third parties for any purpose connected with the Te Māpura course or the business of TWoA including but not limited to any of the Supporting Organisations, direct marketing, debt collection and credit reporting or assessment; and
- TWoA may retain and/or use such information for as long as reasonably required for the above purposes.

Personal information will be collected, held and used in accordance with TWoA's Privacy Policy located at <https://www.twoa.ac.nz/Pages/Privacy> and the Privacy Acknowledgement completed as a part of your Registration. You may request access to and correction of any personal information held by TWoA at any time by contacting the TWoA privacy officer at Taumatua, PO Box 151, Te Awamutu 3840 or emailing legal@twoa.ac.nz in accordance with the Privacy Act 1993.

Expected Behaviour

All participants and staff are asked to be considerate of others and are expected to uphold the values and principles of Te Wananga O Aotearoa while working under our roof. These values include:

Te Aroha: means that everyone treats each other with respect, love, and caring. We will not tolerate discrimination or mistreatment of participants, volunteers or mentors during the workshop

Te Whakapono: Is about acting with integrity during the wananga. Participants must not knowingly interfere or sabotage the efforts of other teams or participants during the wananga. Teams should also not copy the work of others unless they have consulted with and obtained permission first.

Nga Ture: Everyone must act in accordance with the rules set down by the event coordinators and must not break any laws for the sake of advancing their project.

Kotahitanga: The importance of human skills (whanaungatanga) for building successful businesses is one of the most important learnings of the Wānanga. We encourage everyone to focus on relationship building, strategies for resolving decisions and managing conflicts effectively with other team members. Where possible teams are also encouraged to collaborate with other teams to build better products and services.

Your Obligations

You will also be required to adhere to any applicable TWoA Policies and Procedures including but not limited to our Digital Tikanga Guide and our ICT Policy when attending sessions online. These documents can be provided to you upon request. We reserve the right to refuse admission, or remove anyone from an online forum or session at any time at our sole discretion without notice, should our expectations of behaviour not be met and directions from our Staff are not adhered to.

You must also comply with all requirements of TWoA, including requirements specified in these Terms and Conditions. If you register and act in a manner which in TWoA's opinion, is contrary to these Terms and Conditions or is fraudulent or unjust to other participants (such as hacking, cheating, deception, or any other unfair playing practices), your registration and acceptance may be rejected at the reasonable discretion of TWoA. TWoA may, at its reasonable discretion, declare any registration is invalid if you:

- fail to establish eligibility to register;
- submits a registration which in the TWoA's opinion is not in accordance with these Terms and Conditions;
- acts in a disruptive manner or acts with the intent to annoy, abuse, threaten or harass any other person;
- in the opinion of TWoA, engages in conduct in registration and undertaking the Short Course which is fraudulent, misleading, deceptive or generally damaging to the goodwill or reputation of the TWoA;
- breaches any law; or
- behaves in a way that TWoA believes is otherwise inappropriate.

Health and Safety

You will be required to adhere to the TWoA Health, Safety and Wellbeing Policy when attending our sites. View the TWoA Health & Safety Policy [here](#). As part of health and safety protocols all participants should stay well hydrated, take regular breaks from working and (from each other if required) and refer to your assigned coach for assistance.

Confidentiality – Third Parties

You are solely responsible for ensuring the confidentiality of any information you disclose to third parties during Te Māpura and will indemnify TWoA against any liabilities resulting from any information you provide to any third parties. If any third parties disclose information to you, you are required to keep that information confidential and not use or disclose it without the prior approval of the persons who made the disclosure.

Intellectual Property Rights

- It is your sole responsibility to take any steps necessary to protect their own intellectual property rights.
- You acknowledge and agree that as part of your participation in Te Māpura you may choose to disclose your intellectual property to other participants in the course, course coaches or members of the public but do so at your sole discretion and responsibility.
- TWoA and including, Te Ahikōmako will not be responsible for any unauthorised use or breach of your intellectual property or other proprietary rights by those parties (or any other third party).
- Nor will TWoA be involved in, or accept liability in respect of, any disputes regarding ownership of intellectual property between participants, including disputes about the effect of these terms.
- You will indemnify TWoA and Ahikomako against all loss, liability, costs and expenses the stated parties incur as a result of any third-party claim arising out of or in connection with any act or omission by you in respect of your Registration and completion of Te Māpura.

Disclaimer of Liability

- Booking a Business / Idea Assessment Hui is in no way a guarantee of being successful with your Registration to Te Māpura. TWoA reserve the right to use their sole discretion to select participants based on their circumstances and on a case-by-case basis. If required, TWoA will select the participants on a first in first serve basis.
- Te Ahikōmako will provide the content we deem required to achieve the advertised goal in the supplementary information and short course flyer and online at www.ahikomako.nz/temapura which is to start a business on a good faith, best efforts basis. Te Ahikōmako does not accept any liability for any of those not meeting your requirements. Registration and completion of Te Māpura do not guarantee your business will launch in nine weeks following the Short Course completion or thereafter, and TWoA accepts no liability for expectations that are not met.
- You indemnify us against all claims, demands, actions, costs, expenses (including but not limited to legal costs and disbursements on a solicitor and client basis), losses and damages arising from or incurred by reason of any infringement or alleged infringement (including but not limited to the defence of such alleged infringement) of any intellectual property rights in respect of your participation in Te Māpura.
- You agree that Te Ahikōmako is not liable for any costs, losses and/or damage resulting from or in connection with (i) your participation in Te Māpura or (ii) any damage to or loss of your personal property or to any computers or other hardware, data or software, that you may use during the short course.
- Te Māpura is focussed on covering just the bare essentials of starting to trade, your specific business may have other compliance and regulatory requirements to meet which may not be covered by the course. Te Ahikōmako is not liable for any negative outcome that may result from any breaches of compliance or regulations, and all registered participants remain responsible for completing their own due diligence in relation to requirements and risks that may apply to their business idea.

Reporting and Feedback

Each registered person is assigned a coach to guide you through the Short Course. You can report issues of any kind to your assigned coach who will then feed those back to the TWoA. We will also be collecting user experience information during the course to help us improve Te Māpura short courses in the future.

General

- TWoA reserve the right to cancel the Short Course and/or amend these terms and conditions at any time at their sole discretion without prior notice, subject to any applicable law.
- You are responsible for obtaining your own independent legal advice or financial advice regarding these terms and conditions and your registration and completion of this Short Course.
- Failure by TWoA to enforce any of its rights at any stage does not constitute a waiver of those rights.
- If any of these terms and conditions are held to be invalid, unenforceable or illegal for any reason, the remaining terms and conditions shall nevertheless continue in full force.
- To the fullest extent permitted by law, TWoA assumes no responsibility for any error, omission, interruption, deletion, defect, delay in operation or transmission, communications line failure, theft or destruction or unauthorised access to or alteration of applications, or for any injury or damage to the participants and their employees, contractors or agents or any other person's computer related to or resulting from enrolment in the Short Course in or downloading any materials for this Short Course.
- Any hidden or additional costs associated with your new business or venture are not included in the course and there is no funding available during the short course. TWoA does provide any funding for start-up business costs. Participants are responsible for seeking investment and funding for their own ventures.