



International College of Auckland



Welcome to international college of Auckland(ICA). Our vision is to be a world-class education provider by thoroughly meeting our stakeholders' needs in our education delivery. Our mission is to provide quality education which enables students to optimise their potential and become internationally competitive in the market place.

ICA students are from all over the world, mainly from Asia and Europe. With European,Asian,Kiwi and African cultures, we form a harmonious international family. Students learn some theory but most importantly practical knowledge, transcultural communication skills, which are valuable experiences.

Academic Programmes

| Category | Course Name | Duration | English Entry Requirement |
|------------------------|--|-------------------|--|
| English | New Zealand Certificate in English Language (Foundation) (Level 1) | 24 weeks/Term | ICA Placement Test |
| | New Zealand Certificate in English Language (Level 1) | 16 weeks/Term | NZCEL (Foundation) Level 1 Certificate; OR ICA Placement Test |
| | New Zealand Certificate in English Language (Level 2) | 16 weeks/Term | IELTS overall 4.0 OR equivalent <small>*no individual band score less than 3.5</small> |
| | New Zealand Certificate in English Language (Level 3) (General) | 16 weeks/Term | IELTS overall 4.5 OR equivalent <small>*no individual band score less than 4.0</small> |
| | New Zealand Certificate in English Language (Level 3) (Applied) | 18 weeks/Term | IELTS overall 5.0 OR equivalent <small>*no individual band score less than 4.5</small> |
| | New Zealand Certificate in English Language (Level 4) | 18 weeks/Term | IELTS overall 5.5 OR equivalent <small>*no individual band score less than 5.0</small> |
| Information Technology | New Zealand Dip in IT Technical Support Level 5 | 1 Academic Year | IETLS band 5.5 or equivalent |
| | New Zealand Dip in Systems Administration Level 6 | 1 Academic Year | IETLS band 6.0 or equivalent |
| | Dip in Networks and Systems Administration (Advanced) Level 7 | 1 Academic Year | IETLS band 6.0 or equivalent |
| Engineering | Dip in Electrical Engineering (Telecommunication and Networks) Level 7 | 2 Academic Years* | IETLS band 6.0 or equivalent |
| | Dip in Electrical Engineering (Electronics and Embedded Systems) Level 7 | 2 Academic Years* | IETLS band 6.0 or equivalent |
| | Dip in Mechanical Engineering (Mechatronics and Control Systems) Level 7 | 2 Academic Years* | IETLS band 6.0 or equivalent |
| | Dip in Civil Engineering (Building and Construction) Level 7 | 2 Academic Years* | IETLS band 6.0 or equivalent |

*Entry requirements for Level 5: An IELTS (Academic) overall band score of 5.5 with no individual band score less than 5.0; OR a Pearson English Language Test (PTE) overall band score of 42 with no individual band score less than 36; OR equivalent.

*Entry requirements for Level 6 & 7: An IELTS (Academic) overall band score of 6.0 with no individual band score less than 5.5; OR a Pearson English Language Test (PTE) overall band score of 50 with no individual band score less than 42; OR equivalent

***Cross Credit may be applied if students have a previous relevant educational qualification**

*Students will need to meet the International College of Auckland (ICA) general entry criteria prior to enrolment.

*Diploma courses may provide a great opportunity to work in New Zealand or continue with further studies in Polytechnics or Universities (i.e., Bachelor/Master's Degree) by cross crediting some of the diploma subjects completed.

ICA Destination Statistics

75% of ICA graduates chose to stay in New Zealand after they graduate. Majority of them obtain employment and some of them pursued further studies.

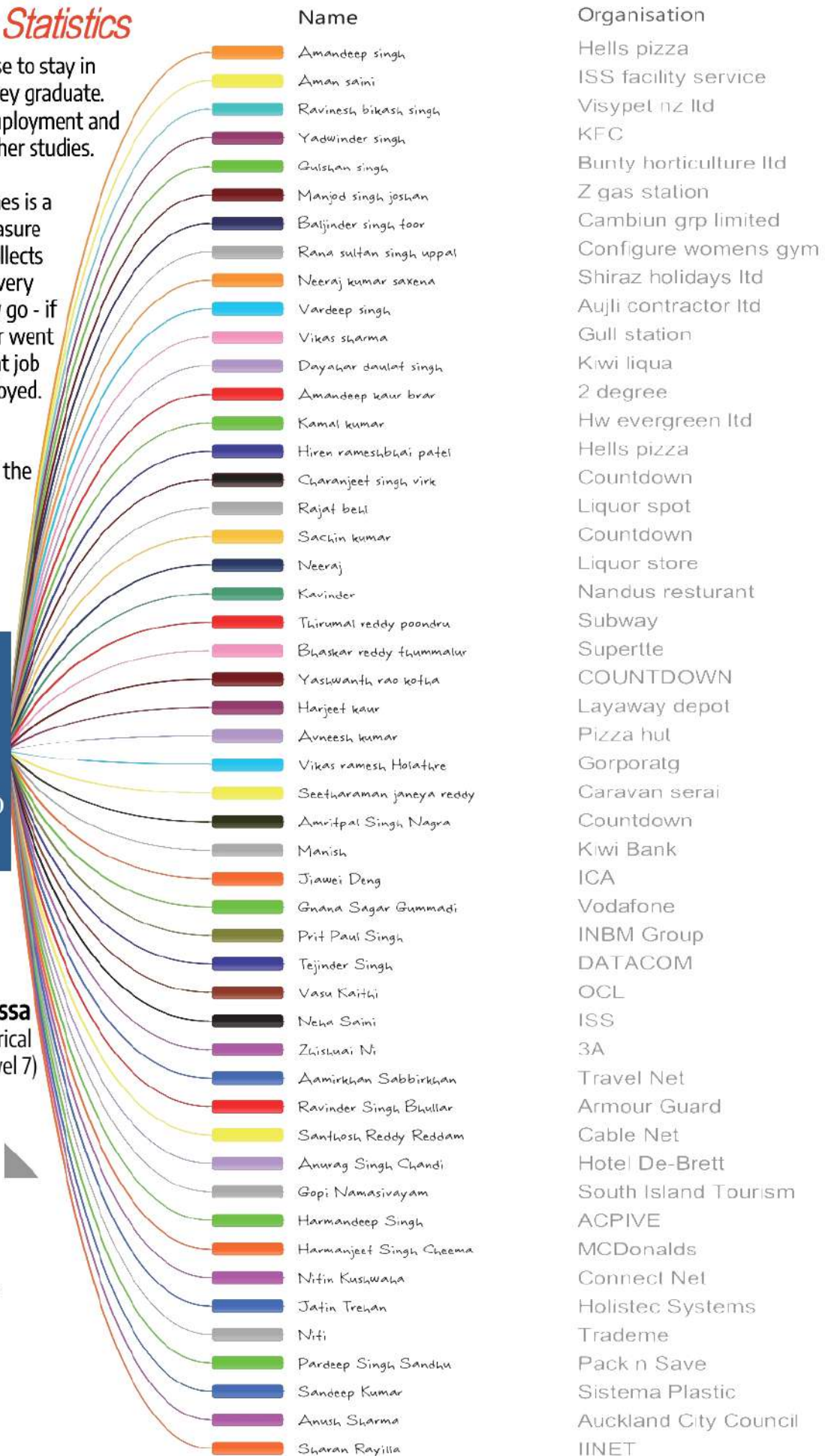
Prioritising student outcomes is a major ICA objective. To measure performance results, ICA collects feedback from graduates every year. ICA tracks where they go - if they gained employment or went for further studies and what job they are in if they are employed.

ICA has made a significant achievement as majority of the graduates stayed in New Zealand.



Jonnathan Nossa
Diploma in Electrical Engineering (Level 7)
Colombia

During my studies with the International College of Auckland, I have improved my skills. I also learned many things regarding my professional career. ICA helped me work on different projects, giving me the support I need. Also, I have been learning about different cultures and meeting amazing people. Definitely, ICA has been my best experience ever!





Level 1-4

New Zealand Certificate in English Language

Course Duration

NZCEL (Foundation) Level 1 - 24 weeks/term
NZCEL Level 1 to Level 3 (General) - 16 weeks/term
NZCEL Level 3 (Applied) to Level 4 - 18 weeks/term

Course Details

The New Zealand Certificate in English Language (NZCEL) programmes range from beginner to advanced. Each level has 60 credits.

The face-to-face programme instructions will take place in interactive classroom sessions. Students are engaged in a variety of activities designed to maximise their opportunities to develop language skills and confidence in their own language abilities.

Class activities will include role-plays, educational class outings, individual, pair, and group works, discussions, games, project-based learning, task-based learning, and media-based learning.

All classes from NZCEL (Foundation) Level 1 to NZCEL Level 4 are scheduled on weekdays from 9am to 2:30pm.

NZCEL Level 4: Graduates are expected to complete the course with an English level equivalent to IELTS 6.0. Graduates of the programme may be able to enter most New Zealand undergraduate courses or NZCEL Level 5.

NZCEL Level 3 (Applied): Graduates are expected to complete the course with an English level equivalent to IELTS 5.5.

NZCEL Level 3 (General): Graduates are expected to complete the course with an English level equivalent to IELTS 5.0.

NZCEL Level 1 and 2: Graduates are expected to complete the course with an English level equivalent to IELTS 4.5.

Entry Requirements

- Be at least 16 years old or above
 - meet the specific English entry requirement
- NZCEL (Foundation) Level 1: ICA Placement Test
NZCEL Level 1: NZCEL (Foundation) Level 1 Certificate;
OR ICA Placement Test
- NZCEL Level 2: IELTS overall 4.0; or equivalent
NZCEL Level 3 (General): IELTS overall 4.5; or equivalent
NZCEL Level 3 (Applied): IELTS overall 5.0; or equivalent
NZCEL Level 4: IELTS overall 5.5; or equivalent

Migrant English Course

Exclusively designed for Middle-aged and elderly learners who are newly arrived migrants in New Zealand, the course enables adult students to improve their English in a learning environment suited to their particular needs, such as asking for and giving directions, shopping, using public transportation, job seeking, starting a business, socialising, travelling, asking for help, seeing a doctor, etc.

PELT(Pre-Purchased English Language Tuition)

It is for students who have paid for English tuition to Immigration New Zealand.

We offer classes at 8 internationally recognised levels.

You will have a placement test when you enrol to ensure we place you in the best class for your current level.

If you require an individually tailored English program, ICA offers one-on-one English learning programmes. Our private tutors can also come to your residence for sessions.





Diploma in Civil Engineering (Building and Construction)

Programme Details

The Diploma in Civil Engineering (Building and Construction) is designed to develop students' knowledge and skills progressively in line with current requirements in building and construction industry. The programme includes 12 papers of level 5 to 7 with total 240 credits. The programme will enable students to understand a variety of concepts, processes and procedures relevant to building and construction industry.

This program is specifically designed to enhance learners' knowledge and skills in building

structures, construction materials theory, building conservation, earthquake engineering, construction contract administration, and project planning, scheduling, costing, execution and monitoring. The knowledge achieved through this qualification will enable graduates to select and apply appropriate qualitative and/or quantitative techniques in order to identify engineering problems, apply analytical approach to solve those problems to come up with engineering solutions contributing towards building structure and construction related decision making.



Programme Summary Information

Programme Title: Diploma in Civil Engineering ((Building and Construction)- Level 7

Total Credits: 240,

Duration: 2 Years (Full Time) (Total 80 weeks including holidays)

Aim

This programme aims to provide students with advanced theoretical knowledge, analytical and practical skills, and in-depth understanding of technological principles, techniques and physical procedures required for employment in the civil engineering industry including building and construction. Students will acquire conceptual knowledge and practical skills in research, consultancy, planning, design, development, operation and maintenance founded on scientific principles, upon which Civil Engineering is based. Graduates of this programme will also possess the

advanced knowledge and skills required to select and apply appropriate qualitative and/or quantitative techniques in order to identify engineering problems, apply analytical approach to solve those problems to come up with engineering solutions to the various segments of the building and construction industry and service the industry needs. By producing skilled graduates, this will benefit New Zealand in dealing with the increasing demand of more professionals required to design, create and build structures efficiently.

The programme has been designed for students who have already completed a course of study in civil engineering at Level 5, or who have equivalent knowledge and skills, and wish to acquire more specialist knowledge and skills in accordance with industry requirements. It will also benefit individuals who are employed in the civil engineering industry and would like to gain further credentials that will support their career.

Contents

| | |
|--------|---------------------------------------|
| DCE500 | Engineering Mathematics |
| DCE501 | Engineering Drawing and Graphics |
| DCE600 | Land Information Systems |
| DCE601 | Engineering Surveys |
| DCE700 | Advanced Structural Concrete |
| DCE701 | Structural Systems |
| DCE702 | Geotechnical Earthquake Engineering |
| DCE703 | Timber and Steel Structures |
| DCE704 | Multi-storey Building Design |
| DCE705 | Building Conservation |
| DCE706 | Construction Management and Economics |
| DCE707 | Final Project |

Entry Requirements

- Applicants must have a Diploma in Civil Engineering (Level 5); OR equivalent;

- An IELTS overall band score of 6.0 with no individual band score of less than 5.5; or equivalent.*

*Equivalent English language tests are shown in the table below. English requirement should be met in only one result sheet.



Career Opportunities

- Civil Engineer
- Civil Engineering Draftsperson
- Civil Engineering Technician
- Quantity Surveyor
- Surveyor
- Surveyor's Assistant
- Geotechnical Engineer
- CAD Drafter
- Civil AutoCAD Engineer
- Structural Drafter
- Structural REVIT Technician



Other English Test Options with Minimum Requirements

| IELTS Test (Academic) | TOEFL Internet-Based Test (iBT) | NZCEL | Pearson Test of English | LanguageCert | Cambridge English Qualifications | Trinity ISE |
|---|--|--------------------|---|--|---|--|
| Overall band score of 6.0 with no individual band score lower than 5.5. | Score of 60 (with a writing score of 18) | Level 4 (Academic) | PTE (Academic) score of 50 with no band score lower than 42 | C1 Expert IESOL (LRWS) with PASS and no less than PASS in each skill | B2 First or B2 First for schools, or C1 Advanced or C2 Proficiency with a score of 169. No less than 162 in each skill. | ISE II with no less than distinction in any band |



Level 7

Diploma in Mechanical Engineering

Programme Details

The Diploma in Mechanical Engineering is designed for those who want to work with future technologies and market trends in New Zealand.

A student who is keen to propose mechanical engineering solutions, wants to develop, deploy, test, and commission automated systems for industry, and design and manufacture electromechanical components may join our Diploma in Mechanical Engineering (Mechatronics and Control Systems) (Level 7) programme.

The programme is a two year qualification with 240 credits. The programme includes core, elective, and specialisation papers.

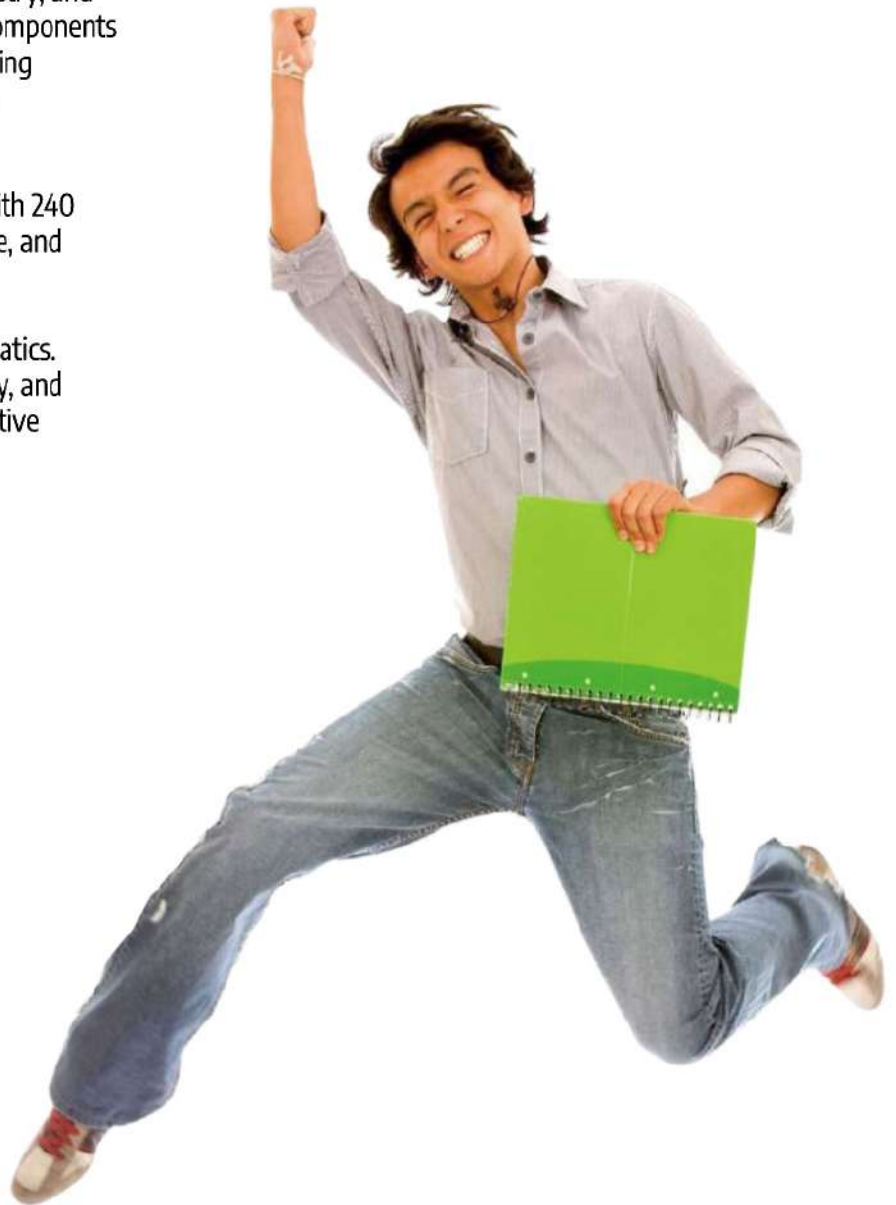
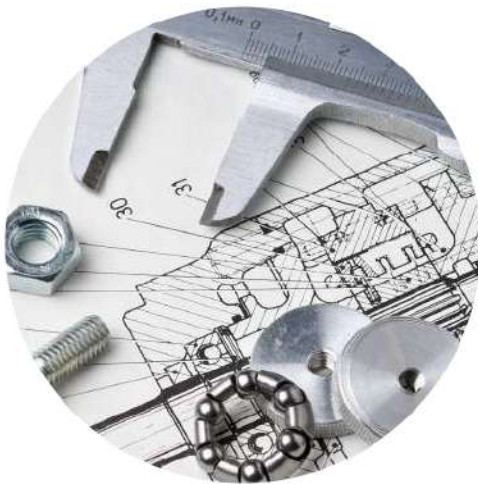
The core papers include Engineering Mathematics, Engineering Management, Lean Methodology, and Final Project. The programme also offers elective papers to develop learners' foundation in Mechatronics and Control Systems.

Programme Summary Information

Programme Title: Diploma in Mechanical Engineering (Mechatronics and Control Systems) (Level 7)

Total Credits: 240 credits

Duration: 2 Years (Full time study; inclusive of holidays)



Other English Test Options with Minimum Requirements

| IELTS Test (Academic) | TOEFL Internet-Based Test (iBT) | NZCEL | Pearson Test of English | LanguageCert | Cambridge English Qualifications | Trinity ISE |
|---|--|--------------------|---|--|---|--|
| Overall band score of 6.0 with no individual band score lower than 5.5. | Score of 60 (with a writing score of 18) | Level 4 (Academic) | PTE (Academic) score of 50 with no band score lower than 42 | C1 Expert IESOL (LRWS) with PASS and no less than PASS in each skill | B2 First or B2 First for schools, or C1 Advanced or C2 Proficiency with a score of 169. No less than 162 in each skill. | ISE II with no less than distinction in any band |

Aim

This programme aims to provide students with advanced theoretical knowledge, analytical and practical skills, and in-depth understanding of technological principles, techniques and physical procedures required to work as engineering technicians or technologists in the mechanical engineering industry.

Graduates of this programme will work with various types of mechanical and electro-mechanical devices to provide solutions to mechanical engineering businesses and services that the industry needs

Course Contents

Compulsory Papers (students must complete the following):

1. DME500 Engineering Mathematics
2. DME501 Engineering Drawing and Graphics
3. DME600 Engineering Management and Lean Methodology

Optional Papers:

1. DME604 Analogue and Digital Electronics
2. DME605 Mechatronics Systems and Design
3. DME606 Control Systems Engineering

Mechatronics and Controls Systems Papers:

1. DME720 CAD/CAM
2. DME721 Industrial Automation and Robotics
3. DME722 Actuators and Sensors
4. DME723 Electromechanical Systems and Devices
5. DME724 Building Services and Technology
6. DME725 Real Time Embedded Systems

Career Opportunities

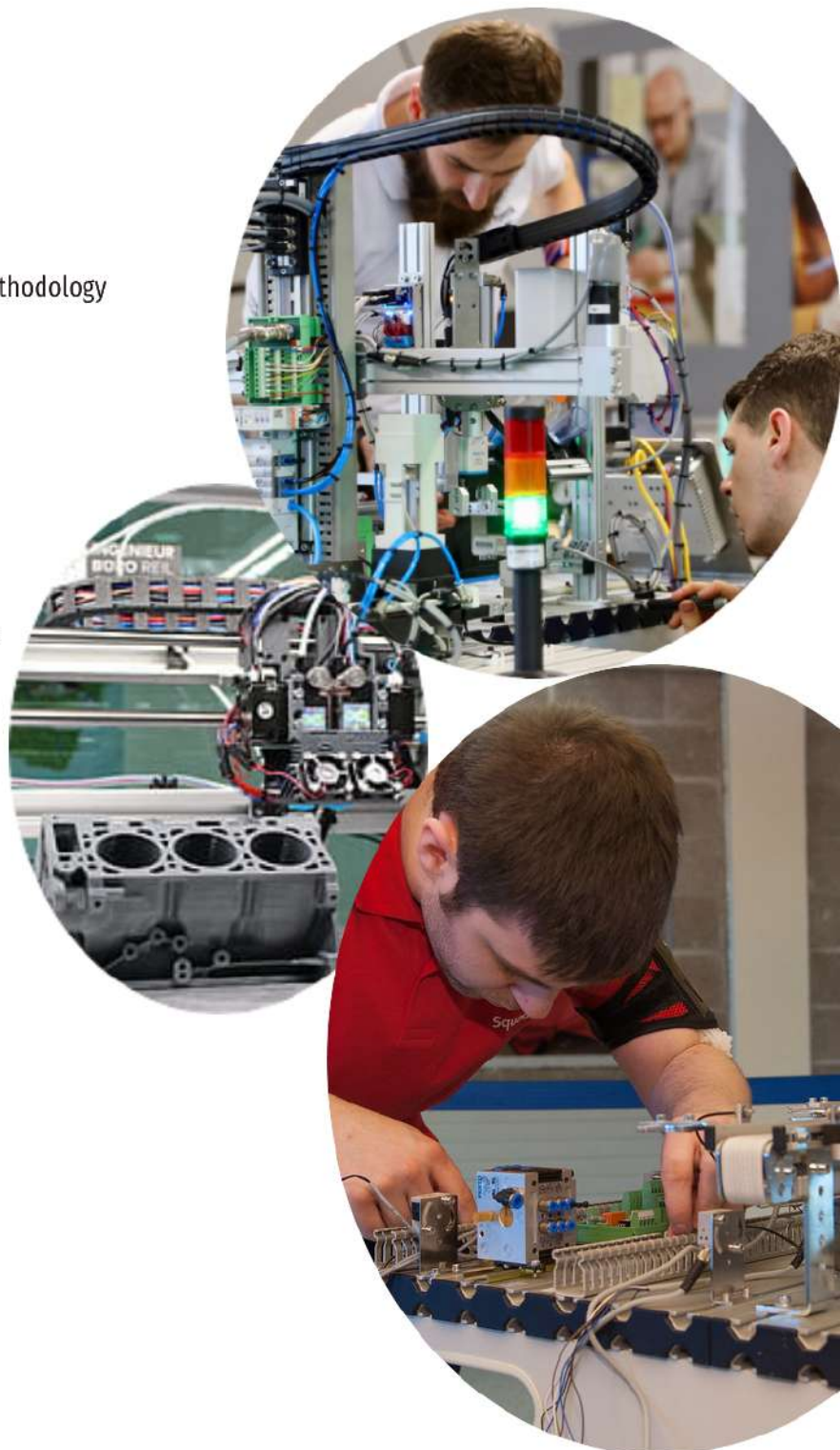
- Mechanical Engineering Technician
- Industrial Engineer
- HVAC Engineer and Technician
- Plastics Technician
- Mechanical Engineering Technician
- CAD Design Technician
- Mechatronics and Control Process Engineer
- Mechatronics Engineer
- Production/Plant Engineer

Entry Requirements

- Applicants must have a Diploma in Mechanical Engineering (Level 5) qualification; OR equivalent.

- An IELTS overall band score of 6.0 with no individual band score of 5.5; OR equivalent.

*Equivalent English language tests are shown in the table below. English requirements must be met in only one result sheet.



Level 7

Diploma of Electrical Engineering (Electronics & Embedded System / Telecommunication & Network)

Course Duration

2 years including holidays

Entry Requirements

- Applicants must have a Diploma in Electrical Engineering Level 5 or Equivalent
- The first year of the New Zealand Diploma in Engineering (Electrical) (Level 6) or Equivalent
- Equivalent knowledge and skills, such as 10 years high school +3 years certificate/diploma in technology, The first year of a Bachelor of Electrical Engineering degree completed and similar qualifications or
- International Baccalaureate Diploma with 24 points minimum
- 2 years relevant work experience
- 3 years relevant work experience and be 20 years of age or over. The applicant shall be required to formally apply for the assessment of prior learning; and complete the assessments of prior learning if approved to do so by the DEE programme leader
- Applicants must meet the minimum academic entry requirements and have achieved an overall band score (Academic) of 6.0 IELTS, (writing, speaking, reading and listening bands with no less than 5.5) or equivalent (see table 1 below for the IELTS equivalent options). Over and above existing English proficiency may be determined if the medium of instruction in primary and secondary studies was in English OR if the applicant has studied for three years full time in New Zealand, USA, Canada, Australia, or the UK.

Aims of the Course

This programme aims to provide an advanced programme of study covering core knowledge and skills in electrical and electronics engineering, and two

specialist strands: telecommunications and networks; and electronics and embedded systems.

The programme has been designed for students who have already completed a course of study in electrical engineering at Level 5, or who have equivalent skills and knowledge, and wish to develop more specialist knowledge and skills.

Career Opportunities

- Business intelligence consultant
- Programming Web developer
- Network engineer
- Mobile applications developer
- Database administrator

Course Structure

- Compulsory papers: Mathematics for Engineers, Engineering Project Management, Final Project.
- Optional Papers (Any Three Papers): Electrical Circuits and Devices, Computer Programme and CAD Tools, Electronic Communication Systems, Data Communications and Computer Networks, Antenna and Wave Propagation, Advanced Circuits and Systems, Advanced Electronic Devices and Applications, Microprocessor and Digital
- Electronics and Embedded Systems(All Six Papers) Power Electronics Principles and Applications, Automated Test System Design and Best Practices, Advanced Microcontrollers and Interfacing; Real Time Embedded Systems, Real Time Operating Systems, and Control Systems.
- Telecommunication and Networks (All Six Papers) Network Security, Analysis and Design of Enterprise Networks, Wireless Sensor Networks, Wireless Communication, Broadband Communication, Optical Fibre Communication.





NZ Diploma in IT Technical Support

Course Duration

44–50 weeks including holidays

Entry Requirements

General Entry Requirements

The New Zealand Certificate in Information Technology Essentials (Level 4) or Equivalent.

An interview process will be available to determine whether any specific support is required and to ensure applicants are well informed about the programme.

English Language Requirements

Students who do not have English as first language must have an IELTS score of 5.5, with no band score lower than 5; OR

the New Zealand Certificate in English Language Level 4 or equivalent.

Aims of the Course

The program aims to outcome graduates who are ready to be launched in the global and New Zealand's information technology industry. The graduates will have the following technical and core IT skills:

- Select, install and configure IT hardware and systems software to meet organisational requirements.
- Apply a broad operational knowledge of networking, and associated services and technologies to meet typical organisational requirements.
- Apply a broad operational knowledge of database administration to meet typical organisational data storage and retrieval requirements.



- Troubleshoot and resolve a range of common system problems using appropriate tools and procedures.
- Apply the fundamentals of interaction design concepts and practice to enhance interface design.
- Apply the principles of software development to create simple working applications.

Course Content

Module 1

- Computer Hardware and Operating Systems
- Data Communication and Computer Networks

Module 2

- Systems Administration
- Database Design and Administration

Module 3

- Web Design Fundamentals
- Programming Principles

Module 4

- IT Security and Professional Practice
- IT Project

Career Opportunities

Graduates are prepared for employment at an entry level in:

- IT Technical Support
- IT Help Desk Support
- IT Services Support
- IT Technician
- Network support

This programme can lead to further study pathway either at a degree level qualification OR a higher level diploma programme.



NZ Diploma in Systems Administration

Duration

44–50 Weeks including holidays

Entry Requirements

Learners enrolling to this programme must hold the New Zealand Diploma in Information Technology Technical Support (Level 5) and/or equivalent qualification and/or appropriate knowledge, skills and experience in the IT sector.

International students and those who do not have English as a first language must have an IELTS academic score of 6.0, with no band score lower than 5.5; or the New Zealand Certificate in English Language Level 5; or equivalent.

Aims

The programme aims to develop learners' professional knowledge and technical skills in systems administration.

The learners will be able to analyse organisational requirements to plan and implement a range of technologies for systems and network services. The learners will be capable of planning, managing and implementing directory services, server-based virtualisation infrastructure, automated system and application software deployment techniques while applying IT service management and change management processes and procedures to comply with organisational requirements. The learners will also demonstrate professionalism, and communication, information design, personal, interpersonal and project management skills to an IT related project to analyse and solve problems.

Upon completion, the graduates will be capable of carrying out systems administration and providing related advice and support, using skills that will be internationally relevant.

They will also be able to operate within an organisation with appropriate professional standards and practice, both independently and as part of a team.



Contents

The programme consists of eight (8) papers:

1. Identity Management and Directory Services
2. Server Virtualisation Infrastructure Services
3. Enterprise Storage Solutions and IT Service Management
4. Messaging Systems Administration
5. Network Access and Security
6. Application Virtualisation & Virtual Desktop Infrastructure
7. Professional Practices
8. IT Project

Career Opportunities

Graduates will gain skills and knowledge to gain entry level roles:

- IT Technician
- Help Desk Analyst
- Tier 1 and 2 Desktop Support
- Systems Administrator
- Applications Support

Graduates with background can get into advanced roles:

- Senior System Administrator
- Application Support Analyst

Educational Pathway

This programme can lead to further study pathway;

- Industry specific training and certification
- Degree level qualifications
- Diploma in Computer Systems Support – Advanced (Level 7)

This qualification provides an education pathway from:

- New Zealand Diploma in Information Technology Technical Support (Level 5)

Level 7

Diploma in Networks and Systems Administration (Advanced) Level 7

Duration

44–50 Weeks including holidays

Entry Requirements

Applicants must meet the following criteria:

- Successfully completed a Level 6 or equivalent qualification in information technology or similar discipline; OR
- Successfully completed a bachelor's degree in any information technology relevant field; OR
- Evidence of equivalent practical, professional or educational experience e.g. Three or more year full time experience (relevant to ICT); OR
- Candidates aged over 20 years who do not meet the entry requirements but whose skills, education or work experience indicate that they have an equivalent knowledge and skills may be eligible for special admission at the discretion of the Head of the department or designated nominee. International students and those who do not have English as a first language must have an IELTS academic score of 6.0, with no band score lower than 5.5; or evidence must be provided of equivalent English language proficiency.

Aims

The programme aims to provide students with the specialised technical knowledge and skills from within

the Information technology profession that focus on the specialisation of 'Networks and Systems Administration'. Graduates of this programme will be able to demonstrate theoretical knowledge and specialised technical skills with depth in the field of systems and network administration by analysing and generating solutions to implement and maintain systems, networks and cloud based solutions to meet broadly defined organisational requirements.

Contents

The programme consists of two core and six elective papers of which students will need to select four to complete a qualification of 120 credits.

Core Papers:

- Project Management
- Final Project

Elective Papers:

(Students can complete the remaining credits from the following papers)

- Servers Infrastructure Administration
- Public and Private Cloud Technology
- Messaging and Collaboration Systems
- IT Service Management Advanced Computer Networks
- Network and System Security



Career Opportunities

- Cloud Technology Support
- System Administrator
- Systems Analyst
- Junior Systems Engineer
- Network Administrator
- IT Systems Support
- IT Automation related role

Cross Credit and Recognition of Prior Learning

Recognition and award of credit for learning

Learning achieved through prior formal education and work /life experience can be formally acknowledged. Credit can be awarded where students previous learning and academic achievements can demonstrate relevance with ICA programmes and qualifications.

Procedure:

1. Credit Recognition and Transfer

Credit recognition and transfer is critical to support learners along appropriate learning pathways. Credit recognition and transfer is available for:

- the same course completed at another education provider e.g. NQF Unit standards;

Or

- equivalent material covered in courses from different programmes where the learning outcomes have been adequately covered at the same level;

Recognition of prior learning is credit for learning gained from relevant work experience and/or informal courses.

Assessment of learning for CRT at ICA:

- Is considered at the time of enrolment application.
- Incur a non-refundable fee payable at point of enrolment.
- Focuses on skills and knowledge held by the applicant.
- Requires sufficient evidence to show that the learner meets the learning outcomes for which credit is being sought.
- The evidence shows a direct relevance between the learning achieved and the component for which credit is being sought.
- The level and credit value of the learning achieved is equivalent to or higher than that of the component for which credit is being sought.
- Allows a maximum of 50% of credits to be awarded towards a qualification through CRT/RPL.
- Provides appropriate information, support and advice about the process to the applicant.
- Is conducted by an independent assessor.

Ratifies assessment decisions at Academic Board.

Credit recognition and transfer will be awarded to any student who:

- Provides evidence that they have completed a component of a New Zealand Certificate or Diploma that is also a component of an ICA programme or a NZQF assessment standard. The student should provide their Record of Learning at the time of enrolment so that credit transfer can be awarded and recorded on their student record.

Or

- Provides adequate evidence that they have completed components of learning that match to the level and learning outcomes of components of an ICA programme.

This may occur on a case-by-case basis (individual learners) or as a structured agreement between organisations.

There is an acceptable level of match between components/learning outcomes

Specific schedules of CRT arrangements are provided at programme level.

Applications for CRT should be made on form 6.3 at point of enrolment with relevant documentation attached.

2. Recognition of Prior Learning

Some learners have levels of skills and knowledge without a formal qualification, gained through several years of work experience and informal education and training. Learners are able to demonstrate proficiency through evidence portfolios, interview and/or assessments to achieve credits.

- RPL shall be dealt with on a case-by-case basis.
- Learner shall apply for RPL through a formal application to ICA.

- An academic advisor will provide support and guidance to the
- An independent assessor will evaluate the application and decide the eligibility of the applicant for the RPL ensuring appropriate evidence is provided. Evidence can include evidence portfolio, attestations, interview and/or challenge assessment.
- Credit will be awarded following on the assessor's decision.

Applications for RPL should be made on form 6.3 at point of enrolment with relevant documentation attached.

| CRT and RPL Processes | |
|-----------------------|--|
| CRT | <ol style="list-style-type: none"> Learner talks with Academic Advisor to identify and select right papers to apply for Credit recognition and transfer (CRT). Learner to complete application Form 6.3. Learner to submit all transcripts and course contents. Assessor evaluates the application and completes relevant parts of Form 6.3. Marketing department is informed with the outcome of the application. Department to keep record of the CRT application for further procedure. Academic Board will ratify CRT application outcomes in their scheduled meetings. |
| RPL | <ol style="list-style-type: none"> Learner to discuss with Academic Advisor to identify and select right papers to apply for RPL. Applicant to complete application Form 6.3. Applicant to submit experience letter(s), job description(s) completed projects and/or other relevant documents to ICA. Applicant needs to complete Portfolio, Challenge Assessment, Attestation or Interview (written, oral) as decided by the independent assessor. Assessor evaluates the application and completes relevant parts of Form 6.3. Marketing department is informed with the outcome of the application. Department to keep record of the RPL applications. Academic Board will ratify RPL application outcomes in their scheduled meetings. |

| Evidence Required | |
|--|---|
| Credit Recognition and Transfer | Recognition of Prior Learning |
| Applicable evidence may include: - (NZQA) Record of learning. - Original or attested Qualification Transcripts. - Original or attested Mark Sheets. - Syllabus or Learning Outcomes. - Course duration, Credits, Hours. | Applicable evidence may include: - Work experience type and duration - Job Description or Contracts for work - Completed Projects - Reference letters - Attestations |

| Schedule of Credit Transfer for: Diploma in Engineering (Level 7) (Electrical; Mechanical; Civil) | |
|---|--|
| Credits awarded | Qualification held |
| Maximum 60 credits equivalent to one semester of study | Secondary or High-school qualification equivalent to NZQF (Level 2) and Diploma study in relevant field equivalent to NZQF (Level 5) |
| Maximum 120 credits equivalent to two semesters of study | Bachelor degree in relevant field or New Zealand Diploma in Engineering (Electrical, Civil and Mechanical) (Level 5) |
| The following six options are available for achieving the maximum of six prescriptions (120 credits) by Credit Transfer | |
| Option 1: | 6 prescriptions (Maximum 120 cr) |
| Option 2: | 5 prescriptions (Maximum 100 cr) |
| Option 3: | 4 prescriptions (Maximum 80 cr) |
| Option 4: | 3 prescriptions (Maximum 60 cr) |
| Option 5: | 2 prescriptions (Maximum 40 cr) |
| Option 6: | 1 prescriptions (Maximum 20 cr) |

Student Testimonial



“The International College of Auckland is the place to extend knowledge. Here I learned how the labour New Zealand market works and how we, as professionals are able to cover it. The International College of Auckland provides more than an engineering knowledge, generating awareness of the real professional life. The college is always able to bring to the students all the support needed with intellectual and physical means. The professional structure – teachers and administrative bodies – are always open to help you and give the best of them.”

– Yohan Steven Borda Medina from Colombia (Diploma in Electrical Engineering – Level 7)



“I have thoroughly enjoyed my time at the International College of Auckland. It’s great to be part of an institution that cares for each student on an individual level and personal level. Coming from a much larger place of learning, it is nice to feel like a valuable member of the ICA community rather than just an administrative number. I would highly recommend the International College of Auckland to any international student looking to pursue higher education in New Zealand.”

– Joshua Rosenblatt from UK/South Africa (Diploma in Business – Level 7)



“I started my course in business management – level 7 with International College of Auckland in August 2016. I successfully completed one year of my studies on June 24, 2017. During the time I spent in ICA, I had a good experience with the college. The tutors were helpful and cooperative. They know everybody by name, and the support they gave both inside and outside the classroom was brilliant.

They used a variety of teaching methods and moved through the course material ensuring that no one in the class fell behind. I wholeheartedly recommend ICA. College life was excellent and I made loads of friends even on my first day! There was a culture of helping everyone and inclusion didn’t need to be stressed by the lecturers – it just happened. My ICA Business Management Diploma Certificate is internationally recognised. It has already opened many career doors for me, and I believe it will continue to do so in the years to come. During my course, I got a job as an Assistant Manager of a Salon Store and I am looking forward to become the manager for my future growth. I would like to thank all ICA staff for their continuous support they have rendered me during my tenure with ICA”

– Lynette Lewis from India (Diploma in Business – Level 7)



“I finished studying Diploma in Business (Level 7) at the International College of Auckland (ICA) and I graduated in July. Before I came to New Zealand, I had studied Tourism in Management in China. Studying in ICA, I gained in-depth business skills and knowledge. The teachers taught us how to enter the field of business computing, management, marketing, healthcare and project management. We analysed a number of issues and challenges associated with today’s business. I really enjoyed customer services here. Having graduated from ICA, I found a job in sales at the International Auckland Airport”

– Yingjie (Alice) Duan from China (Diploma in Business – Level 7)



“When formal classes start, I was impressed of the school’s state of the art laboratory equipment in the Engineering Department. There I have the hands on exposure and experience on how to program an actual microcontroller without paying additional fee to the necessary electronic equipment I needed, a contrast to what I knew as a common practice in the Philippines. Interestingly, we don’t use textbooks. And those boring daily discussions had been lessened and is diverted mostly to actual application and hands on implementation. It is also worthy to quote the use of online software we called MOODLE exclusively by ICA as the online portal for all students to access all subject modules, quizzes, announcements and even discussions among groups. Education in ICA is simply superb and beyond question, our standard can compete in international community of colleges, truly will develop self-confidence and work ready attributes among its graduates. With free use of laptop computers for every student is an opportunity I never had in my education in the Philippines. Here at ICA, every student is encourage to use laptop computers in every class session and that’s on top of unlimited hi-speed internet connectivity, all as part of the school’s services to its students. Every student is also assigned a mentor, where you can freely communicate and ask questions at least almost anything “under the sun” .. This made me feel comfortable and think like I have found a new family who’s watching over me., it helped me a lot become confident and sociable in a diversified environment. ICA resources are more than enough to address every student needs. In as far as educational materials are concerned, ICA got most of it if not all. ICA instructors have outstanding backgrounds and qualifications. Simply, COMPETENT. I am happy being here and I feel a different feeling of assurance that after my education at ICA, I am ready to enter the New Zealand workforce. If you are planning to enhance further your technical skills in engineering and gain international qualification, or either integrate your skills in the booming New Zealand Industry, ICA is the best place for you to start your pathway. I wouldn’t not share any second thought.”

– Boots Aguirre from the Philippines (Diploma in Electrical Engineering – Level 7)



“I’m from Argentina and I was studying Computer Systems Support Level 7 until March 2017. When I first came to Auckland, it was a bit hard to adapt to all the changes and challenges as an international student. New city, new people, new education. Fortunately, ICA provided me with the right support from the beginning, demonstrating a real interest in following students’ progress not only in their class time but also during their day-to-day life. Head of Department, Ali Ashraf, deserves a special mention for his unwavering commitment to help me to stay on track when I needed it the most. Thanks to one of the job seminars organised by ICA, I got the chance to apply and join the high value business services company Concentrix where I’m currently working as a technical support advisor. This position is great opportunity to integrate and put into practice the knowledge and skills that ICA helped to obtain. At the same time, I met a lot of interesting and inspiring people”

– Santiago Gonzales Novillo from Argentina (Diploma in Computer Systems Support – Level 7)

Code of Practice for the Pastoral Care of International Students

International College of Auckland has agreed to observe and be bound by the Code of Practice for Pastoral Care of International Students published by NZQA. Copies of the code are available on request from ICA or from the NZQA website at: <http://www.nzqa.govt.nz/provders-partners/caring-for-international-students>

Immigration

All international students are required to obtain a valid visa to be able to enter and study in New Zealand. It is the responsibility of the student to maintain a valid student permit throughout the duration of their study programme at ICA. ICA does not organise student visas.

Please ensure that a transit visa is held for stop-overs in countries on the way to New Zealand when required. Passengers without the necessary visa may be prevented from continuing their journey,

Full details of visa requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration service.

For more information, visit their website at: <http://www.immigration.govt.nz>

Accident Insurance

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand. However, you may still be liable for all other medical and related cost. More information can be viewed at: <http://www.acc.co.nz>.

Medical and Travel Insurance

Medical and Travel Insurance is compulsory for international students studying in New Zealand. The insurance needs to be in place from the time a student leaves their home country to their return home.

Accommodation

Students over 18 years old may choose their own accommodation. However, should they wish to ask for assistance in organising a homestay accommodation, they should indicate this on the registration form or inform ICA Marketing staff at least 10 working days prior to arrival. If a problem arises with the arranged accommodation, the ICA Marketing staff is available daily during normal office hours. In case of an emergency, please contact the principal.

Refund Policy

- If the student has received an approval in principle and paid the fees but the visa was subsequently declined by Immigration New Zealand, the student will be entitled for a full refund less NZ\$500.
- If the student has received an approval in principle, paid the fees and has been issued a visa, and decides to withdraw before the commencement of the course, the student is entitled for a full refund less 25% of the fees paid.
- For two years study: If the student withdraws before the second year commenced, the student is entitled for a full refund less than 25% of the second year fees paid.
- If the student withdraws within the first 10 working days, the student may be entitled for a full refund less than 25% of the fees paid for the costs incurred by the college.
- If the student withdraws on the 11th day or later, the student will not be eligible for a refund of the fees unless there are exceptional circumstances. This will be at the discretion of the management and will be considered on a case to case basis. The student should provide documentation to support such application. Documentation must be submitted within one month of the last date of attendance.
- The management will make no refund if the student has been expelled or dismissed from the college, the student wishes to transfer to another school, or the enrolment application is found to be inaccurate in any way and the contract is terminated.
- Where a student is withdrawing, written confirmation from the student or the student's parent/s or guardian (if the student is under 18 years old) must be provided.



Fee Protect for students

The New Zealand Government requires all private training establishments registered with the New Zealand Qualifications Authority (NZQA), to have some form of protection for fees paid to them in advance. These requirements are outlined in the New Zealand Qualifications Authority Student Fee Protection Policy.

Fee Protect is a student fee trust account which ensures you receive a refund on the fees (or portion of fees) you pay to a training provider if the provider is unable to complete the course, for example due to closure, insolvency or loss of NZQA accreditation.

Student fees include:

- course tuition costs
- accommodation costs
- living expenses
- travel and health insurance premiums, if arranged through your training provider.

Fee Protect means that the last thing you will need to worry about is what happens to your fees.

Arriving in NZ

Customs New Zealand

New Zealand is very strict on what can and cannot be brought into the country. Please check the immigration section of the Pre-departure guide for information on prohibited items. It is important to note that New Zealand Immigration may impose fines on anyone bringing prohibited items into New Zealand. The Auckland Airport website has detailed information on customs and Immigration, and airport maps to help you with your arrival. You can visit www.aucklandairport.co.nz for more information.

Driving in New Zealand

If you hold a valid overseas driver's licence or an international driving permit, you can drive in New Zealand for a maximum of 3 months after you first arrive. You should then apply for a New Zealand Driver's licence. You will need two kinds of identification (ID) to prove who you are and what your current address is. You must also be able to prove you hold a valid overseas licence. If you do not apply for a New Zealand driver's licence within three months of arriving in New Zealand, you will become an unlicensed driver and could be charged if you are caught driving by the police. You need a licence to obtain vehicle insurance.

International Student Support and Services

ICA understands that students need extra care from the school. To provide this service to students, we have a student services department which focusses on looking after our students:

- Assist students in writing CV's, practicing interview skills, understanding work culture and managing their expectations of jobs and levels in the industry.
- Assist students in seeking both work experience roles and part time jobs whilst they are studying and full time roles once they have graduated.
- Communication and problem solving for students
- Student Interviews and reports
- Student satisfaction monitoring

Parents are welcome to contact our student services team to find out about the progress of a student.

Airport Pick up

- \$100 for airport pick up. Note: student and flight details need to be supplied 48 hours before arrival date.

Accommodation

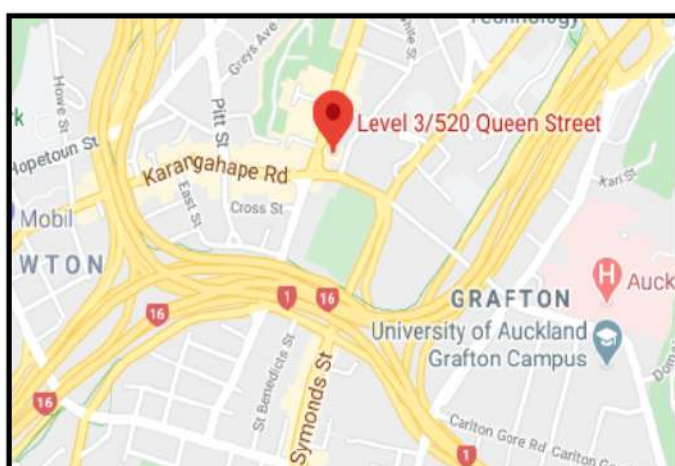
- \$200 for accommodation arrangement fee
- Homestay fee: Between \$200 – \$300 per week

What to Wear in New Zealand

New Zealand is a land of extremes so you should bring-clothing to cover all seasons and weather.

For hot weather (November–March): Sun hat, sunglasses, light cotton clothing, short pants and skirts and a good sunscreen (SPF 15+).

For cold weather (April–October): Warm woollen clothing, rain jacket, warm gloves, hats and scarves, long pants. Footwear: Sturdy walking shoes, sandals or flip-flops, tidy dress shoe.





2002 ICA was established under the Education Act of 1989. ICA became a public trust member ensuring the protection of international students' fees.

2004 ICA became the first training establishment which purchased business insurance from People's Insurance Company of China. From 2004 to 2006, ICA received educational funding allocated by the Tertiary Education Commission.

2006 Student numbers enrolled in English for Migrants accounted for 30% of the market share among the Private Education Providers in New Zealand; the Horticulture programme accounted for 50% of the total market share. ICA started to collaborate with local universities including the University of Auckland. ICA began an annual donation to the West Lynn Garden aiming at building a green Community.

2007 ICA offered PhD Scholarship in Plant Sciences in association with the University of Auckland. The scholarship was part of the "Three Brothers Project". ICA offered New Zealand Horticulture Scholarship mainly to students from the Pacific Islands and China.

2009 ICA became a member of Microsoft IT Academy and a Microsoft Certified Test Centre. Responding to the government's call, ICA provided scholarships to students in financial hardship from the Pacific Islands.

2014 ICA Signed a Strategic Cooperation Agreement with NorthTec. ICA Signed a Pathway MOU with Griffith University.

2015 ICA Signed a Pathway MOU with Massey University.

ICA Signed a Pathway MOU with Unitec Polytechnic. ICA has been approved for TEC Funding to offer Electrical Engineering course to NZ Domestic students. ICA signed a Registration Contract with Trinity College London to offer the Trinity Certificate in TESOL.

2017 ICA started to offer Civil Engineering and Mechanical Engineering courses and became the only PTE in New Zealand offers the most No of Engineering programmes. ICA opened its Hamilton Campus.