



Competenz Job Matching Terms & Conditions:

Below are the terms and conditions by which Competenz offers the job matching services to employers and job seekers.

Definitions and Interpretations

- » Competenz has the same meaning as Competenz Trust
- » 'Competenz' is referred to as 'we', 'our' or 'us';
- » 'Employers' are the potential business that will be matched to a job seeker and who have completed the online Competenz registration form with details of their job requirements
- » 'Information' refers to the disclosure of personal or confidential information to Competenz
- » 'Job' refers to a vacancy or position of employment that is available within one of the registered Competenz employers
- » 'Job Board' is the site at which Competenz will post the employers' jobs
- » 'Job Matching' is the process where Competenz gathers information from the job seeker and employer in an attempt to match their skills and job requirements
- » 'Job Brokerage' is a higher value add recruitment service tailored to the Employers recruitment requirements; and
- » 'Job Seeker' is the person who is looking for a job and has registered with Competenz by completing the online Competenz registration form.
- » A 'Capacity Check' is utilised to determine if an employer has the capability to fulfil all of the requirements of the qualification and individual Training Plan. Refer to [Code of Good Practice for New Zealand Apprenticeships](#).

Purpose:

Competenz job matching service is a specialised process aimed at attracting job seekers looking for a job in a trade, in a Competenz sector that may eventuate into an apprenticeship with a registered Competenz employer.

Employer and Job Seeker obligations:

By registering for Competenz job matching service, the employer and job seeker:

- » Accepts that the services will be provided in accordance with these terms and conditions.
- » Acknowledges that the information provided to us in connection with the job matching service is true and correct at the time the information is given.

Registration with Competenz job matching

Job Seeker

In order to access Competenz job matching service, job seekers must register for the Competenz job matching service at the Competenz website, and provide relevant detailed and correct information about themselves, their work experience and skills.

Employer

All potential employers must register at the Competenz job matching website. To do so, employers need to provide relevant detailed and correct information about the job being advertised, the responsibilities of the job and skills required to perform the job.

Information sharing

Job Seeker

The information provided by the job seeker will be treated as confidential and will only be used for the purpose of sharing with employers who have jobs matching the candidate's skills and experience. The information that is provided by the candidate will not be shared with any other parties. Information sharing will comply with the [Competenz Privacy Policy](#).

Employer

The information provided by the employer will be treated as confidential and will only be used for the sole purpose of matching the employer with job seekers. The information that the employer provides will not be shared with any other parties. Information sharing will comply with the [Competenz Privacy Policy](#).

Job listings

Job listings are valid for a period of 30 days at which time Competenz will remove the job from the job board, or before if they are matched with a registered job seeker before the 30 days are up. Employers may list multiple jobs on the job board at one time and may also use the job board to request a job match for multiple job seekers for the same position.

Job matching

Based on the information collected from the job seeker and employer, Competenz will evaluate the information and job criteria and match the best Job Seeker(s) for the job. Competenz will notify the employer that a potential job seeker has (or has not) been found within the 30 day period that the job is advertised for. Competenz will contact the suitable job seeker(s) to follow up and arrange an interview with the employer.

The employer further agrees that, any job seeker that approaches them directly regarding an advertised job, that the job seeker has seen advertised through the Competenz job board or any Competenz advertising or marketing material, then this is deemed part of the Competenz job board and job matching service and that there could be a potential fee for service. If the employer is also advertising the same job(s), then the employer acknowledges that this is separate from the Competenz job board and job matching service. If it is established that the original source of the job seeker was not through any sources of Competenz job board, advertising or marketing material then no service fee would be payable.

No guarantee of job

The Competenz job matching service gives no guarantee of finding a suitable job seeker for the job the employer has advertised. The employer must advise Competenz if they have filled the job within three working days from the date of the job being filled. Once notified Competenz will remove the advertised job from the job board.



Release from liability

Competenz' liability is limited to the supply of the services or the cost of having the service supplied. Competenz is providing job seeker and employer matching based on the information provided and it is the employer's responsibility to undergo a structured and comprehensive recruitment process prior to the employment of any job seeker. The employer shall ensure that the job seeker is legally entitled to work and train in New Zealand. The job matching service does not replace any employer requirements or obligations under a training agreement or training plan. Only employers who are able to commit to supporting an apprentice for the duration of their training should consider employing an apprentice. A Capacity Check may be carried out prior to the implementation of a training plan to ensure all requirements and obligations are met. Where possible Competenz will provide assistance to the apprentice and the employer to overcome any barriers to training. Refer to [Code of Good Practice for New Zealand Apprenticeships](#). Competenz is not liable for any financial or unintended outcomes from providing a Job Matching service.

Pricing

Employer

Job board: Throughout 2021 Competenz will be offering employers a free/complimentary job listing on the Competenz website.

Job matching: Throughout 2021 Competenz will be offering employers a free/complimentary job matching service.

Job Seeker

There is no fee, charge or financial cost to a job seeker for using the job matching service.

Modification of terms and conditions

Competenz retains the right to modify these terms and conditions at our discretion at any time and from time to time without giving specific notice to the employers using the service. At such time Competenz will upload the revised terms and conditions to our website as soon as reasonably practicable.