

## A genuine pathway to work or training ...

Our introductory module will lead you to one of our other practical hands-on learning programmes that may be suited to you and your needs. Other programmes include:

- Retail Administration
- Warehousing
- Horticulture
- Retail Sales
- Salon Assistant
- Aged Care
- Natural Beauty
- Work Place Learning
- Pharmacy Assistant
- Floristry
- Hospitality



Give us a call to find out how we can help get you working.

### You'll find us here:

387 Manchester Street, Christchurch



## Directory

Christchurch 387 Manchester Street, Christchurch  
PO Box 21-199, Christchurch  
Ph (03) 366 3489 Fax (03) 366 7934

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

Otahuhu 51 Huia Road, Otahuhu, Auckland  
PO Box 22-871, Otahuhu, Auckland  
Ph (09) 276 0576 Fax (09) 276 0570

Website [www.academy.ac.nz](http://www.academy.ac.nz)

## Eligibility

Our Training Opportunities courses are government funded through the Tertiary Education Commission, so there is no cost to you. You may also receive a Travel Allowance to cover your costs of getting to and from the course.

There are eligibility criteria for this training - you must be registered with WINZ, receiving DPB and genuinely want to work.

For more details, or to find out if you are eligible, either give us a call at the Christchurch Academy on 366 3489, or talk to your Case Manager at WINZ

Academy New Zealand is registered as a private training establishment by the New Zealand Qualifications Authority pursuant to the 1990 Education Amendment Act.



HANDS-ON LEARNING THAT GETS YOU EARNING

## Part-Time Back-to-Work Training



# HANDS-ON LEARNING THAT GETS YOU EARNING

## Introduction

If you're looking for new direction and ways to improve your skills, we can provide you with the opportunity! We are offering part-time training to lead to part-time work.

We'll do more than have you on the course - we'll help you set your own goals, work with you to overcome any problems, and provide you with your own personal mentor who'll be with you every step of the way.



Our new part-time programme has been designed with the needs of solo parents in mind. The hours are 9.30am to 2.30pm to fit in with school and creche hours, and could be flexible to cope with some of the school holidays.

An introductory module especially for solo parents will be run by your mentor to help you settle into a work and training environment.

We'll help you to investigate different career options, develop some skills to help you in the home, and find out about the support that's out there.

## The programme includes

- Setting your goals - what kind of job suits you, who can help you, what training you might need, organising child-care
- Getting a job - CVs, trying other courses, visits and guest speakers, dressing for success, interview skills
- Domestic skills such as budgeting, car & home maintenance, even learn how to grow veggies
- First aid and nutrition
- Introduction to computers
- Heaps of support from other solo-parents, your mentor and the staff here at the Academy in a supportive atmosphere

## All our programmes offer

- Practical hands-on training
- CV preparation or updating
- Work experience
- Career planning and job search
- Drivers licence assistance
- Literacy and numeracy tuition
- NZQA units and/or qualifications

## It's all about getting jobs

It is vitally important that your reason for training with us is to get a job and that you are prepared to do what it takes to get that job!

Throughout this programme, you will be taught the skills needed to find great part-time, or even full-time employment. This support is continued following the introductory module, with help finding that job or throughout the rest of your part-time vocational course here with us.

As part of your training, you will be placed into the industry for work experience. Many of our students gain employment within these organisations.

## What you could achieve

The Academy assists every trainee to set learning goals and plan steps towards achieving employment.

All the skills gained from this programme are recorded with the New Zealand Qualifications Authority and you'll receive the NZQA Record of Learning alongside the Academy New Zealand Record of Achievement. These achievements remain with you forever and can be added to at any time.

We hope you'll stay with us on one of our other programmes, on a part-time commitment, and leave when we help you find your job!

