

# Foundation, Study & Career Preparation



Tai Poutini Polytechnic  
 West Coast  
NEW ZEALAND

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 Te Pūkenga

# Contents

03	About Tai Poutini Polytechnic
04	Foundation Skills
08	Study & Career Preparation
10	Entry Criteria
11	More Info and How to Apply

## DISCLAIMER

1. We do not set a closing date for applications. The Polytechnic reserves the right to not accept late applications, i.e., after the programme has started. You will be offered a place subject to meeting the entry and selection requirements and the availability of places on the programme.
2. Tai Poutini Polytechnic Ltd reserves the right to cancel, postpone or change the location of any course of programme. If this happens, we will let you know. If you have any questions call an Enrolment Advisor on 0800 400 411.
3. From 2023, Tai Poutini Polytechnic Ltd and the programme you have enrolled in will become part of Te Pūkenga – New Zealand Institute of Skills and Technology.
4. All programmes offered by Tai Poutini Polytechnic Ltd and other subsidiaries of Te Pūkenga are under review, to ensure they are portable, consistent and aligned with the needs of industry. The programme you have enrolled in may change over time
5. Full entry criteria and selection criteria available at [www.tpp.ac.nz](http://www.tpp.ac.nz)

For further info on awards and scholarships please refer to our Student Information Brochure.

# About Us

**At TPP we're serious about education. Our tutors are all experts in their field, have excellent industry connections and are passionate about teaching.**

We are part of Te Pūkenga, the national vocational tertiary education provider, with campuses on the West Coast and other NZ locations. This means we have access to more resources, can provide more options and flexibility for learners and we have plenty of opportunities for innovation.

Once fully established, Te Pūkenga will provide a flexible combination of campus-based, online and work-based learning to meet the needs of learners and employers. We are playing a big part in the sector reforms, testing new ideas, being proactive with initiatives and focusing on getting great outcomes for our learners.

Applying to enrol as a student at Tai Poutini Polytechnic is simple. If you require more information or wish to speak directly with a tutor please email us at: [study@tpp.ac.nz](mailto:study@tpp.ac.nz) or call 0800 TPP INFO.

[tpp.ac.nz/foundation](https://tpp.ac.nz/foundation)

[tpp.ac.nz/careerprep](https://tpp.ac.nz/careerprep)



# NZ Certificate in Foundation Skills

## Foundation Skills | Level 2

LEVEL

02

CREDITS

60



**AWARDS:** NZ Certificate in Foundation Skills (Level 2)

**DURATION:** 20 weeks, full-time (excluding holidays)

**LOCATION:** Westport

**START DATES AND FEES:**  
Visit [www.tpp.ac.nz/foundation](http://www.tpp.ac.nz/foundation) for further information

Conditions apply. Visit [www.tpp.ac.nz/conditions](http://www.tpp.ac.nz/conditions)

Want to learn something new, but worried you might not be quite ready for the study or book work? Tai Poutini Polytechnic can help you reach your career goals by helping you get ready for study and higher training.

Whether you're about to leave school for tertiary study, or you're looking to get back into learning after a few years on-the-job, Tai Poutini Polytechnic's New Zealand Certificate in Foundation Skills will get you ready to make top marks!

With the support of encouraging tutors, you'll learn the skills you need to succeed in your chosen study area. You'll also be encouraged to take responsibility for your own learning, with tips and suggestions of how to approach tertiary study, organise your time and be prepared for tests and assessments.

You'll also earn credits that contribute to your NCEA results, so it's a great choice for students.

The programme covers:

- Development of reading and writing skills, particularly related to practical purpose and how to overcome potential barriers to your success.

- Creating your own healthy environment to support you and get you ready study.
- How to take part in different workplaces and situations that get you ready for work and developing skills that allow you to contribute to the workplace and understand the diversity others bring.
- Searching and communicating about your area of interest, including getting your CV ready and helping you consider the next steps on your learning journey.

### Core Elements

This qualification is made up of four courses.

#### Get Started

- Develop strategies to support and enhance own learning
- Describe strategies for managing stress
- Identify support services and resources in the community that may assist with overcoming barriers
- Investigate career options based on personal interests and attributes and identify the implications for the future
- Select texts and assess their suitability for identifying strategies to manage stress and enhance learning

#### Get Sorted

- Analyse the effect of significant life events on personal financial income and financial literacy strategies to manage these events
- Describe strategies to contribute to household conservation strategies for saving and sustainability
- Describe legal implications of living in rented accommodation and ways to prevent or solve problems
- Recognise differing points of view on and discuss strategies for wellbeing

#### Get Involved

- Describe diversity in Aotearoa and its implications and benefits in the community and workplace
- Identify discrimination and describe its consequences and ways of responding
- Recognise ways of becoming involved in recreation in the local community and describe the benefits of involvement
- Describe aspects of lineage/whakapapa, heritage, and cultural identity

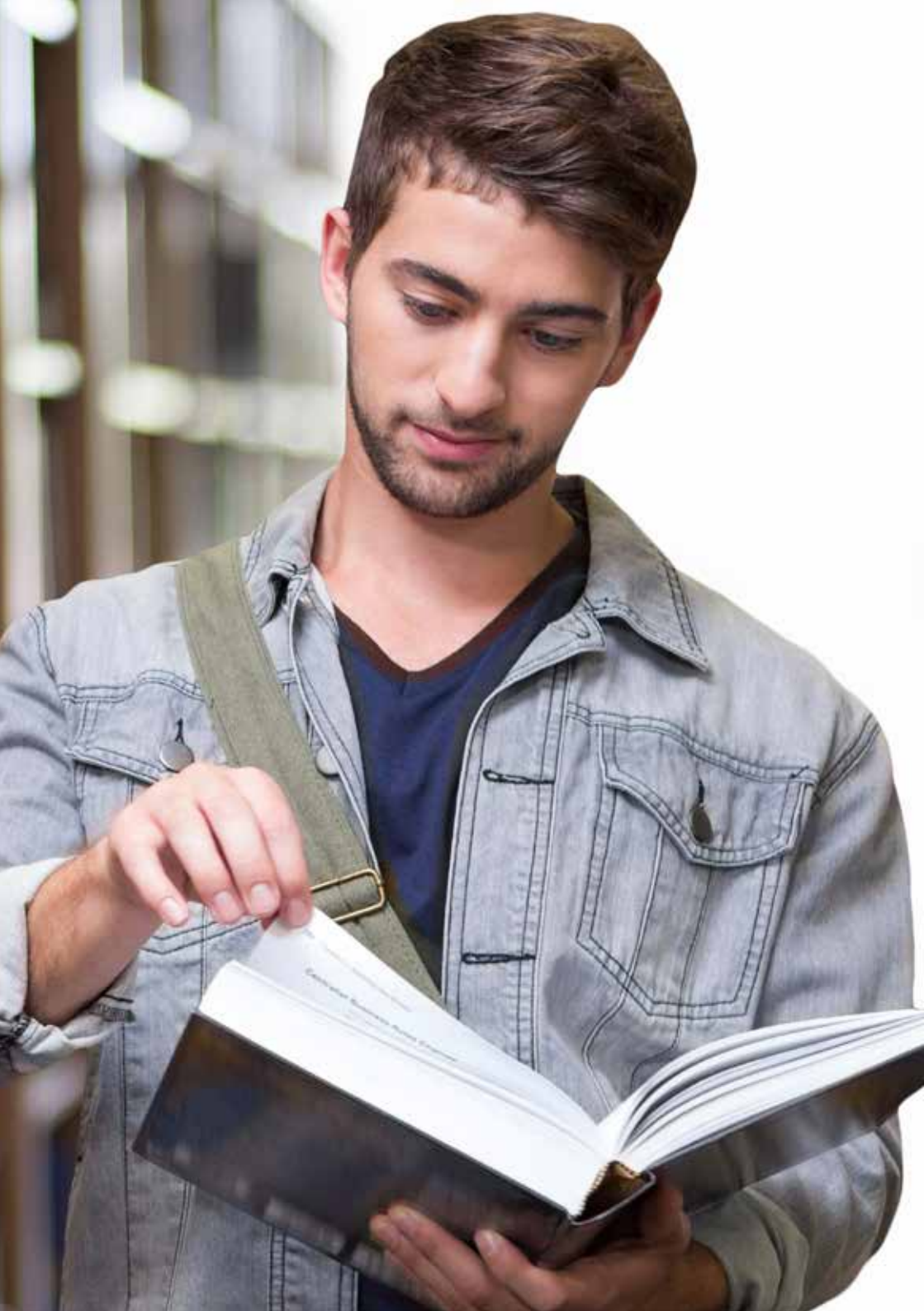
#### Get Going

- Select and read a variety of texts from different sources that relate to a selected topic of research
- Search, comprehend, use and communicate information on a selected topic and write a short report to inform an audience
- Conduct a job search, describe steps in applying for a job and create a targeted CV
- Describe employment agreements and their minimum statutory provisions

### Further Study Pathways

The New Zealand Certificate in Foundation Skills (Level 2) can lead to further study at Level 3 or Level 4 and could also lead to employment opportunities.





# NZ Certificate in Study & Career Preparation

## Study & Career Preparation | Level 3

LEVEL

03

CREDITS

60



**AWARDS:** NZ Certificate in Study and Career Preparation (Level 3)

**DURATION:** 17 weeks, full-time (excluding holidays)

**LOCATION:** Greymouth

**START DATES AND FEES:**

Visit [www.tpp.ac.nz/careerprep](http://www.tpp.ac.nz/careerprep) for further information

Conditions apply. Visit [www.tpp.ac.nz/conditions](http://www.tpp.ac.nz/conditions)

**Give yourself a head-start on future study with Tai Poutini Polytechnic's New Zealand Certificate in Study and Career Preparation (Level 3).**

You'll gain the skills you need to succeed as you prepare for your dream job.

Maybe you didn't finish high school and you're looking to get back to study, or you might just need some help to make sure you're ready for a new training programme. Tai Poutini Polytechnic can help you learn how to manage your time, work as part of a team, communicate clearly, solve problems and gain the confidence to take on higher-level study. The programme is focused on what you want to achieve and you can chose a training or subject area to focus on so you're ready for the next step.

If you want to get ahead of the game and prepare yourself for higher level study or be work ready, it makes sense to sign up for the New Zealand Certificate in Study and Career Preparation (Level 3).





### Core Elements

To enable students to develop and apply a range of academic and self-management skills for tertiary study and career pathways.

To enable students to apply core concepts and skills required in a trades based career.

To enable students to complete basic projects in a trades environment.

To enable students to build on previously acquired skills and complete projects in a trades environment.

### Programme Structure and Workload

The programme balances blended learning and classroom-based theory with a range of practical learning contexts to assist students to achieve the New Zealand Certificate in Study and Career Preparation (Level 3).

### Further Study Pathways

This qualification is for people intending to pursue focused development in the skills, capabilities, knowledge and attributes needed to succeed at NZQF Level 3 or 4 or above, within the context of a field of study or career pathway.

### Career Opportunities

This qualification is for people intending to pursue focused development in the skills, capabilities, knowledge and attributes needed to succeed at NZQF Level 3 or 4 or above, within the context of a field of study or career pathway.

# Entry Criteria

## Foundation Skills

### Learners must:

- Have a minimum of 10 credits in literacy and numeracy at NCEA Level 1, or equivalent.
- Be 16 years of age or older
- Have their application reviewed by Tai Poutini Polytechnic staff to ensure the programme is suitable for the learner and that the learner has a reasonable chance of success.
- Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5 with no band lower than 5.

## Study and Career Preparation

### This programme has open entry.

#### English Requirements

- Applicants for whom English is a second language must meet General or Academic IELTS 5 with no band score lower than 5 or NZQA-approved equivalent

#### Special Notes:

- Special Entry may be granted where evidence exists that the applicant can successfully complete the programme

# More Info

Check out our website or contact us if you have further questions about entry requirements for your chosen programme.

If you require more information or wish to speak directly with a tutor please email us at: [study@tpp.ac.nz](mailto:study@tpp.ac.nz) or call 0800 TPP INFO.

## **Coast Connect Employment and Careers Hub**

Coast Connect creates opportunities for Coasters to connect, create relationships and find jobs. Coast Connect works with job seekers, students, local businesses, training providers and employers to create better outcomes for the West Coast.

You can visit the Coast Connect Employment and Careers Hub at Tai Poutini Polytechnic's Greymouth campus. Coast Connect is part of Tai Poutini Polytechnic's wider effort to support local industry and help people follow their career goals.

# How to Apply

**1**

**Decide on your programme**

**2**

**Apply -  
Free phone 0800 TPP INFO  
or Visit [tpp.ac.nz/apply](http://tpp.ac.nz/apply)**

**3**

**We'll assess your application  
and get back to you**



# The Tai Poutini “Edge”

Tai Poutini is nestled between the wild Tasman Sea and the grand Southern Alps. People who live on the West Coast know what it takes to live on the edge. Confidence, skills and a “can do, will do” attitude set them apart.

Tai Poutini Polytechnic graduates are out there on the edge doing it!

He aha te mea nui o te ao?

He tangata, he tangata, he tangata!

What is the most important thing in the world?

It is people, it is people, it is people!

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**0800 TPP INFO**  
**tpp.ac.nz**  
**study@tpp.ac.nz**