

# An introduction to Academy New Zealand





## Academy New Zealand

When you enrol at Academy New Zealand you will be starting a whole series of positive changes. Learning at the Academy is all about achieving practical skills and qualifications that will lead to long-term career prospects.

The reason we know our students are on-track for ongoing employment is simple. Since 1981 we've seen it happen for thousands of our students. Attention to the development of both the personal attributes important for employment and industry-specific skills is a key factor in all these success stories. As a student at the Academy, you will be supported by our staff through their reliability, accountability and communication skills as you aim to reach your full potential. We will help you develop these attributes for yourself, as well as the skills you need to enter the workforce in your chosen field and the practical job search skills necessary to get there.

The Academy is an adult learning environment. It is quite different from being at school. You take responsibility for your own learning and the standards and attitudes are those of the workplace rather than the classroom. Staff do not pretend to have all the answers but relate to you as an equal. Your opinion will regularly be asked for as part of course work – your input is important to us and in our positive environment you are valued. Effective communication and feedback is essential at the Academy. You can always discuss any aspect of your training with us. You'll also receive regular updates on your progress, which is monitored against previously agreed standards and reviewed frequently.

When you're at Academy New Zealand, you will benefit from our strong community and industry links with schools, employers, industry and Government agencies. One of our key directives is ensuring the

demands of local workplaces are being met.

As part of the Academy programme, we provide challenging experiences through adventure-based learning. Abseiling, rockclimbing and kayaking are included within the type of activities you may try at the Academy. These activities help build the confidence you'll need to meet the big challenge: finding and keeping a job. Your time with us will empower you to take the initiative and take chances.

We see success daily, and understand its power to motivate. As a student here you'll see this process for yourself. You will set goals and begin to achieve them in manageable and enjoyable steps.

You'll come away from the Academy with a lot of new gains: a nationally-recognised qualification, as well as new purpose and satisfaction with where you're headed.

### What makes the difference?

Academy New Zealand is one of New Zealand's largest private education providers. It has been in operation for many years; with a consistent focus on work oriented achievement. We pride ourselves in our student's achievements and we believe that it is Academy New Zealand's differences that make the difference:

**Innovative programmes:** Academy New Zealand ensures that the programmes it offers are challenging, fun and innovative, incorporating both academic and practical learning. All programmes offer the



opportunity for industry placement which provides you with the chance to try out your new skills and initiate future employment. Our programmes lead to nationally recognised qualifications and reflect current market needs and trends.

**Open learning environment:** Our small classes encourage open discussion and two-way feedback on all issues. You will be guaranteed individual attention, with training personalised to suit you. This leads to accelerated learning. The interactive environment encourages independent thinking, and as a result, you will build solid relationships with your tutor and your fellow students. The benefits include enhanced decision making, social and leadership skills.

**Learning mentors:** All Academy New Zealand tutors have recent industry knowledge and great teaching skills. They are absolutely focused on assisting you to get results, and achieve your goals. Through their time in the industry, tutors have built up extensive industry networks that assist both their day-to-day work and further their ability to place you within relevant industry. They'll also assist you in finding employment or help you decide on further training at the completion of your programme.

**Active Quality Management System:** Our Quality Management System ensures that you will receive consistent quality in tutoring and resources across all programmes. Academy New Zealand is committed to improving its programmes wherever possible, and to aid this, we constantly monitor our results and processes. We are able to be proactive and to change procedures as necessary.

**Financial security:** Academy New Zealand operates a Student Fee Protection Trust deed and related account, with an independent chartered accountant, for the protection of students' fees in accordance with the statutory requirements under section 253(1) of the Education Act 1989 and the New Zealand Qualifications Authority Private Training Establishment registration requirements. The purpose of this is to protect the financial interests of students in all circumstances that may result in the unlikely event of us ceasing to offer a course in which a student is enrolled.

**History and experience:** Our solid foundation of experience in the education industry makes Academy New Zealand a safe choice. Our experience with the New Zealand Qualifications Authority (NZQA)

goes back to 1990 when NZQA was first established. This extends to the assessment process, assessment writing, unit standards and National Certificates and Diplomas. Academy New Zealand is accredited by NZQA, and this accreditation extends to Level 5 in Adult Teaching - Assessment of Learning.

**Industry contacts:** We have developed excellent partnerships with key industry groups including the Ministry of Education, NZQA, Industry Training Organisations, employers, specific industry associations, advisory groups, and a number of Maori and Pacific Island organisations to provide access for Maori and Pacific Island learners. This ensures all programmes contain current material that reflects industry needs, and those of our students.

## Recognition of your success - qualifications and awards

**Unit standards:** All programmes at Academy New Zealand are built around unit standards, which are registered on the National Qualifications Framework (NQF) and are recognised by employers within relevant industries.

### NZQA National Certificates and Diplomas:

Students on programmes incorporating National Certificates or Diplomas from the NQF who successfully complete the qualification's credit requirement will receive the appropriate National Certificate or Diploma.

**NZQA 'Record of Learning':** Academy New Zealand registers every student with NZQA via a 'Hook-On' fee (a small charge to record your achievements on the Framework database). Academy New Zealand will report to NZQA the units and credits that have been achieved. The NZQA will send each student a 'Record of Learning' which is updated each time you register additional unit standards.

### Recognition of learning and credit transfer:

If, for any reason, you are unable to complete your programme at the Academy, units and credits already achieved toward National Certificate or Diploma qualifications are automatically recognised by other providers. This allows you to complete your qualification at any other accredited provider offering that qualification.



## Academy New Zealand Certificate of

**Achievement:** Students who complete the programme requirements will receive an Academy New Zealand Certificate of Achievement.

## Student Services

**Student liaison:** At each campus a Student Liaison Officer, (also known as the 'Recruitment Officer') is available to assist you with any questions you may have relating to student loans and allowances, accommodation, work or study load, or with any issue which could affect your progress at the Academy. Please think of this person as your first port of call - if they can't help personally they'll put you in contact with someone who can.

**Student ID:** International Student Identity Cards (ISIC) are available to students enrolled on Advanced Learning Programmes with a duration of 20 or more weeks. The cost of the card is approximately \$17.00 and you will need to supply a passport size photograph with your application. Please see the Student Liaison Officer for details.

**Common rooms/student cafeterias:** Each campus has a common room for student use. At some campuses a cafeteria operates, offering a basic selection of food.

**Health services:** All the campuses are centrally located, in close proximity to a variety of health centres. Please see the Student Liaison Officer for details.

**Maori and Pacific Island support:** At each campus you will find access to cultural groups to support you in both academic and social aspects. Please see the Student Liaison Officer for further details.

**Job search:** We will provide you with assistance in preparing your curriculum vitae or resumé, in interview skills, and in securing employment or further training at the completion of your programme. This service will be open to you for six months from the end of your programme and we encourage you to stay in touch.



**Accommodation:** While Academy New Zealand does not provide accommodation on campus, we are happy to assist you in finding accommodation. Options include private board, flatting or hostels. The Student Liaison Officer will provide you with further details.

**The Academy hours:** Lectures and workshops are normally held Monday to Friday 9.00am to 4.00pm. Industry placements and field trips may be conducted outside of these hours.

## Student safety – policies and procedures

**General complaints:** Complaints are to be directed in the first instance to the principal tutor or a member of the support staff. For further details contact the Student Liaison Officer.

**Sexual harassment policy:** A separate policy is set out to cover sexual harassment. A copy can be obtained from the Student Liaison Officer.

**Health and safety policy:** Health and Safety considerations are central to the participation and enjoyment of training and educational activities. Academy New Zealand and its affiliates will ensure a safe and healthy training and work environment and will train people to work safely. Management will ensure that safety and health risks are minimised or eliminated.



## An introduction to Academy programmes

Academy New Zealand offers a variety of programmes at a range of levels, all based on very practical 'hands-on' learning, with a clear focus on students developing new skills to gain or get more fulfilling employment.

The exact programmes provided at each Academy vary (see separate brochures) but can be summarised as follows.

### Skills Training Programmes

- Fully subsidised, i.e. little or no fees payable by students. (Eligibility criteria apply.)
- NZQA – levels one, two and three
- Often referred to as TOPS (Training Opportunities Programmes – open to those 18 years old or over) or Youth Training (specifically for 16 and 17-year-olds)
- Hands-on practical learning
- Personalised training plans.

Range of programme subjects:

- Hospitality
- Community care (care of the elderly)
- Driving
- Trades (painting and decorating, brick and blocklaying, electronics, carpentry, construction, automotive trades)
- Computing, business administration
- Horticulture
- Retail/sales
- Transport and storage
- Work place learning
- Hairdressing
- Tourism.

### Advanced Learning Programmes

- Fees payable by students
- Student loans and allowances available
- NZQA approved levels 3 and 4
- Hands-on practical learning
- Designed to meet both industry and individual requirements.



Range of programme subjects:

- Hospitality, bar, barista and café
- Floristry
- Multimedia and web page design
- Pharmacy
- Sport and fitness
- Travel, tourism
- Computing
- Cookery
- Stable practice, equine  
The National Equestrian Academy, a division of Academy New Zealand, delivers training in stable practice and horse management.
- Outdoor adventure recreation
- Personal and career development.

For a complete list and details of programmes offered at each of the nine Academy campuses see specific brochures from your local Academy.



## Tailor-made training for businesses

We can tailor-make programmes to meet the needs of employers and employees – either in the workplace, or via specialised on-campus learning.

If you feel that your business could benefit from staff training in motivational/attitudinal or skill based areas, Academy New Zealand can help you identify what training you need and develop a programme to suit you. From computer operations and customer services, to team and leadership training, we can offer a complete package, including contracting specialised tutors as required.

Specialised programmes can be developed ranging from the provision of resources for training to occur in the workplace, to full facilitation of the training, tutoring and assessment.

We can also help with assessment of staff who may already possess the required knowledge and skills to achieve unit standards in a particular industry, and receive the relevant NQF qualification.



## Assessment services

The Academy New Zealand Assessment Centre offers National Qualifications Framework Assessor and Moderator training for those involved with workplace or off job assessment in any industry (primarily Unit Standards 4098, 4099 and 11551).

We also offer the services of our Programme Development Team, who can tailor-make assessment materials and relevant resources for use by industry training organisations, companies and other bodies. These can be produced as hard copy, disk or interactive multimedia programmes.

## STAR – Secondary Tertiary Alignment Resource

### Programmes for Secondary Schools

Academy New Zealand provides programmes of varying duration, from short vocational tasters to multi-year National Certificates, in a wide selection of industries and subjects.

For a schedule of existing programmes, or to discuss the development of a tailor-made programme, please contact your local Academy.



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North Shore 7 Argus Place, Northcote, Auckland. PO Box 101-579, NSMC. Phone (09) 443 7640, Fax (09) 443 7650

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