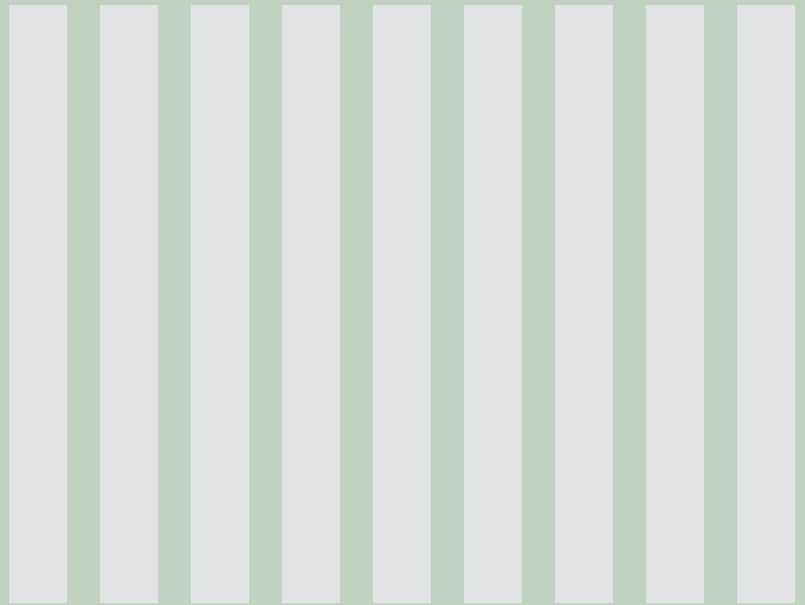
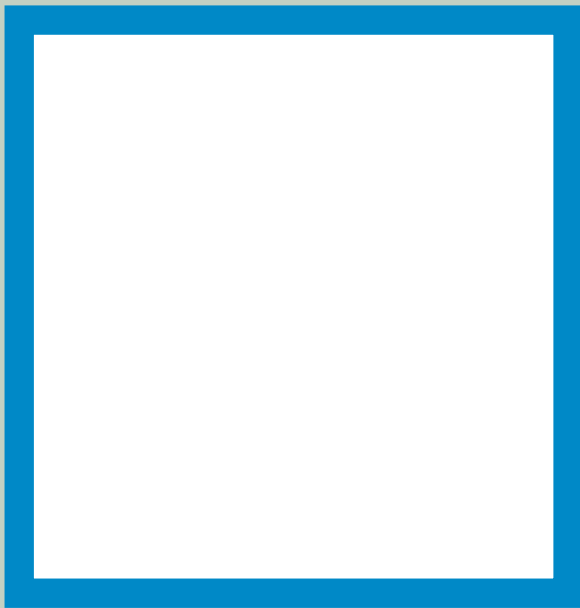


2019

Student Handbook



Tai Poutini Polytechnic
West Coast
NEW ZEALAND

Welcome to Tai Poutini Polytechnic

This handbook is designed to ensure you have as much information as possible to help you successfully complete your programme of study at any one of our sites around New Zealand.

Campus and site-specific information regarding student support and pastoral care are detailed inside, but if you need to talk to someone, or to find the help you need, please phone:

0800 877 787

(0800 TPP SUPPORT)

Essential Contacts

All general TPP enquiries

0800 800 411 or 769 9400

Student Support

0800 877 787

(0800 TPP SUPPORT)

support@tpp.ac.nz

West Coast and Outlying Campuses

Student Support

Student Support Services Co-ordinator

Jodie Knipe

Student Support and Disability Co-ordinator

Anntoinette Allan

Student Services Manager / Māori and Pasifika Student Support

David Mason

Learning Support Co-ordinator North

Tenaea Te Aika

Facilities and Student Accommodation

Facilities Assistant

Rebecca Stanger

Refer to your Programme Handbook for programme staff contact details

Introduction

Chief Executive's Message

Tena koutou katoa, greetings and welcome to Tai Poutini Polytechnic (TPP).

We are delighted that you have chosen to study with us. Whether you are studying in Greymouth, Westport, Wanaka, Auckland, Christchurch or anywhere else around the country, my staff and I are here to support you in your learning journey.

We are dedicated to ensuring you have the best possible learning experience at TPP. We are committed to delivering high quality, vocationally orientated courses that lead to career success.

TPP programmes have been developed with the support of industry and business leaders to ensure that they are relevant to the needs of employers. This Handbook is a good starting point for you in familiarising yourself with the academic requirements of your programme of study. The generic programme regulations let you know your entitlements around assessments, marking, what you can expect from us, and what we expect from you. These regulations are included in our Academic Statute available on our website - <http://www.tpp.ac.nz/student-info/handbooks-prospectus-and-academic-statute/>.

We recognise that some of you will require additional support for your learning and we will endeavour to provide the services you need to support your individual success. Please do not hesitate to contact our student support team to find out what services are available.

I hope you will enjoy your time with us and wish you all the very best with your studies and your future career.

Alex Cabrera
Chief Executive

Mihi

Tihēi mauriora!
Ki te whai ao,
Ki te ao marama,
Tihēi mauriora!

Hei tīmatanga kōrero ko te wehi ki a Ihowa,
Kō ia te tīmatanga me te whakamutunga o ngā
mea katoa.

*(I begin by offering respect to my Creator, the
beginning and the end of all things.)*

E ngā mate o te tau, o te marama, o te wā, Haere
koutou, haere koutou, haere koutou.

*(To the ancestors who have departed, Farewell,
farewell, farewell.)*

Āpiti hono tatai hono,
Rātou te hunga mate ki a rātou,
Āpiti hono tatai hono,
Tātou te hunga ora ki te hunga ora,
Tēnā koutou, tēnā koutou, tēnā koutou katoa.

*(Let the dead dwell with the dead,
Let the living dwell with the living,
Greetings, greetings, greetings to us all.)*

Hāeremai e te manuhiri tūārangi e ngā
waewae tapu.

(Welcome visitors from afar, sacred people.)

Nau mai hāeremai ki tēnei kuratini o Te Tai
Poutini, TeWaka o Aoraki, Aotearoa,
Tai Poutini Polytechnic.

*(Welcome to the Polytechnic of the West Coast,
South Island, New Zealand, Tai Poutini
Polytechnic.)*

Nā Rawiri Meihana (David Mason)

Director, Māori Education

About TPP

Profile

Tai Poutini Polytechnic (TPP) provides quality tertiary education that meets the needs of students and industry on the West Coast and around New Zealand.

Our popular West Coast programmes include tourism and hospitality training across the retail and service sector, outdoor education training, agriculture, extractive/mining, and specialist jade and hard stone carving programmes. TPP also offers specialist training in niche areas from campuses around the country; our students come to us to prepare them for jobs in the construction industry, including scaffolding, ropes, rigging and cranes, and across the civil construction sector, and ski patrol training.

Established in 1989, the Polytechnic now trains around 700 students every year in full- or part-time study options. Our aim is to get our students into real jobs in the community, so we work closely with our industry partners and employers to make sure we're delivering training that is relevant and in-demand.

Training is provided on the Coast through our campuses in Greymouth and Westport, with plenty of on-site training at various locations across the region to ensure our students are ready for work in the real world. We also have bases in Wanaka, Christchurch and Auckland.

Legend of Tai Poutini

To Māori, the West Coast is Te Tai O Poutini, 'the tides of Poutini', the kaitiaki who brought pounamu to the West Coast - the main source of Aotearoa's pounamu (greenstone or jade).

Legend: Poutini - A Guardian Taniwha

Poutini is the name of the taniwha (water spirit) swimming up and down the West Coast of the South Island protecting both the people and the spiritual essence, or mauri, of the pounamu (greenstone). Poutini guards the mauri (life spirit) within the treasured stone. The mana or spiritual force of pounamu comes from Kahue (or Ngahue) an atua. Poutini as protector of the stone is the servant of Kahue. Poutini once abducted a woman named Waitaiki, from the North island and fled south pursued by her husband, Tamaahua. He hid with his captive in the bed of the Arahura River but Waitaiki's husband pursued them. Poutini transformed Waitaiki into his own spiritual essence - pounamu - and fled down the river to the sea. Waitaiki became the 'motherlode' of all pounamu. The husband went home grieving. The Poutini Ngai Tahu is the calling given to kati waewae, the section of Ngai Tahu connected to the West Coast.

Your Studies

Managing Your Workload

If this is your first experience of tertiary education you may find it quite different to working or secondary education.

As a full-time student you will be expected to study between 35-40 hours per week. This will be a combination of three types of study:

- **Class Time:** You must attend the classes required.
- **Tutor Directed:** This is work set by the tutor that you must complete, such as readings, research, preparation for class contributions, homework activities, assignments, practise, etc.
- **Self-Directed:** This is extra work that you might need to do to fill in your knowledge or practise a skill, such as revision for tests, extra reading or studying, discussing or preparing with other students, etc.

The amount of class time is dependent on the level of the programme. The two tables below show examples of how your time might be divided.

Workload for the Year			
	Level 1-2	Level 3-5	Level 6-7
Total class hours	850	750	650
Total extra hours required	350	450	550
Total Hours	1200	1200	1200

For a full-time, 120-credit qualification it is expected that you will complete 1200 hours of work/study in the academic year.

It is easier to schedule your time on a weekly basis. Here are the expectations for the average week:

Workload for each week			
	Level 1-2	Level 3-5	Level 6-7
Total class hours	25	22	19
Total extra hours required	10	13	16
Total hours	35	35	35

Frequently Asked Questions

What do I do if I don't understand something in class?

- Talk to your tutor and ask them politely to go over it again for you.
- If you still do not understand, check with your classmates.
- If several of you are confused, ask the tutor to revise that piece of teaching again.

What if I want help with my study skills?

Contact the Student Support and Disability Co-ordinator, and ask for assistance.

What do I do if I am unhappy about something in class?

- First, talk to your tutor.
- If this does not resolve the issue, talk to the Manager, Teaching and Learning for your programme.
- If you are still unhappy, contact the Student Support Services Co-ordinator.
- If all else fails, see the complaints resolution section on our website
<https://www.tpp.ac.nz/footer/policies/problem-solving/>

How do I know what I will be assessed on?

All courses have set learning outcomes linked to assessments. These should be provided to you at the start of each course, together with a marking schedule so you will know what the assessment will cover and how much each part of it is worth.

Who decides if a student has "passed"?

- The tutor who has taught the subject will set the assessments and mark them against marking schedules.
- You will be advised of your results as soon as they are available.
- Most courses do allow one further opportunity to resit an assessment if you do not pass the first time. If you feel your assessment has been marked incorrectly you can request a remark.

Rules and Policies

Copyright

Some 'copying' is OK but some isn't. You are encouraged to research books, magazines and the internet and include the findings in your assessments (with references) but you must not 'copy' someone else's work and call it your own.

Where can I find out more about copying and the law?

The law on copying is *The Copyright Act 1994*. You can visit the Copyright Licensing Limited website at www.copyright.co.nz or email cll@copyright.co.nz or telephone: 0800 480 271. You may get a copy of the full TPP 6.05 Copyright Policy by contacting the Student Support Officer.

Attendance

It is important to us that you make the most of your time at TPP and to do this you are advised to attend **all** aspects of your course. If you cannot attend for any reason you must let your tutor know.

Check the Programme Specific Regulations in your Programme Handbook as these may specify that you must attend a percentage of the programme to complete the academic requirements.

Non Payment of Fees

Payment of fees, or arrangements to do so, is a condition of attendance on your programme of study. You will not be able to continue to attend class or to graduate if you have fees outstanding and have not made arrangements for payment. The 1.10 Policy on Student Fees can be found here: <https://www.tpp.ac.nz/student-info/fees/>

Intellectual Property

In general all intellectual property and outcomes resulting from that intellectual property are owned by the creator.

The Polytechnic will act in the role of guardian of the student's activity to protect students' rights to intellectual property.

For a staff member or any other party to claim any interest in a student's work, this must be agreed and specified prior to the engagement in the activity.

Intellectual property rights to student projects, including research undertaken in conjunction with businesses or individuals outside the Polytechnic, will be the subject of a contract. The contract will define what intellectual property rights are likely to be created by the project and what rights the respective parties will have to those intellectual property rights. Research reports and the creation of intellectual property funded by the Polytechnic will be the property of the Polytechnic. The contract will include a completed Creative Work Release form by both parties.

Staff or students are not to use, for commercial purposes, any intellectual property owned by the Polytechnic without the written prior approval of the Chief Executive. If you would like a copy of the full TPP 1.11 Policy on Intellectual Property, contact the Student Support Services Officer.

Facilities and Services Available

Student Welfare and Counselling Services

0800 877 787 (0800 TPP SUPPORT)
email: support@tpp.ac.nz or contact:

Student Support Services Co-ordinator: Jodie Knipe
Telephone: 0800 800 411 or 03 769 9409
Email: jodiek@tpp.ac.nz

Māori and Pasifika Support: David Mason
Telephone: 0800 800 411 or 03 769 9452
Email: davidm@tpp.ac.nz

Student Support and Disability Co-ordinator Anntoinette Allan
Telephone: 0800 800 411 or 03 769 9625
Email: anntoinnettea@tpp.ac.nz

Learning Support Co-ordinator North: Tenaea Te Aika
Telephone: 09 254 4549
Email: tenaeat@tpp.ac.nz

Student Support Services encompasses:

- learner support
- disability support
- Maori and Pasifika student support
- Youth Guarantee students
- assisting international students
- pastoral care

Student Support Services include:

- orientation
- student loans and allowances assistance
- accommodation
- financial
- literacy, numeracy support (reading/writing/maths)

If you need assistance in any of these areas please contact the Student Support Services Team.

Counselling

Student Counselling Services

OCP (Organisational Counselling Programme) assist students deal with issues which may affect their ability to study. The issues may include:

- Family and children concerns
- Grief
- Personal relationships
- Alcohol and drugs
- Financial concerns
- Anxiety and depression
- Study issues

The service will allow students at our West Coast campuses to access 24/7 confidential and professional counselling provided by an independent organisation. All counselling professionals employed by OCP Ltd are qualified, registered and experienced. They have over 80 counsellors nationwide, with three (two female, one male) based on the West Coast.

TPP will normally meet the cost of the first three appointments which are generally each an hour long. If more than three appointments are required these may be granted on a case-by-case basis as approved by the Chief Executive.

Students can contact OCP directly via the freephone number – **0800 377 990** - and will be assisted with making the first appointment. Students will need to have their ID card with them for their counselling visits.

Generally student will self-refer, or a referral can be made through their programme tutor, or TPP student services.

All OCP sessions are completely confidential and the details of the sessions will not be discussed with anyone without written permission. The only information provided to TPP is the number of students who attend and a broad outline of the type of issues for statistical purposes.

Where to Get Help

In addition to the services TPP provides, students needing help on issues such as housing, law, study and social issues may contact the following organisations:

StudyLink/Work and Income

StudyLink	0800 889 900 www.studylink.govt.nz
Work and Income	0800 559 009
Inland Revenue – general enquiries	0800 775 247
Inland Revenue – student loan enquiries	0800 377 778

Tenancy Housing Issues

Tenancy Services	0800 836 262
Electricity Complaints Commission	0800 223 340
West Coast PHO (12-19 years may self-refer)	03 768 6182
Lifeline	0800 543 354

Health

Mental Health (urgent) – West Coast	0800 757 678
Youthline	0800 376 633 www.youthline.co.nz
Life Line	0800 543 354 www.lifeline.org.nz
Parent Help	0800 568 856
Gambling Crisis Hotline	0800 654 655
Mental Health Crisis	Call 111 or contact your nearest hospital
Warmline (Cant/West Coast)	0800 899 276
What's Up Helpline (5-18yrs)	0800 WHATSUP www.whatsup.co.nz
The Lowdown (Depression Helpline)	Freetext 5626 www.thelowdown.co.nz
Anxiety Line	0800 269 4389

Doctors

Students who wish to access the doctor at a reduced rate need to enrol with one of the listed Medical Centres and show their Student ID card each time they visit. For cheaper prescriptions apply to Work and Income for a Community Services Card.

Greymouth: Greymouth Medical Centre, 153 Tainui Street, Greymouth
Telephone 03 769 9300

High Street Medical Centre, 135 High Street, Greymouth
Telephone 03 768 5942

Westland: Westland Medical Centre, 54A Sewell Street, Hokitika
Telephone 03 755 8180

Westport: Buller Health Medical Health, 45 Derby Street, Westport
Telephone 03 788 8230

Coast Medical, 161 Palmerston Street, Westport
Telephone 03 789 5000

Wanaka: Aspiring Medical Centre, 23 Cardrona Valley Rd, Wanaka
Telephone 03 443 0725

Healthline

For free, 24 hour health advice, call HEALTHLINE on 0800 611 116.

Aids Hotline	0800 802 437
Disability Information Service – National	0800 693 342
Quitline	0800 778 778 www.quit.org.nz

Employment Relations Info Line	0800 20 90 20
--------------------------------	---------------

Women

Women’s Refuge	0800 733 843 www.womensrefuge.org.nz
Rape Crisis	0800 88 33 00

Legal Advice Community Law Services

Citizens Advice Bureau	0800 367 222 www.cab.org.nz
Youth Law Aotearoa	0800 884 529
Canterbury/West Coast Community Law Centre	0508 226 529
Auckland CBD Community Law Centre	09 377 9449

Literacy

West Coast Adult Learning Services	03 789 8031
Adult Literacy Tamaki Auckland Inc	09 376 8457
Literacy Aotearoa	0800 678 910

Drug Alcohol Issues

Alcohol & Drug Helpline (10.00 am-10.00 pm)	0800 787 797 www.alcoholdrughelp.org.nz
Alcoholics Anonymous	0800 229 6757 www.aa.org.nz
Needle Exchange Programme	03 366 9403 09 356 7373 (Auckland) www.needle.co.nz
CADS (Community Alcohol & Drug Services)	09 845 1818 www.cads.org.nz
Rata Alcohol and Drug Service	03 769 7805

Budgeting Advice

Sorted www.sorted.org.nz
Greymouth Salvation Army 03 768 5045

Sexual Health Clinics

www.nzshs.org/clinics
Greymouth - Grey Base Hospital 03 768 7400 etxn 2874
Westport 03 788 9030 extn 8756

West Coast Primary Health Organisation (PHO)

For information about where your nearest clinic is please call the West Coast PHO on 03 768 6182.

Auckland Sexual Health Services

To make an appointment, or for more information call 0800 739 432 or visit www.ashs.org.nz.

Christchurch

For more information or to make an appointment call (03) 364 0485.

Wanaka 03 443 0725

Family Planning Association – NZ www.familyplanning.org.nz

FPA Greymouth Clinic 03 768 0895

Library

The TPP library provides study and learning resources for all students of the Polytechnic.

The library catalogue is available online via <http://tpp.on.worldcat.org/discovery>

Please note: All borrowed items must be returned at the end of your course. You may not be allowed to graduate if you have any outstanding items.

Greymouth Library

Library Hours: Monday-Thursday 8.30 am – 5.00 pm
Friday 8.30 am - 4.00 pm

Staff: Pat Sargison, Senior Librarian
Maria Martin-Smith, Library Assistant

Email: library@tpp.ac.nz

Telephone (DDI): 03 769 9407

Note: the above hours are a guide only – staffing and hours may be subject to change during term breaks, holidays, or peak usage times.

Polytechnic Equipment

Students are reminded that TPP equipment remains the property of the Polytechnic at all times and may only be used under the direct supervision of staff. Equipment is not normally available to students outside hours and may not be removed from Polytechnic premises.

Computer Network

Students' rights to use the TPP computer network is dependent on compliance with the Code of Conduct for Users of TPP Computing Facilities. This is on display in the computer rooms. Improper use of the computer network may result in your computer privileges being withdrawn.

Emergency Procedures and Security

Fire

If you discover a fire, operate the nearest fire alarm box and telephone the Fire Service (111).

If the fire alarm sounds, students should evacuate all areas and assemble at the designated assembly point for a roll check. Roadways must be kept clear for fire engine access.

Earthquake

In the event of an earthquake, Drop-Cover-Hold.

Security

Polytechnic activities must be conducted in an atmosphere of trust. Nevertheless, any person who appears to be acting suspiciously should be reported immediately to a staff member.

General Information

Lost Property

Students are reminded that they are responsible for the safe keeping of their personal property and are advised to be conscious of the security of their valuables at all times. Enquiries regarding lost property items should be made at reception.

Personal Property Insurance

Students are reminded that **the insurance of all personal property is the responsibility of the owner of the property at all times**. This includes those items of property that are used during Polytechnic classes. (TPP insurance covers Polytechnic property only.) This is of particular significance to students whose classes take them off-campus, but also applies to personal property left in Polytechnic vehicles or buildings, even behind locked doors. Those students who do not already have all-risk cover for their personal effects can obtain cover through one of our local insurers.

Student Parking

Greymouth Campus: There is limited parking at the Greymouth Campus for students' cars. Bicycle racks are available on site for those who require them. There are two car parks for persons with disabilities located at the Greymouth Campus.

Students and staff are not permitted to park in the visitors' car park in front of the main steps. Cars parked in non-designated areas may be towed at the owner's expense.

Student Illness or Injury

You should advise your tutor or Reception if you feel unwell. Students who are not able to attend class for more than three days due to sickness may be required to produce a medical certificate.

Accidents or Injury

A student who suffered any accident or injury during a programme activity must report that event to their tutor.

Pre-Existing Medical Conditions

Any pre-existing medical conditions must be disclosed on the enrolment form. This will ensure staff are aware of how to treat any situation that may arise. If you have a condition that has not been disclosed please ensure you advise staff immediately.

Smokefree, Drug and Alcohol

All TPP campuses are smokefree, drug and alcohol free. This includes e-cigarettes and other vaporisers.

Generic Programme Regulations

TPP has an extensive quality management system (QMS) that provides both policy and procedures under which the institute operates. If you would like a copy of a particular policy, please contact the Student Support Services Co-ordinator.

The Academic Statute can be found here: <https://www.tpp.ac.nz/student-info/handbooks-prospectus-and-academic-statute/>.

It is important that all students familiarise themselves with the TPP Generic Programme Regulations Section 8 of the Academic Statute 2016-18.

Tai Poutini Polytechnic

freephone: 0800 800 411

telephone: 03 769 9400

location: 73-87 Tainui Street
Greymouth 7805

Private Bag 607
Greymouth 7840

0800 800 411
www.tpp.ac.nz