

2011 PROSPECTUS

Domestic & International Students



NEW ZEALAND



CAREER COLLEGE

Te Kura Umanga O Aotearoa

2011 PROSPECTUS

Welcome to New Zealand Career College

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At New Zealand Career College (NZCC), we know the difference that quality education can make to your future. Whether you have just left school, want a career change or you are looking to re-enter the workforce, NZCC's courses provide the qualifications and training to help you succeed.

We understand that every student has different needs and goals – that's why we have smaller classes and dedicated tutors and lecturers to give you individual one-on-one attention and assistance. We believe a welcoming, supportive and personalised approach is the best way for you to achieve your goals.

Whether you plan to continue further study after you have gained your qualification or wish to find employment, the focus at NZCC is providing you with knowledge, skills and experience that is directly transferable to the workplace. Many of our courses offer practicum placements to provide you with valuable hands-on work experience that will distinguish you from your peers. Combined with your quality academic knowledge, you will gain the ability to successfully enter the increasingly competitive world of work.

NZCC has four campuses in Auckland and one in Christchurch, with a range of programmes of study for both domestic and international students. Our students and staff represent a wide range of cultures, reflecting New Zealand's own wonderful diversity.

We understand the importance of choosing the right college and programme to suit your needs, and the following pages outline course information that will help you to make the right decision. We welcome your interest in NZCC and invite you to contact us at any time for more information about how we can help you secure your future.

Best Wishes,
Feroz Ali
CEO
New Zealand Career College

Mission Statement:

New Zealand Career College aims to provide individualised education pathways for career success and to provide a learning community that challenges students to realise their greatest potential.



Learning is a treasure
that will follow its owner everywhere
Chinese Proverb

About Us

New Zealand Career College (NZCC) is a private tertiary college that is registered and accredited by New Zealand Qualifications Authority (NZQA) and approved by New Zealand Tertiary Education Commission (TEC) for government student loans and allowances, plus student component funding (government subsidy) for courses for domestic students.

A national organisation, NZCC has campuses in Auckland City, Manukau, North Shore, Waitakere and Christchurch, with a range of programmes available for both domestic and international students. NZCC offers programmes that put quality education first. Programmes on offer for 2011 run across the Early Childhood Education, Health, Business and Automotive industries.

The training and education provided at NZCC ensures students are ready to work or pursue further training opportunities upon graduation. The College has established Early Childhood Education and Health Care Support pathways to degree programmes at a number of New Zealand universities and polytechnics.

NZCC is signatory to the New Zealand government's Ministry of Education Code of Practice for Pastoral Care of International Students. This ensures that the health, safety and well-being of all international students is managed and cared for throughout the duration of their studies in New Zealand.



History

Since 2004, NZCC has been dedicated to private post-secondary training and education for students from a diverse range of ethnicities and countries.

The initial vision of NZCC was to create a tertiary education college that would support and serve its local community by providing students with qualifications that would lead to individual and community development, growth and employment, and the College continues to support this vision today. NZCC has grown to provide quality training and education to hundreds of students each year within interactive and applied learning environments.

Our Mission:

New Zealand Career College recognises the importance of selecting a college and qualification that suits your individual needs. We exist to enhance and improve adult work-related knowledge, skills, values and qualification levels. We seek to transform students into employable, professional, self-determining, confident and socially adept contributors to New Zealand society.

Why New Zealand Career College?

Qualified Academic Staff: Our academic staff are qualified, industry-experienced and highly committed to seeing their students succeed. Their extensive knowledge and supportive teaching style will help guide you through each step of your programme.

Small Class Sizes: Our smaller classes enhance the quality of students' education by allowing more scope for one-on-one training in a supportive environment.

Practicum Placements: We maintain close relationships with businesses to enable students to obtain valuable and relevant work experience during their time with us. These practicum placement schemes ensure graduates leave equipped with the practical skills to be successful in their chosen careers.

Location: We have campuses in Auckland City, Manukau, North Shore, Waitakere and Christchurch, all with easy access to public transport and some located near shops, business districts, cafés and entertainment.

Modern Facilities: Each campus has light, spacious and well-equipped classrooms, as well as access to computers for study, internet and email facilities, student counselling rooms, self-study areas and audio visual equipment to facilitate contemporary teaching practices. Students also have kitchen and lunch areas with fridge, microwave, tables and chairs, and free tea and coffee.

Student Focused Environment: All staff members, from administrators to academics, are committed to your success. Our Student Support Service is responsible for addressing your needs and concerns over a wide range of issues including student welfare, visa assistance and study extensions, insurance, travel and banking assistance, accommodation assistance, activity programmes and post placement support.

Learning for Success: Our programmes are in a paper-by-paper structure, so you learn one subject at a time before moving on to the next.

At the core of our educational process are our motivated tutors and lecturers, who endeavour to create a partnership with students to facilitate their goals. In line with NZCC's education philosophy they implement learning based on best practice:

- Determine and understand the aspirations and needs of students
- Create a supportive collective learning environment
- Plan and deliver effective and stimulating practical learning experiences
- Assess and evaluate students' learning and achievements
- Undertake remedial and developmental actions to continually improve educational outcomes for students

Quite simply, at NZCC we want to see you achieve your education and career aspirations, and our teaching philosophies and practices are all founded on this common goal.



National Certificate in Early Childhood Education and Care (Level 3)

Credits: 63
Duration: 21 weeks
Intakes: February and August 2011
Campuses: Manukau, Auckland City, Waitakere, North Shore
Available to: Domestic students

About the Programme:

The National Certificate in Early Childhood Education and Care (Level 3) provides a basic introduction to the skills and knowledge involved in the education and care of infants, toddlers and young children within the socio-cultural context of Aotearoa/New Zealand.

Course content includes:

- Early childhood educational theory and practice
- Early childhood curriculum in New Zealand
- Child development, observation and play
- Parenting in New Zealand
- Professional practice and ethics
- Food technology and nutrition
- Health and safety in early childhood education
- Communication with children, parents and whanau
- Services available in the early childhood sector
- Work placement in an ECE centre

Graduate Outcomes & Career Opportunities:

Graduates of this course will be prepared to undertake Level 5 studies in the field of early childhood education and care. Introductory understandings of working in the field of early childhood education will be understood and initial care skills practiced under supervision.

This qualification may lead to further education such as the Diploma in Early Childhood Education (Pasifika) (Level 5). Further ECE study may enable you to find employment as a nanny, kaiako, educator, PAFT (Parents as First Teachers) educator or a reliever in an ECE centre.



Entry Criteria:

- A minimum of 18 years of age
- Applicants must undergo a police check and interview and provide their curriculum vitae
- Good communication skills and a desire to work with children aged between 0-6 years within the New Zealand early childhood sector

For information on paper titles, please refer to the NZCC website www.nzcc.ac.nz or contact us on 0800 88 NZCC (6922).

Diploma in Early Childhood Education (Pasifika) (Level 5)

Credits: 120
Duration: 40 weeks
Intakes: February and August 2011
Campuses: Auckland City, Waitakere, Manukau, North Shore
Available to: Domestic and International students

About the Programme:

The Diploma in Early Childhood Education (Pasifika) (Level 5) will prepare students for a career in early childhood education by providing them with the basis of the first year of a three or four year Diploma or Degree programme in early childhood teaching.

Course content includes:

- Teaching that is relevant to all early childhood education centres with Pasifika children
- Safety and/or classroom management skills in early childhood education centres with Pasifika children
- Pasifika ECE curriculum and interaction with Pasifika families and communities
- Theories and influences on human development across lifespan
- How knowledge of human development theories relates to practice in an early childhood setting
- The relationship between Desirable Objectives and Practices and the delivery of quality learning and development opportunities for young children in a chartered early childhood service

Graduate Outcomes & Career Opportunities:

Students completing this course will be able to demonstrate knowledge and skills relevant to all early childhood education centres with Pasifika children. Graduates will be able to demonstrate high level safety, knowledge and skills in the Pasifika curriculum and interactions with Pasifika families and communities, as well as current understandings of early childhood learning and practice.



This qualification may lead to further education or work roles including ECE educator, nanny, edu-carer, au pair or home-based caregiver. Graduate students may continue to work towards completing a teaching qualification recognised by the New Zealand Teacher's Council.

Entry Criteria:

- A minimum of 18 years of age
- Applicants must undergo a police check and interview and provide their curriculum vitae
- Domestic applicants must have at least 48 credits at Level 2, including 112 credits at Level 2 in English or Te Reo Māori or Te Reo Rangatira, including 4 credits at Level 2 in each of reading and writing, **OR** the National Certificate in Early Childhood Education and Care (Level 3), **OR** two years' work experience in an early childhood education setting
- International students for whom English is a second language must have achieved an Academic IELTS level of 6.0 (average). Students with an IELTS level of less than 6.5 (average) are eligible to attend optional weekly ESOL classes for the duration of the programme (at no extra cost to the student).
- Good communication skills and a desire to work with children

Applicants over 20 years of age who do not meet the minimum entry criteria may be assessed for special admission to this course.

For information on paper titles, please refer to the NZCC website www.nzcc.ac.nz or contact us on 0800 88 NZCC (6922).

Diploma in Early Childhood Education (Pasifika) (Level 6)

Credits: 120
Duration: 40 weeks (less if cross credits apply)
Intakes: February and August 2011
Campuses: Auckland City, Manukau, Waitakere
Available to: Domestic and International students

About the Programme:

This programme is intended to further develop the skills of beginning early childhood educators as they continue on their journey to becoming qualified teachers. Building on the skills learnt in the first year of study, this course will prepare students for working in centres attended by Pasifika children.

Course content includes:

- Principles of care and education of young children, including Pasifika children
- Programme planning and curriculum studies
- Quality early childhood education provision for children from Pasifika families
- Funding for early childhood education
- Networking and communication skills

Graduate Outcomes & Career Opportunities:

Graduates will be able to demonstrate knowledge and skills relevant to teaching in an ECE centre and will be able to pathway onto higher level studies, including towards becoming a trained teacher.

Disclaimer: This course is not currently offered - at the time of going to print, New Zealand Career College is seeking NZQA accreditation and approval for this programme and the course will not be on offer until approval is granted. Please contact us on 0800 88 NZCC (6922) for information. NZCC is also seeking NZQA accreditation and approval for a Level 7 Degree programme to be offered in 2012.



Entry Criteria:

- A minimum of 18 years of age
- Diploma in Early Childhood Education (Pasifika) (Level 5) or equivalent
- Must be currently working in or have access to an ECE centre
- Applicants must undergo a police check and interview and provide their curriculum vitae
- International students for whom English is a second language must have achieved an Academic IELTS level of 6.0 (average). Students with an IELTS level of less than 6.5 (average) are eligible to attend optional weekly ESOL classes for the duration of the programme (at no extra cost to the student).

Applicants over 20 years of age who do not meet the minimum entry criteria may be assessed for special admission to this course.

For information on paper titles, please refer to the NZCC website www.nzcc.ac.nz or contact us on 0800 88 NZCC (6922).

NZCC Diploma in Early Childhood Education Centre Management (Pasifika) (Level 6)

Incorporating National Certificate in Pacific Islands Early Childhood Education (Pasifika Management) (Level 6)

Credits: 120
Duration: 40 weeks (less if cross credits apply)
Intakes: February and August 2011
Campuses: Auckland City, Waitakere, Manukau
Available to: Domestic and International students

About the Programme:

This programme will equip graduates with the applied knowledge, skills, attitudes and values to professionally manage a range of early childhood centres with Pasifika children and adults.

This qualification is intended as a specialist diploma for those people currently managing early childhood education centres attended by Pasifika children, or seeking a career in management and/or supervision of Pasifika early childhood education services.

Course content includes:

- Identification of statutory agencies and requirements
- Funding – sources of ECE funding and access
- Interaction with Pasifika children and families
- Research
- Ethical practices
- Professional practice
- Managing meetings
- Reviewing education quality

Disclaimer: This course is not currently offered - at the time of going to print, New Zealand Career College is seeking NZQA accreditation and approval for this programme and the course will not be on offer until approval is granted. Please contact us on 0800 88 NZCC (6922) for information.

Graduate Outcomes & Career Opportunities:

Graduates of this course will have gained significant knowledge and skills that will equip them to professionally and effectively manage all aspects of early childhood centre management.

This qualification may lead to employment as an early childhood educator, early childhood centre supervisor, early childhood education tutor/lecturer, early childhood centre manager/owner, Faiaoga Aoga Amata, Kaiako, Akonga, Kaiawhina/Whaea or Faianga/Lasisene.

Entry Criteria:

- A minimum of 20 years of age
- All applicants must undergo a police check and interview and provide their curriculum vitae
- International students for whom English is a second language must have achieved an Academic IELTS level of 6.0 (average)
- Applicants must hold at least a Diploma in Early Childhood Education (Pasifika) (Level 5) or an equivalent qualification

For information on paper titles, please refer to the NZCC website www.nzcc.ac.nz or contact us on 0800 88 NZCC (6922).



NZCC Certificate in Health Care Support (Level 4)

NZCC Foundation Certificate in Health Studies (Level 4)

NZCC Diploma in Health Education (Level 5)

Credits: 60
Duration: 40 weeks
Intakes: February and August 2011
Campuses: Manukau
Available to: Domestic students

Credits: 120
Duration: 40 weeks
Intakes: February and August 2011
Campuses: Manukau, Auckland City
Available to: International students

Credits: 120
Duration: 40 weeks
Intakes: February and August 2011
Campuses: Auckland City, Manukau
Available to: International students

About the Programme:

This course develops students' essential academic skills and confidence and prepares them for tertiary learning. This is an ideal option for students who do not meet the entry requirements for health sciences undergraduate degrees. Alongside studying health issues and concepts, these papers will help students develop academic skills such as academic reading and writing, critical thinking and research techniques.

Course content includes:

- Introduction to Human Structure and Function 1
- Introduction to Professional Development
- Society and Health
- Introduction to Human Development

See Graduate Outcomes & Career Opportunities and Entry Criteria on right.



About the Programme:

This programme includes the same content as the NZCC Certificate in Health Care Support (Level 4) (see left), combined with a Certificate in General English (60 credits) – ESOL up to Upper Intermediate English.

Graduate Outcomes & Career Opportunities:

These qualifications equip students with relevant knowledge in health issues and concepts and the academic skills to prepare students for undergraduate study in the health sciences. They create a pathway into a degree of choice, prepare students for university study and increase academic confidence and competency.

Entry Criteria:

- Completion of Year 12
- Interview
- Police clearance
- Applicants for whom English or Maori is not a first language are required to provide proof of an acceptable pass/grade – IELTS 5.5 with no band lower than 5.0, or equivalent

For information on paper titles, please refer to the NZCC website www.nzcc.ac.nz or contact us on 0800 88 NZCC (6922).

Disclaimer: These two programmes are not currently offered – at the time of going to print New Zealand Career College is seeking NZQA accreditation and approval for this programme and the course will not be offered until approval is granted. Please contact us on 0800 88 NZCC (6922) for further information.

About the Programme:

This course will equip graduates with the practice- and research-based knowledge, skills, attitudes and values to promote and facilitate transformative, introductory, professional-level holistic health and well-being support or educational services in a community or health education context.

Students will learn how to enhance holistic well-being/hauora in a range of diverse community and health education contexts in Aotearoa/New Zealand and the Pacific region.

Course content includes:

- Critical and research-based studies of body systems
- Lifespan human development and practice-based studies of:
 - Physical well-being
 - Nutrition
 - Human psychology
 - Social well-being
- Indigenous well-being models



Graduate Outcomes & Career Opportunities:

Graduates of this course will be able to proactively, professionally and safely facilitate a range of transformative holistic health and well-being support or educational services to clients in specific community and health education contexts.

This qualification may lead to employment as an aged or community health educator, advocate, carer, health educator, social worker, youth worker, public health educator, health promoter, specialist health education teacher, community worker, child and youth care worker, family place worker, women's shelter worker, teen pregnancy and parenting counsellor, counsellor, pastoral care/student services advisor, or wellness/well-being/health coach.

Entry Criteria:

- A minimum of 18 years of age
- Applicants must undergo a police check and interview and provide their curriculum vitae
- International students for whom English is a second language must have achieved an Academic IELTS level of 5.5 (average). Students with an IELTS level of less than 6.5 (average) are eligible to attend optional weekly ESOL classes for the duration of the programme (at no extra cost to the student).

For information on paper titles, please refer to the NZCC website www.nzcc.ac.nz or contact us on 0800 88 NZCC (6922).

National Diploma in Business (Level 5)

(with strands in Accounting & Finance)

Credits: 120

Duration: 40 weeks

Intakes: February, May, August and October 2011

Campuses: Auckland City

Available to: International students

About the Programme:

The National Diploma in Business (Level 5) will provide students with a range of theoretical and practical business knowledge and skills to work in mid-level management and accounting positions in a wide spectrum of organisational structures.

Course content includes:

- Basic accounting
- Finance and financial management
- Business environment analysis
- Budgeting processes
- Developing strategies for financial risk management
- MYOB accounting software



Graduate Outcomes & Career Opportunities:

Upon graduation, students will have knowledge of the accounting, finance and technical skills associated with New Zealand business, including strategic analysis, planning and presentation of business information, as well as practical experience in using MYOB accounting software.

This qualification may pathway graduates into higher level qualifications such as the National Diploma in Business (Level 6).

Entry Criteria:

- A minimum of 18 years of age
- 10+2 (Senior Secondary School) or equivalent/higher, with an overall Academic IELTS level of 5.5 (if English is a second language).

Applicants who do not meet the minimum entry criteria outlined above may be assessed for special admission to this programme.

For information on paper titles, please refer to the NZCC website www.nzcc.ac.nz or contact us on 0800 88 NZCC (6922).



National Diploma in Business (Level 6)

(with strands in Marketing & Accounting)

Credits: 120

Duration: 40 weeks

Intakes: February, May, August and October 2011

Campuses: Auckland City

Available to: International students

About the Programme:

The National Diploma in Business (Level 6) will provide students with the advanced business skills, knowledge and competencies required to undertake business operations, planning, co-ordinating and supervisory roles in the workplace. Students will develop technical competence in a minimum of six business skill areas.

Course content includes:

- Business structures and processes
- Strategic planning and management
- Business environment analysis
- Marketing for growth
- Managing organisations and people
- Business administration
- Accounting and financial management
- International business economics

Graduate Outcomes & Career Opportunities:

Upon graduation, students will have the skills, knowledge and ability to undertake a range of high-level business activities and conduct a variety of specialised business operations involving self-directed work and supervision of processes and people. Graduates will gain a thorough understanding of the operations, management practices and decision making skills in important aspects of the business community.



This qualification may lead to middle-management roles in a wide spectrum of business enterprises or the development and management of your own small business operation. It can also pathway graduates into degree level qualifications at universities.

Entry Criteria:

- A minimum of 18 years of age
- 10+2 (Senior Secondary School) or equivalent, with an overall Academic IELTS level of 6.0. or a Bachelor's Degree in any field with an overall Academic IELTS level of 5.5 (if English is a second language).

Applicants who do not meet the minimum entry criteria outlined above may be assessed for special admission to this programme.

For information on paper titles, please refer to the NZCC website www.nzcc.ac.nz or contact us on 0800 88 NZCC (6922).

Education is not filling a bucket,
but lighting a fire.
William Yeats

New Zealand students can choose from a range of programmes across five campuses, four in Auckland – Auckland City central, North Shore, Waitakere and Manukau – and one in Christchurch. (Please note that not all programmes are offered at all campuses.) You'll be studying with others from different cultures and backgrounds, in a warm and lively environment in which to learn and make friends.

For more information about why NZCC is the right choice for you, see page 5 for details on our unique learning environment.

Domestic students interested in applying for any of the programmes outlined in this prospectus should free-phone 0800 88 NZCC (6922) to make an appointment for an interview on campus. Campus details are on page 22 of this prospectus.

On the day of your interview, please bring:

- A verified copy of your birth certificate or passport (New Zealand permanent residents and New Zealand citizens born outside New Zealand must bring their passport or relevant documents to prove residency status)
- Bank account details (for fee-paying students to apply for student loans/allowances on campus if required)
- IRD card or proof of IRD number (or relevant statements for student loan interest write-off and/or student loans/allowances applications on campus if required)
- Academic details (certificates/transcripts from



NZQA) or relevant reports supporting enrolment

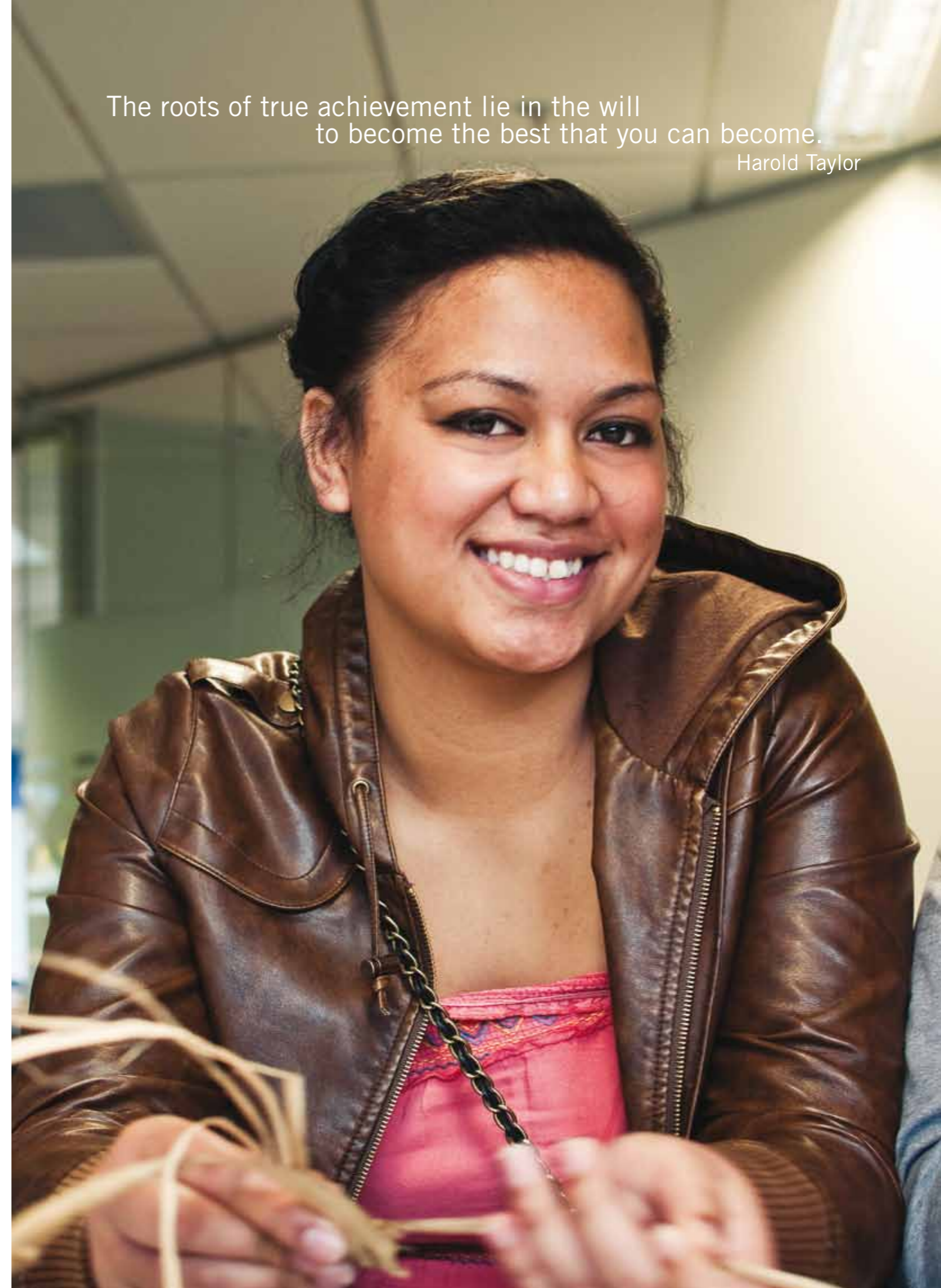
- Work and Income details: customer card/evidence of client number (only for applicants on a Work and Income benefit)

Please note that only original documents or documents verified by a government agency or agent/agencies designated by New Zealand Career College will be accepted by administration.

Successful applicants will be notified by the Campus Manager. Successful applicants will receive a Student Handbook notifying them of their study start date, study details and whether any additional documents are required. If applicants are on a fee-paying course, this will also include a fees invoice with StudyLink guides.

The roots of true achievement lie in the will
to become the best that you can become.

Harold Taylor



Studying in New Zealand

We welcome students from all over the world who are looking for quality education in a country that combines incredible natural beauty with a rich culture. Auckland is New Zealand's largest city, with stunning harbours, gorgeous beaches, great shopping, a huge variety of cafés, restaurants and bars, and lively nightlife. You'll meet friendly Kiwis from all walks of life, with vibrant Māori, Polynesian, Asian and other cultures making the city an exciting place to live and study. We've also got many events that bring the city together in celebration, including the Rugby World Cup 2011.

We are proud of our international 'clean, green' reputation - in fact New Zealand is consistently recognised as one of the safest and most beautiful countries in the world, and Auckland is ranked as one of the world's top five cities for quality of living*.

For more information about our beautiful country, visit www.newzealand.com.

*Mercer Consulting Quality of Living Survey 2010

Why Choose New Zealand Career College?

We understand that our international students have different needs and that's why you're treated as an individual at NZCC. We work with you on a one-to-one basis to help you achieve your education and career aspirations. For more information about our experienced teachers, practical learning opportunities and our extensive student services and facilities, see page 5.

Your Safety and Well-being

At New Zealand Career College, we are committed to providing our students with a safe and productive learning environment. NZCC is a signatory to the Ministry of Education's Code of Practice for the Pastoral Care of International Students, which means that we uphold the standards set out to recognise and meet the needs of international students, to protect your safety and well-being. Copies of the Code are available on request from NZCC or from the New Zealand Ministry of Education website www.minedu.govt.nz/goto/international. Furthermore, NZCC's Student Support Service covers a wide range of services to prepare and assist you throughout your studies – see page 20 for more information.

We also provide you with pre-departure information, a student handbook and an orientation on your first day to get acquainted with your teachers, classmates and the campus.

How to Apply

You can apply by completing an International Student Application Form which can be found at the following sources:

- Online at www.nzcc.ac.nz
- The NZCC International team - email international@nzcc.ac.nz
- From a New Zealand Career College education agent/representative in your area (email: international@nzcc.ac.nz for agent details)
- At New Zealand Career College campuses

Please attach the following documents* with your application:

- A photocopy of the page of your passport with your photo ID and details
- IELTS results or other evidence of English proficiency
- Academic results in the form of high school certificates/diploma or relevant school reports; or academic records/transcripts from your university or previous tertiary provider

Please post, email or fax your completed application form and documents to:

Student Services Manager
New Zealand Career College
PO Box 8628
Symonds Street, Auckland 1150
New Zealand
Email: international@nzcc.ac.nz
Fax: + 64 9 336 0031

*Only original documents or documents verified by a government agency or agent/agencies designated by New Zealand Career College will be accepted by administration.



How to Apply - continued

Your application will be assessed and a letter of offer will be sent to successful applicants. For visa applications, please apply at your nearest New Zealand Immigration Service office, visit www.immigration.govt.nz/migrant/general/aboutnzis/contactus.

Upon acceptance into your course, payment of fees can be made via:

- Bank cheque made out to: Public Trust New Zealand Career College or
- Direct Credit/Telegraphic Transfer:
Public Trust New Zealand Career College
Bank of New Zealand
North End Branch
Wellington, New Zealand
Swift Code: BKNNZ22
Account Number: 02-0536-0305865 01
Reference: 6716032

* No cash deposits please.

Upon receipt of payment we will forward you and/or your education agent a receipt to confirm payment. Send your receipt of payment to the immigration service section of the New Zealand Embassy to issue your Student Visa.

When you have received your Student Visa you can begin your travel arrangements to come to New Zealand. When you have confirmed your travel arrangements, please email your travel itinerary to international@nzcc.ac.nz or fax to +64 9 336 0031.

If requested on your application form, NZCC will arrange your airport pickup and confirm your accommodation details.

Already in New Zealand?

Prospective international students currently in New Zealand who wish to study at NZCC (e.g. those with a work permit, student visa obtained from another provider or a visitor's visa) can contact our Student Services Manager on (09) 336 0030 or email international@nzcc.ac.nz to arrange an interview.

Immigration: Student Study Visas

NZCC adheres to the requirements and procedures of the New Zealand Immigration Service (NZIS) in the admission and enrolment of all prospective international students. NZCC will only enrol international students who hold a current student visa or permit that has been endorsed with NZCC's name and the course in which they have been offered a place. Under its regulations, NZIS will be notified immediately, by the NZIS electronic notification form, of the termination of an international student's enrolment.

All visas/permits will be checked upon arrival at NZCC. A copy of each student's original visa/permit and passport will be kept for the duration of the student's study at NZCC. An offer of place from the College does not guarantee that a student will be issued a student visa/permit by the immigration authorities.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through NZIS and can be viewed on their website at www.immigration.govt.nz.

Language Requirement

International students for whom English is a second language must have achieved minimum IELTS levels – please refer to the specific eligibility criteria for the course you are interested in.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health and can be viewed on their website at www.moh.govt.nz.

Accident Insurance

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz.

Medical and Travel Insurance

It is compulsory for international students to have appropriate travel and medical insurance cover for the duration of their studies at NZCC. You must provide evidence of travel and medical insurance cover when you enrol. NZCC has a preferred insurance provider and we can assist you in this process.

Programme Fees

Note: All fees are in NZ\$. Fees valid from 1st January 2011. International fees include insurance.

Payment of Fees

Full payment of fees is required at least 14 days before the course starts. Fees are calculated in calendar weeks regardless of any public holidays that may fall during a week.

Course	Duration	Domestic Fee	International Fee
National Certificate in Early Childhood Education (Level 3)	21 weeks	\$2,950	Not available
Diploma in Early Childhood Education (Pasifika) (Level 5)	40 weeks	\$4,750	\$15,956
Diploma in Early Childhood Education (Pasifika) (Level 6) *Pending approval	40 weeks	\$4,750	\$15,956
NZCC Diploma in Early Childhood Education Centre Management (Pasifika) (Level 6) *Pending approval	40 weeks	\$4,750	\$15,956
NZCC Certificate in Health Care Support (Level 4) *Pending approval	40 weeks	\$2,950	Not available
NZCC Foundation Certificate in Health Studies (Level 4) *Pending approval	40 weeks	Not available	\$15,956
NZCC Diploma in Health Education (Level 5)	40 weeks	Not available	\$15,956
National Diploma in Business (Level 5)	40 weeks	Not available	\$15,956
National Diploma in Business (Level 6)	40 weeks	Not available	\$15,956

Disclaimer: Those courses pending NZQA approval and accreditation at the time of going to print are not currently offered, and will not be on offer until approval is granted. Please contact NZCC on 0800 88 NZCC (6922) or info@nzcc.ac.nz for more information.

Fee Protection Policy

In accordance with the Education Amendment Act 1989, your course fees are protected by being held by the Public Trust in a trust account. Monies held in the trust can only be released to NZCC on the authorisation of the Public Trust. The trust account is a multi-deposit account with money held in individual names, and operates on a draw-down procedure on a pro-rata basis each fortnight in arrears.

In the event of NZCC's insolvency, regulatory closure or withdrawal or partial withdrawal of accreditation, the Public Trust will either refund the remaining unused portion of the fees to you, or alternative arrangements will be made for you to complete your course at another teaching institution. A copy of the Participation Agreement with the Public Trust is held by NZCC and can be viewed by students on request.

Miscellaneous Fees and Costs

Your tuition fees cover full tuition costs, including the use of classroom equipment, study and reference materials, use of kitchen facilities, email and internet usage.

Miscellaneous fees and costs over and above your tuition fees include:

- Airport pick-up fee (must be requested on enrolment form prior to departure): \$50
- Travel and accommodation are additional costs incurred by the student and not included in NZCC's fees. To help you budget for your studies in New Zealand, visit www.newzealandeducated.com/int/en/guide or contact the Ministry of Education www.minedu.govt.nz for approximate living costs. It is important to note that these are approximate costs only and will vary according to region, lifestyle expectations and other factors.

Note: During their academic year, full-time students holding an International Student Visa may be employed on a part-time basis for up to 20 hours per week.

Student Loans and Allowances

New Zealand Career College programmes are approved for student loans and allowances. StudyLink is responsible for the administration of Student Allowance and Student Loans in tertiary institutions. To apply for or find out if you are eligible to apply for an Unemployment Benefit Student Hardship, Student Loan or Student Allowance, please contact StudyLink directly on 0800 889 900 or email StudyLink@msd.govt.nz. Please contact StudyLink to lodge your application as soon as you have been accepted into your programme of study.

The student loan scheme is designed to assist students to meet their expenses while studying, regardless of their employment or family circumstances. To gain a Student Loan, you must be a New Zealand citizen or have been granted permanent resident status, and be enrolled in a programme of study approved for student loans by the Ministry of Education. You must either be full-time in the programme, or be studying part-time (at least 15 hours per week) over a period of 32 weeks or more.

Note that the most recent information following changes to loan eligibility can be found through StudyLink, phone 0800 889 900 or email StudyLink@msd.govt.nz.

Student Allowances are for full-time students who are on an approved study course at a recognised institution. New Zealand Career College programmes are approved for student allowances for students that meet the StudyLink eligibility criteria.

The Unemployment Benefit Student Hardship is for full-time students who cannot find work during the holidays. This is short-term support only and students must meet set criteria to qualify.

Withdrawals and Refunds

If you withdraw from your course on or before the eighth day from the commencement date of the course, you are entitled to a refund of the course fees paid, less an administration charge of 10% of the payment to a maximum of \$500.

If you withdraw or otherwise leave your course any time after the eighth day from the commencement date of the course, you may be entitled to a partial refund of your course fees. The amount refunded will be calculated on the proportion of the course yet to be completed, less 10% of the overall payment to a maximum of \$500. Any refund paid under these circumstances is at the discretion of the CEO.

If you withdraw or otherwise leave your course after the eighth day of the course start date, and do not receive a refund of the unused portion of your fees, but later resume your studies, you may receive a credit towards fees based on the previously unused portion of the fees already paid. This is at the discretion of the CEO. Application for a refund must be made on a NZCC Programme Withdrawal Request form, obtainable from the Campus Administrator. Refunds may be given outside of the normal criteria for extraordinary circumstances, and will require approval from the CEO. All refunds will be made according to a set schedule.

When international students have been enrolled with NZCC, they are required to notify NZCC of any change in their contact details and residential address. Attendance will be monitored and if it falls below the course requirements, NZCC will notify NZIS that the student has been withdrawn from the course.

If the College cancels a course, fees will be refunded in full.

Basis of Contract

A completed NZCC Enrolment Application Form establishes the basis of a contract between you, as the applicant, and NZCC. Upon your acceptance, your place is reserved. When you have received a Conditional Offer of Place from NZCC, it will remain conditional until you have paid your fees in full and they have been received by NZCC. The contract between you and NZCC will not come into effect until the fees have been paid in full and the fees have been received by NZCC.

There is a limited number of places available at NZCC, therefore you are advised to apply early as applications will be accepted in the order in which they are received. NZCC reserves the right to accept or decline a student's application or to offer a different course to a student.

Age Restriction

The minimum age accepted for studying at NZCC is 18 years.

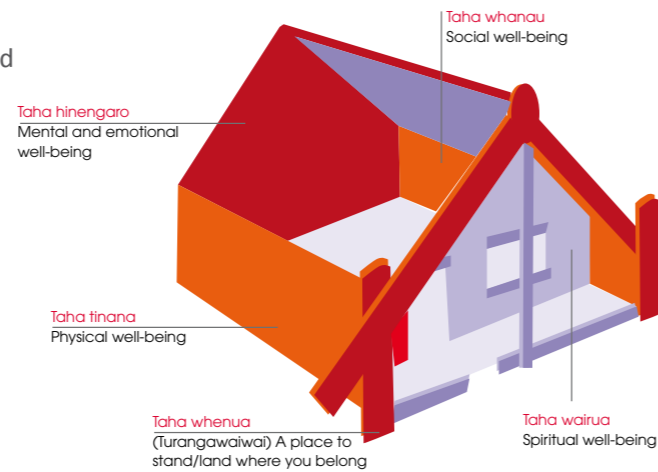
Recognition of Prior Learning (RPL) and Credit Recognition

If you believe you have the knowledge and skills being taught in a course prior to enrolling in the course, you may apply for Recognition of Prior Learning (RPL). This may mean that you do not have to attend some classes and/or complete some course assessments. You may also be exempt from paying the corresponding course fees.

However, if you are offered RPL, you may have to complete assessments at NZCC or to obtain official documentation. You may be required to pay an RPL assessment fee. All enquiries about RPL should be discussed with your Programme Leader. Credits for unit standards that have been earned elsewhere are recognised by NZCC. You must present evidence of this on your Record of Learning when you begin your course. You are not required to be assessed again for unit standards you have already been credited with. Alternative work, extension work or the opportunity to develop skills where extra work is needed may be given to you in these cases.

Student Support Services

New Zealand Career College offers a network of support to students based on the Whare Tapa Rima model (adapted from Mason Durie's Whaiora Whare Tapa Rima model, 1994).



We believe that your well-being will encourage your academic success at NZCC and strengthen your foundation for future goals and achievements. As well as the individual support students receive from academic staff, NZCC's Student Support Services cover a wide range of services to address your needs and concerns over the duration of your programme, including:

- Student loans and allowances
- Class schedules
- Study materials (eg. text books)
- Practicum placements
- Visa assistance and study extensions
- Insurance, travel and banking assistance
- Counselling services
- Accommodation assistance*
- Activity programmes
- Career guidance
- Issuing transcripts and diplomas

*Please note that while NZCC offers assistance, we do not guarantee accommodation – please refer to the Ministry of Education www.minedu.govt.nz for more information about finding accommodation.



The whole purpose of education is to turn mirrors into windows.
Sydney J. Harris

Campus Locations and Contact Details

Head Office

Level 3, 75 Karangahape Road
PO Box 8628, Symonds Street 1150
Auckland City
New Zealand
Freephone: 0800 88 NZCC (6922)
Email: info@nzcc.ac.nz

Auckland City Campus

Level 3, 75 Karangahape Road
PO Box 8628, Symonds Street 1150
Auckland City
New Zealand
Phone: +64 9 336 0040
Email: aklcity@nzcc.ac.nz

Manukau Campus

8 Puhinui Road
PO Box 27 6165
Manukau, Auckland
New Zealand
Phone: +64 9 250 4652
Email: manukau@nzcc.ac.nz

Waitakere Campus

3047 Great North Road
PO Box 15 1247
New Lynn, Auckland 0640
New Zealand
Phone: +64 9 826 4296
Email: newlynn@nzcc.ac.nz

North Shore Campus

1 Des Swann Drive
PO Box 33 1155
Takapuna, Auckland
New Zealand
Phone: +64 9 486 1052
Email: takapuna@nzcc.ac.nz

Christchurch Campus

71 Falsgrave Street
PO Box 22 271
Christchurch
New Zealand
Phone: +64 3 366 0700
Email: chch@nzcc.ac.nz

Disclaimer: New Zealand Career College has used all reasonable care to ensure that the information in this publication is accurate at the time of publishing. However, to the extent permitted by law, New Zealand Career College is not liable for, and makes no warranties or representations as to such accuracy and may change or correct any such information without prior notice. Changes will be available online at www.nzcc.ac.nz.

The future is not a gift -
it is an achievement.

Harry Lauder





www.nzcc.ac.nz