



## Private Training Establishment | New Zealand International Student Prospectus



### Study with us and experience our unique approach including;

- A smaller class size and a personalised experience – we know our students by name
- Connect with local businesses and employers throughout the course
- Help preparing for and finding employment in New Zealand

**New Zealand Qualification Authority  
Category One Education Provider**



*EmployNZ*  
Tertiary Institute

EmployNZ Tertiary Institute is a New Zealand Qualification Authority Category 1 Private Training Establishment. We offer 6 high quality Diploma level courses in Accounting, Business, Project Management, Health Management and IT and Computing.

We are located in the beautiful Bay of Plenty with a campus in the city of Tauranga and the city of Rotorua. The Bay of Plenty is an inspiring place to study and is home to some of New Zealand's most spectacular beaches, lakes and mountains.

We currently have around 300 domestic and International students and provide a modern and uncrowded learning environment.

At EmployNZ we believe that becoming more employable should be the key driver of education. We commit to providing you with a high quality education which will result in a worthy qualification, and ultimately employment in your chosen field.

# Our Difference

We have been providing excellent education and employment outcomes for almost 2 decades. We are passionate about helping our students fulfil their potential by providing a high quality education.



**We do everything we can to ensure the quality of your education is world class. This includes;**

- A modern purpose built campus
- Smaller class size and a personalised experience
- Course content that is relevant to your life skills and career path.
- A hands on teaching style that is based on real word requirements (and not just theory)!
- We know our students by name, you will never be just another number with us!



**Our tutors are highly trained and are experts in their field, they will improve your learning experience by:**

- Being available to provide academic assistance in and out of the class
- Running small group sessions and / or the tutorials themselves
- Giving in-depth assessment marking and feedback
- Teaching using a conversational style.



**Our programmes are designed to give you the knowledge you need to succeed in your chosen field. Our curriculum is;**

- Informed by what New Zealand Employers are currently looking for in their ideal candidates
- Based on a New Zealand cultural context
- Designed to open potential career pathways



**We add value to your learning experience with:**

- A work placement team to help you with employment
- Field trips or work based learning with local employers
- Guest speakers from local business leaders
- Career advisors available to discuss career direction and next steps once you graduate
- Logon to Questia research library

**Study with us and experience our unique approach**

# Why Study at EmployNZ Tertiary Institute

## International Team - Tutors and Support

Our International tutors are professional level educational facilitators who all have an adult teaching qualification, a relevant degree and many years of industry experience. They have a real passion for helping you succeed every step of the way.

Our International support team are super friendly and understand the unique challenges you face arriving and living in a new country. They are there to help with any issues you may have and to provide advice and support in any way. They will help make the transition to a new culture an easy one for you.

## Campus

Our brand new purpose built training facility in Tauranga provides a comfortable learning environment and includes large student kitchen facilities, temperature controlled classrooms, free Wi-Fi, lifts for access and the latest teaching technologies. The Tauranga campus also has an espresso bar and hair stylist located in the same building.

Our campuses are multi-cultural and include a mixture of international and domestic students, you will enjoy mixing with the locals (known as Kiwis) and practicing your English. Our campuses are located on the city fringe close to the CBD with many cafes, restaurants, gyms and libraries close by.

## Industry Connections

We have excellent community and business contacts meaning we can provide you with real world advice if you are looking for part time employment. We can also help setup on the job work-experience training, if this is required as part of your course. This will give you valuable real world experience working in a New Zealand business.

## Orientation

The week before classes start is orientation week. The International team will have informative workshops and fun activities planned which are designed to help you to get to know the area and become familiar with living in New Zealand.

## Accommodation

We will organise 2 weeks FREE accommodation when you arrive. This will give you time to assess the other accommodation options available.

## Tauranga Business of the Year 2016

EmployNZ won the 2016 Tauranga Business of the Year award and Social Enterprise award. The judges concluded "EmployNZ was a stand-out in all judging categories, their Employee / Customer satisfaction results exceeded 95%."



**NEW FACILITIES**



**NZQA CATEGORY ONE**



**WORK PLACEMENT TEAM**



**PLANNED ACTIVITIES**



**DIPLOMA LEVEL 5, 6, 7**



## Student Experience

Our tutors are trained in a facilitative (conversational) teaching approach designed to maximise learning outcomes. The curriculum includes practical hands-on projects as well as theory, and is underpinned by a quadruple bottom-line approach which takes into account financial, social, environmental and cultural considerations. You will enjoy the regular contact with local businesses, including guest speakers and the opportunity to learn from local employers.

### Pastoral Care

EmployNZ is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016. This ensures we have comprehensive and effective support services for all our International Students. It also ensures the information supplied to you is comprehensive, accurate and up to date. You can review the legal requirements of the Code of Practice by visiting NZQA here. <https://goo.gl/yh7AjP>

We provide a full range of support services to our international students. Everything from an airport pickup, assisting with enrolment, cultural awareness, help with accommodation, and any other personal assistance and advocacy you may need.

### Career Planning and Employment

EmployNZ specialises in career planning and pre-employment training. We run regular workshops on career planning, CV development, how to find work opportunities, and preparing for interviews. We have dedicated work brokers who know the local labour market and are available to meet with you.

### English Language

The Diploma in Business level 5 and the Diploma in Information Technology level 5 require an IELTS level of 5.5, all other courses require an IELTS level of 6.0. We can organise extra English language tuition and testing if required.

It may take some time to become a good English speaker, using conversational (spoken) English may be different from what you have learnt prior to arrival. New Zealanders are generally familiar with meeting and speaking with non-English speakers, so don't be concerned about asking for help!

### Free WiFi

There is FREE WiFi available to students on both campuses.

### Learning Support

Our Tutors are available to help with academic requirements including writing assignments and studying for exams. Our IT department can assist with computer and technical support.

### Courses Available

EmployNZ offers 6 high quality Diploma level qualifications. Each programme is based on local and International research in Business, Management and Information Technology.

- NZ Diploma in Business (Accounting) Level 5
- NZ Diploma in Business (Management & Leadership) Level 6
- NZ Diploma in Information Technology (Technical Support) Level 5
- NZ Diploma in Systems Administration Level 6
- Diploma in Professional Management (Advanced Project Management) Level 7
- Diploma in Health (Advanced Applied Management) Level 7

### Quality

The New Zealand Qualification Authority has awarded EmployNZ a Category One Education Provider status. EmployNZ was judged to be highly confident in educational performance and highly confident in self-assessment capability.

To view the full report please visit NZQA here. [www.nzqa.govt.nz/nqfdocs/provider-reports/7391.pdf](http://www.nzqa.govt.nz/nqfdocs/provider-reports/7391.pdf)

### Intake Dates

February 4th  
April 29th  
July 22nd  
October 14th

You must be available the week before the intake date for orientation.



## New Zealand

New Zealand is a clean green and safe country located in the South Pacific Ocean. It is known for its high standard of living and an exciting outdoor lifestyle. It has a pleasant temperate climate with a warm summer and milder winter.

New Zealand is a diverse country with many cultures, the people living here are known for their easy going attitude and willingness to embrace different lifestyles and opinions. Sport is important to New Zealanders, especially Rugby, Cricket, Sailing and Netball. Kiwis are known for their innovative can do attitude.

The excellent things about New Zealand is the wide range of things you are free to do, from urban activities and shopping in the cities, excellent food and beverage, fantastic scenery and tourism activities, and exciting action packed adventures.

Major industries include primary commodities such as agriculture, horticulture, forestry, fisheries and wine production. Other important industries are tourism and international educational services, manufacturing and construction. New technology industries include the film industry, app and game development and software development.

The main ethnic groups are English, Maori, Pasifika and Asian.

[www.newzealand.com](http://www.newzealand.com)

**VOTED BEST  
COUNTRY  
IN THE WORLD**

\*Telegraph awards 2016



**POPULATION OF  
4.6 MILLION  
IN NEW ZEALAND**



**KIA ORA  
HELLO IN MĀORI  
LANGUAGE**



**SAFEST  
COUNTRY  
IN THE  
WORLD**

\*2015 global peace index



## Tauranga

Population: 135,000

Tauranga has the perfect combination of natural beauty, adventurous activities and economic prosperity. It has New Zealand's largest port (by volume) and had the highest economic growth of any region in New Zealand in 2017.

Major Industries: Include horticulture, aquaculture, construction, tourism, international education services, marine science and port activity.

Things to do: Include cycling, swimming, surfing, fishing, dolphin watching, walking around Mount Maunganui, relaxing on the beach (voted the best beach in New Zealand in 2017) and eating out at the excellent cafes and restaurants.

## Rotorua

Population: 65,000

Rotorua is surrounded by lakes and native bush and has been consistently voted one of New Zealand's most beautiful cities. International students have been coming to Rotorua for a number of years and are now part of the fabric of the city. Rotorua is known for Maori culture and geothermal activity and is a key tourist destination.

Major Industries: Tourism, horticulture, education, forestry, agriculture, manufacturing, hospitality and engineering.

Things to do: Maori cultural experiences, mountain biking, adventure tourism, forestry walks, natural spas and hot pools, golf, rafting, great cafes and restaurants.

[www.bayofplentynz.com](http://www.bayofplentynz.com)

## New Zealand Diploma in Business (Accounting)

(Level 5) (120 Credits)

### Programme Objective

The objective of this programme is to provide a broad understanding of business fundamentals, with a focus on introductory and work ready accounting and finance technician capabilities. You will learn the general business skills and modern accounting practices that will enable you to progress to higher level learning or entry level positions in Business.

### Entry Criteria

All applicants must be at least 18 years of age. Applicants must have completed the New Zealand qualification standard NCEA level 2 equivalent in their home country. Subjects must have included English, Reading, Writing and Maths. Provisional entry may also be granted to applicants who do not meet the criteria above, but:

- Present evidence of ability to succeed, (e.g., maturity, life experience, work experience, other study); OR
- Provide evidence of relevant prior learning and experience

Applicants who are over 20 years will be considered for the programme. Applicants who have English as a second language must have an International English Language Test System (IELTS) score of 5.5 with no individual band score lower than 5.0 in a single test event (or equivalent).

All applicants will be required to complete an enrolment form and may be interviewed in person or via telephone or skype to evaluate their suitability for the programme.

### Paper Summary

Paper Code	Title	Credits	Level
NZDB 501	Business Environment	15	5
NZDB 502	Fundamentals of Marketing	15	5
NZDB 503	Business Operations & Resources	15	5
NZDB 504	Management Professional Development & Practice	15	5
NZDB (ACTG) 507	Data Processing & Budgeting	20	5
NZDB (ACTG) 508	Financial Statements & Decision Making	20	5
NZDB (ACTG) 510	Work-Integrated Accounting Project	20	5

## Future Study Path

The New Zealand Diploma in Business (Management and Leadership) Level 6, or other Level 6 Diplomas.

### Possible Employment Outcomes

This qualification will give you a wide range of potential employment options in New Zealand and internationally in a range of industries. These include as a finance administrator, accounts assistant, project accountant, inventory controller, accounts receivable / payable officer, sales or purchase ledger administrator or payroll administrator in various business sectors.

Duration	1 year (40 weeks)
Intake dates	4th February 29th April 22nd July 14th October

Fees	Tuition fees \$17,499 Course costs \$650 Registration fee \$299 Travel Insurance \$599 Level 6 fee (if enrolling in both level 5 & level 6) \$10,500
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IELTS minimum required	5.5
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Limited scholarships may be available on a case by case basis.

### Programme Content

The programme content includes the fundamentals of accounting, marketing, and business operations as well as data processing and budgeting, accounting software, financial statements and a work-integrated accounting project.

## New Zealand Diploma in Business (Management & Leadership)

(Level 6) (120 Credits)

### Programme Objective

The objective of this programme is to develop the skills necessary to manage and lead at an operational level in diverse business environments. You will learn how to lead a strong work ethic and professional conduct. Graduates will have the core management and leadership skills to be effective in leading teams, projects and companies.

### Entry Criteria

All applicants must be at least 18 years of age. Applicants must have completed the New Zealand qualification standard NCEA level 2 equivalent in their home country. Subjects must have included English, Reading, Writing and Maths. Provisional entry may also be granted to applicants who do not meet the criteria above, but:

- Present evidence of ability to succeed, (e.g., maturity, life experience, work experience, other study); OR
- Provide evidence of relevant prior learning and experience

Applicants who are over 20 years will be considered for the programme. Applicants who have English as a second language must have an International English Language Test System (IELTS) score of 6.0 with no individual band score lower than 5.5 in a single test event (or equivalent).

All applicants will be required to complete an enrolment form and may be interviewed in person or via telephone or skype to evaluate their suitability for the programme.

### Paper Summary

Paper Code	Title	Credits	Level
NZDB 601	Business Strategy	15	6
NZDB 602	Strategic Management	15	6
NZDB 603	Managing Innovation and Change for Strategic Advantage	15	6
NZDB 604	Facilitative Management Practice	15	6
NZDB (M & L) 605	Business Environment & Financial Planning	20	6
NZDB (M & L) 606	Change Project Management & Leadership	20	6
NZDB (M & L) 609	Work-Based / Simulation-Based Business Project	20	6

## Future Study Path

The Diploma in Professional Management (Advanced Project Management) Level 7, or other Level 7 Diplomas or Bachelor degrees.

### Possible Employment Outcomes

This qualification will give you a wide range of potential employment options in New Zealand and internationally in a range of industries. These include as a business development manager, production manager, operations manager, facilities manager, planning and performance manager, business continuity manager, procurement manager, or customer service manager in various business sectors

Duration	1 year (40 weeks)
Intake dates	4th February 29th April 22nd July 14th October

Fees	Tuition fees - \$17,499 Course costs \$599 Registration fee \$299 Travel Insurance \$599
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IELTS minimum required	6.0
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Limited scholarships may be available on a case by case basis.

### Programme Content

The programme content includes business strategy, strategic management, managing innovation and change, facilitative management practice, business environment and financial planning, change management and leadership practices.

## New Zealand Diploma in Information Technology (Technical Support)

(Level 5) (120 Credits)

### Programme Objective

The purpose of this qualification is to provide a broad understanding of the core concepts and practical skills in Computing and Information Technology, with a technical support focus. Graduates will develop an awareness of the IT environment, appreciate the needs of users, and be able to provide a high standard of IT technical support. They will also be able to operate within the applicable professional standards and practice, as part of a team, or independently with a broad level of supervision.

### Entry Criteria:

All applicants must be at least 18 years of age. Applicants must have completed the New Zealand qualification standard NCEA level 2 equivalent in their home country. Subjects must have included English, Reading, Writing and Maths.

All applicants will be required to complete an enrolment form and may be interviewed in person or via telephone or skype to evaluate their suitability for the programme.

Applicants who have English as a second language must have an International English Language Test System (IELTS) score of 5.5 with no individual band score lower than 5.0 in a single test event (or equivalent).

### Modules

Module	Title	Hours	Credits
Module 1	IT Systems and Problem Solving	10 weeks x 30 hours	30
Module 2	Networking Concepts	10 weeks x 30 hours	30
Module 3	IT Desktop Support	10 weeks x 30 hours	30
Module 4	Software Development	10 weeks x 30 hours	30

### Future Study Path

This qualification provides a pathway to a specialist Level 6 IT qualification including the New Zealand Diploma in Systems Administration (Level 6) or other undergraduate qualifications.

### Possible Employment Outcomes

This qualification will prepare you for a range of employment opportunities including as a computer technician, help desk and technical support officer, network engineer (entry level), applications support analyst (entry level), and many other IT support roles.

Duration	1 year (40 weeks)
Intake dates	4th February 29th April 22nd July 14th October

Fees	Tuition fees \$17,499 Course costs \$1,000 Registration fee \$299 Travel Insurance \$599 Level 6 fee (if enrolling in both level 5 & level 6) \$10,500
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IELTS minimum required 5.5

Limited scholarships may be available on a case by case basis.

### Programme Content

The content of the programme consists of four modules that include: Technical skills covering IT Hardware concepts and troubleshooting, networking, software and system administration, database fundamentals, interface design, IT security and service management. Core skills covering information Systems concepts and practices, interaction design, ethical practices in information systems, software development concepts, interpersonal skills, problem solving and decision making in Information Technology. At the completion of the programme the graduate will be able to apply technical skills covering IT Hardware concepts and troubleshooting, networking, software and systems administration, database fundamentals, interface design, IT security and service management.

## New Zealand Diploma in Systems Administration

(Level 6) (120 Credits)

### Programme Objective

The purpose of this qualification is to provide a range of professional and technical skills in a specialist area within Information technology support. Graduates will be able to demonstrate technical and theoretical knowledge of hardware and software, networks and network administration, internet security & forensics, and windows operating systems. They will also be capable of carrying out systems administration, and providing related advice and support, using skills that will be internationally relevant.

### Entry Criteria

All applicants must be at least 18 years of age. Applicants must have completed the New Zealand qualification standard NCEA level 2 equivalent in their home country. Subjects must have included English, Reading, Writing and Maths. Applicants must have at least a level 5 qualification in Information Technology or similar qualification.

All applicants will be required to complete an enrolment form and may be interviewed in person or via telephone or skype to evaluate their suitability for the programme.

Applicants who have English as a second language must have an International English Language Test System (IELTS) score of 6.0 with no individual band score lower than 5.5 in a single test event (or equivalent).

### Modules

Module	Title	Hours	Credits
Module 1	Server Technologies and Deployment	10 weeks x 30 hours	30
Module 2	Domain, Storage and Access Services	10 weeks x 30 hours	30
Module 3	Mail, Virtualisation, Scripting and IT Management	10 weeks x 30 hours	30
Module 4	Core IT Skills	10 weeks x 30 hours	30

### Future Study Path

This qualification provides a pathway to further specialisation through industry specific training such as in IT Security or other Diploma or Graduate level qualifications.

### Possible Employment Outcomes

Graduates of this qualification will have the skills and knowledge to gain employment in entry level roles such as IT technician, help desk, tier 1 and 2 desktop support, systems administration, or in application support. Graduates will also have the background to progress into more advanced roles such as senior system administrator or application support analyst roles.

Duration	1 year (40 weeks)
Intake dates	4th February 29th April 22nd July 14th October

Fees	Tuition fees - \$17,499 Course costs \$650 Registration fee \$299 Travel Insurance \$599
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IELTS minimum required 6.0

Limited scholarships may be available on a case by case basis.

### Programme Content:

The programme content includes – how to implement a range of technologies for systems & network services, automated system and application software deployment, data storage, server-based virtualisation infrastructure, how to analyse organisational requirements, implement a solution and administer infrastructure for remote network access, applying project management tools and techniques to an IT related projects, and IT service management and change management processes etc.

## Diploma in Professional Management (Advanced Project Management)

(Level 7) (120 Credits)

### Programme Objective

The objective of this programme is to develop highly effective advanced project managers and leaders. You will acquire the specialist knowledge to enable you to manage and lead business operations and projects in a wide range of industries in New Zealand and Internationally. Graduates will be able to perform at the practice standard of a professional project manager with a high level of theoretical and practical understanding.

### Entry Criteria:

Applicants must be at least 20 years of age in the year of study. Applicants must hold as a minimum a Level 5 Diploma and 3 years related work experience or a level 6 Diploma and two years related work experience or; a Degree and 1 year of work experience or; demonstrate equivalent level 6 academic plus practical professional or technical knowledge and skills in an entrance examination.

All applicants will be required to complete an enrolment form and will be interviewed in person or via telephone or skype to evaluate their suitability for this advanced programme.

Applicants who have achieved their qualifications in non-English speaking educational settings or who have English as a second language must have an International English Language Test System (IELTS) score of 6.0 with no individual band score lower than 5.5 in a single test event (or equivalent).

### Paper Summary

Paper Code	Title	Credits	Level
DPM 701	Management Environmental Analysis and Theory	15	7
DPM 702	Advanced Facilitation Practice	15	7
DPM (APM) 708	Project Planning, Legislation and Risk	15	7
DPM (APM) 709	Project Implementation	15	7
DPM 705	Advanced Facilitative Management Practice	15	7
DPM 706	Management Research and Evaluation Methods	15	7
DPM (APM) 802	Advanced Project Management	30	8

### Future Study Path

Post Graduate Certificates, Post Graduate Diplomas or Bachelor degrees in your area of interest.

### Possible Employment Outcomes

This qualification will give you a wide range of potential employment options in New Zealand and internationally in a range of industries. These include as a project manager in many context such as an operational or production line project manager, digital or commercial project manager, development or residential project manager, infrastructure or engineering project manager, or as a team project lead and other management or advisor roles.

Duration	1 year (40 weeks)
Intake dates	4th February 29th April 22nd July 14th October
Fees	Tuition fees - \$19,950 Course costs \$599 Registration fee \$299 Travel Insurance \$599
IELTS minimum required	6.0

Limited scholarships may be available on a case by case basis.

### Programme Content

Programme content includes the study of management context issues in a range of business and social sectors. It includes facilitative management, governance, quality management practices, budgeting and finance, project management, advanced communication and team facilitation management, business or social sector productivity and sustainability, audit and evaluation studies, change management, risk management and quadruple bottom-line sustainability.

## Diploma in Health (Advanced Applied Management)

(Level 7) (120 Credits)

### Programme Objective

The objective of this programme is to develop advanced health sector managers who can effectively manage high quality health programmes, projects and health organisations. Graduates will be able to perform at a professional management level in a wide variety of health and medical contexts in New Zealand and Internationally.

### Entry Criteria

Applicants must be at least 20 years of age in the year of study. Applicants must hold as a minimum a Level 5 Diploma in Health and 3 years' related work experience, or; a level 6 Diploma in Health and 2 years related work experience, or; a Degree and 1 year of experience in health related work, or; demonstrate equivalent level 6 academic plus practical, professional or technical knowledge and skills in an entrance examination.

All applicants will be required to complete an enrolment form and will be interviewed in person or via telephone or skype to evaluate their suitability for this advanced programme.

Applicants who have achieved their qualifications in non-English speaking educational settings or who have English as a second language must have an International English Language Test System (IELTS) score of 6.0 with no individual band score lower than 5.5 in a single test event (or equivalent).

### Paper Summary

Paper Code	Title	Credits	Level
DHM 601	Public Health Issues	15	6
DHM 701	Health Sector Governance and Planning	15	7
DHM 702	Quality Management: Policy to Practice	15	7
DHM 703	Health Business Studies	15	7
DHM 704	Advanced Facilitative Management Practice	15	7
DHM 705	Understanding Health Research Methods	15	7
DHM 706	Health Project	15	7
DHM 707	Health Evaluation Studies	15	7

### Future Study Path

Post Graduate Certificates, Post Graduate Diplomas or Bachelor degrees in your area of interest.

### Possible Employment Outcomes

This qualification will give you a wide range of potential employment options in New Zealand and internationally in the health sector. These include as a practice manager, health business manager, operations manager, medical centre manager, team leader, supervisor, trainee manager, or assistant manager. Also as a multi-disciplinary health practitioner, health service evaluator, clinical leader or as a community health centre & community health manager.

Duration	1 year (40 weeks)
Intake dates	4th February 29th April 22nd July 14th October
Fees	Tuition fees - \$19,950 Course costs \$599 Registration fee \$299 Travel Insurance \$599
IELTS minimum required	6.0

Limited scholarships may be available on a case by case basis.

### Programme Content:

Programme content includes study of public health issues in New Zealand, health sector governance and planning, quality management systems and practices, health related business studies, budgeting and finance, project management and communication and cultural skills. It also includes facilitative management, health audit and evaluation, change management and evaluative health research methods.





## Planning for Study

Before you leave your home country make sure you have visited our website [www.employnz.co.nz/international](http://www.employnz.co.nz/international) and have contacted us with any questions at [international@employnz.co.nz](mailto:international@employnz.co.nz)

The Student handbook is available in the international resource section of the website, [www.employnz.co.nz/73yAz](http://www.employnz.co.nz/73yAz). It has all the information you will need including immigration requirements, visa requirements, insurance requirements, arrival information, support services, and important policies including fees and refunds etc. Please make sure you have read and understood the student handbook.

Start planning for studying in New Zealand early. The list opposite has the key steps to take.

## Key Steps

- Get study advice**  
You can get advice about your study options and find out more about our programmes by talking to one of our international team (email [international@employnz.co.nz](mailto:international@employnz.co.nz)) or using an approved EmployNZ recruitment agent in your home-country.
- Apply online**  
Apply to study by making an enquiry through our website [www.employnz.co.nz/international](http://www.employnz.co.nz/international) or by applying through your local agent.
- Check the entry requirements**  
As an international student you need to meet academic and English language entry requirements for our programmes. Refer to the current student handbook for more details or contact us at [international@employnz.co.nz](mailto:international@employnz.co.nz) to discuss.
- Receiving an offer**  
You will need to fill in an application form which is available from your local agent or as a download from our website [www.employnz.co.nz/73zb](http://www.employnz.co.nz/73zb). Once you have completed the form and obtained the required documents, supply them to your agent or email them to [international@employnz.co.nz](mailto:international@employnz.co.nz). If you are successful you will receive an official offer of place (OOP) letter. The OOP may be a formal offer (no other information is required), or a conditional offer (more information is required). We will let you know what further information is required.
- Accept your offer – pay your first year's tuition fees**  
To formally accept your offer of place to study at EmployNZ you will need to pay your first years tuition fees. To find out how to pay your fees (and how they are protected) visit [www.employnz.co.nz/853Bh](http://www.employnz.co.nz/853Bh)
- Apply for your student visa**  
Once you have paid your fees you can use the receipt and offer of place letter from EmployNZ to apply to Immigration New Zealand for your student visa. You can find out more about visa options and how to apply at [www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa](http://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa)
- Prepare to come to New Zealand**  
To ensure you arrive in New Zealand with everything you need to settle in well, and to complete your enrolment, use the pre-departure handbook as your guide [www.employnz.co.nz/73yAz](http://www.employnz.co.nz/73yAz). **Please remember we will organise travel and medical insurance for you before you leave, the cost of this is \$599. If you prefer to organise your own insurance please make sure you discuss this with us first.**
- Arriving in New Zealand**  
We will either meet you at the Auckland airport or arrange for you to be picked-up and transported to Tauranga or Rotorua. They will then take you to your accommodation and go through the orientation section of the student handbook with you. This includes all the information you need to help you settle in with EmployNZ.
- Enrolment on campus**  
When you arrive on campus the international team will help you to complete your enrolment, you will need to have the following documentation ready. Student visa, travel and medical insurance (in English), passport, confirmation of funds.
- Orientation**  
Orientation events and workshops are held the week before the intake start date. Please prepare to arrive in New Zealand the week before you are due to start course.



## Preparing to Travel

### Paying Fees

Once you have submitted the application form, we will contact you to confirm if you have been accepted. If your application has been successful we will send you an official offer of place (OOP) letter. This may come through the local agent you are working with, or direct from EmployNZ. On the OOP is the approved public trust account details and reference number for payment of your fees. You will need to pay your fees into the public trust account before you can make an application to immigration NZ to get your Visa.

\*Protection of fees. Your fees are paid into a trust account operated by Public Trust (in accordance with an agreement with the New Zealand Government). Public Trust releases funds to EmployNZ fortnightly after the payment has been made. If you withdraw from a course within the first 10 days, your fees can be refunded, as described in the Student Handbook. Under the agreement with Public Trust, student fees are protected for the duration of the programme. This protects you from the unlikely situation where EmployNZ is unable to deliver the course you are enrolled in.

### Applying for a Student Visa

Anyone planning to study in New Zealand for longer than 12 weeks needs to apply for a student visa. Once you have received your OOP and have paid your fees, you can apply to Immigration NZ for a student visa. Go to [immigration.govt.nz](http://immigration.govt.nz) for details on how to complete your visa application. Contact the recruitment team at [international@employnz.co.nz](mailto:international@employnz.co.nz) for assistance.

### Accident Insurance

The Accident Compensation Corporation (ACC) provides insurance for accidents for temporary visitors to New Zealand, however you may be required to pay for some or all medical or related costs in the event of an accident. Visit [www.acc.co.nz](http://www.acc.co.nz) for more details.

### Employment in New Zealand

You are entitled to work part-time while you study in New Zealand, however conditions do apply, visit [www.nzstudywork.immigration.govt.nz](http://www.nzstudywork.immigration.govt.nz) to learn more. In most cases EmployNZ will be able to provide assistance for you to find part time work. We also run regular workshops on employment skills, including CV or resume development, preparing for interviews and finding work experience.

Once you successfully complete a level 5 – 7 qualification in New Zealand, you may be eligible for a post study work visa. This is valid for 12 months in Auckland or 24 months anywhere out of Auckland. If you go on to study at a degree level 7 or above qualification, you may be eligible for a 3 year post study work visa.

Visit [nzstudywork.immigration.govt.nz](http://nzstudywork.immigration.govt.nz) to learn more about post study work options available in New Zealand.

### Travel and Medical Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. This is a legal requirement under the New Zealand Ministry of Education Code of Practice for the Pastoral Care of International Students. If you are applying to study at EmployNZ you will automatically have medical and travel insurance purchased for you through Southern Cross Health Care, [www.scti.co.nz/ispublic/premiums.aspx](http://www.scti.co.nz/ispublic/premiums.aspx). The cost is \$599 for one year and will need to be paid to us before you travel. You may be able to opt out of this option if you prefer to organise insurance yourself, please contact us to discuss first.

### What Not to Bring

Do not bring any food or plant items (dead or alive) into New Zealand. All passengers must fill out a passenger arrival card when they arrive in New Zealand, if you have any questions, ask the advice of the airline crew or Auckland airport staff.

### New Zealand Climate

The climate in the Bay of Plenty is temperate, ranging from 20 – 30 degrees in the summer months down to 5 – 15 degrees during winter. Prepare for cold nights during winter, it can go down to zero degrees. The warmest months are December, January, February and March, the colder months are in winter June, July and August. You will need a range of clothes suitable for both warmer and colder weather.

### Living Costs / Preparing Financially

It is important you are financially prepared for living in New Zealand. When you apply for your visa you will need to prove you have a minimum of \$1250 NZD available for each month of study. Your largest living cost will be the cost of accommodation, however you will be required to pay for other living costs like power, telephone, food, activities and entertainment.



## Arriving in New Zealand

### Orientation

The orientation week starts the week before the intake date. You should be in the New Zealand and available for orientation then. A member of the international team will show you around the City as well as introducing you to all the right people. There will be fun activities organised for you and your class mates as well as induction workshops.

During orientation you will learn about:

- EmployNZ services and facilities
- EmployNZ rules & policies
- Immigration regulations about your student visa
- Information about banking in New Zealand
- Information about tax and the IRD (Inland Revenue Department)
- Accommodation options
- Introduction to local settlement support services
- City tour and important places to know
- Employment options

To complete your enrolment remember to bring your passport, visa, EmployNZ letter of offer and original academic documents to your first orientation day.

### Accommodation

EmployNZ will organise 2 weeks free accommodation when you arrive. This will give you time to assess the other accommodation options available. We will provide information and the best options to find fulltime accommodation. Often a homestay is the best option as this will allow you to live in a family environment which can help you adjust to the different language, food and culture. The homestay fee (NZ \$180 - \$240 week) often includes your own room, most meals, power and sometimes internet access.

Another option is to rent a room in a house or apartment, this option means you will probably be living with other students. You will be responsible for all your living costs and organising everything you need. It may take some time to find a suitable place however we will help you as much as possible. Flatting will generally cost between NZ \$100 - \$180 weekly.

### Flights and Airport Pickup

Please let us know if you require assistance organising your flights to New Zealand, we can help make it easier. You will arrive at the Auckland International airport, a student advisor will either be there to pick you up, or will arrange travel for you to Tauranga or Rotorua. Please make sure you confirm all flight details with us before you leave your home country.

### Money

We suggest you use traveller's cheques to cover your initial expenses and travel with only a small amount of cash. You can change currency at the airport.

### How to Apply

Please check the course intake dates and contact us as soon as possible to discuss the details. We are open for applications anytime throughout the year.

Applications can be made in person with your local EmployNZ agent. They have all the information you need about the courses available and how to enrol.

Alternatively, you can apply through EmployNZ website - [www.employnz.co.nz/73zb](http://www.employnz.co.nz/73zb). Or by emailing [international@employnz.co.nz](mailto:international@employnz.co.nz)

### Where to Find Info

Visit the international section of our website to find more information, [www.employnz.co.nz/internationalstudents](http://www.employnz.co.nz/internationalstudents). Detailed information on visa applications, immigration policies, insurance requirements, health & safety policies, fees & refund policies, withdrawal policies, attendance and academic requirements, grievance procedures and transfers etc can be found in the student handbook, [www.employnz.co.nz/73yAz](http://www.employnz.co.nz/73yAz). Use the pre-departure handbook as your guide for preparing to travel.

**We look forward to seeing you soon!**



# EmployNZ

Tertiary Institute

**Private Training Establishment | New Zealand**

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**Te Taumata Oranga - We Change Lives**

