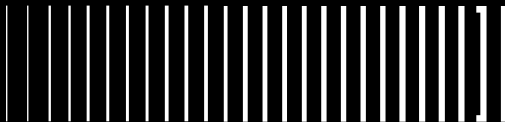


Student Information

0800 TPP INFO
tpp.ac.nz



Creating
BETTER
Together

Tai Poutini Polytechnic
 West Coast
NEW ZEALAND

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About Us

At Tai Poutini Polytechnic we're serious about education. Our tutors are all experts in their field, have excellent industry connections and are passionate about teaching. They want you to learn the skills you need to succeed.

We value our students and we want your time with Tai Poutini Polytechnic to be an exciting experience that helps you get ahead. We want you to have a fantastic experience while you're here so we offer support programmes that ensure the health and wellbeing needs of students are met. We also work with you to help you achieve your learning goals.

Tai Poutini Polytechnic's wide range of practical programmes are focused on teaching you the skills you need to succeed in your chosen career. We offer various training options, including full-time programmes, short courses and fees-free options in some cases. We can also offer some part-time options to make the learning work for you. All Tai Poutini Polytechnic programmes have NZQA approval and are designed to give you a strong foundation in your chosen career.

Tai Poutini Polytechnic has campuses in Auckland, Christchurch, Wanaka, Westport and Greymouth, with a wide range of study options. Greymouth students have the option of living in Tai Poutini Polytechnic's own student accommodation facilities. A home away from home while you're studying. Tai Poutini Village offers 58 individual rooms and shared facilities for students. Village staff provide you with a living environment which encourages and supports the educational mission of the Polytechnic, supporting students in their chosen programme of study, and helping them to develop personally, socially and culturally.

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 info@tpp.ac.nz or free phone 0800 800 411 (TPP)

www.tpp.ac.nz/studentinfo

Student Services

Introduction

Student Services staff provide support, advice and advocacy for any problems you may encounter while studying at Tai Poutini Polytechnic (TPP). Services provided include:

- Advice and support with StudyLink applications
- Study and learning support
- Health and wellbeing
- Programme course information
- Scholarship information
- StudyLink queries
- Finance and budgeting help
- Referrals to external agencies
- Coping with all aspects of student life
- Access to free independent counselling service
- Information on discounted medical services
- Advice on career/study pathways, CV writing and job interview preparation

Support Services Contacts

Greymouth Campus

Jodie Knipe

Email: jodiek@tpp.ac.nz

Direct Dial: (03) 769 9409

Free Phone: 0800 877 787

Auckland Campus

Tenaea Te Aika

Email: tenaeat@tpp.ac.nz

Direct Dial: (09) 254 4544

Learning and Disabilities

Kia Ora, Welcome.

Information, resources and support services are offered to students with disabilities and students with learning difficulties.

You may need to complete a needs assessment before you can access disability support. Contact the Learning Support and Disabilities Co-ordinator at your campus to arrange a time to do this. You should be able to provide evidence of needing support and, if required, be available for assessment.

Please ensure you have the support you need before your programme of study begins.

Information

The Learning Support and Disabilities Staff are available to assist you with programme advice and enrolment assistance. Firstly find out your programme requirements and prerequisites from the programme tutor or course handbook.

Once enrolled your learning support and disabilities requirements will be made known to your tutor, with your permission.

Campus Access

If you experience any difficulty with campus access, please notify a Learning Support and Disabilities staff member.

Disabled Parking

Please contact your Learning Support and Disabilities Co-ordinator for advice on where to park.

Learning Support and Disabilities Contacts

Greymouth Campus

Bram de Vries

Email: bramdv@tpp.ac.nz

Direct Dial: (03) 769 9454

Auckland Campus

Tenaea Te Aika

Email: tenaeat@tpp.ac.nz

Direct Dial: (09) 254 4544



Student Services

Maori and Pasifika Support Services

Nau mai, haere mai ki te Kuratini o Te Tai o Poutini.

Enrolling in tertiary education is a major stepping stone to your chosen career and it is important you study in a supportive and culturally friendly environment.

We can help you with

- Scholarship and grant applications
- Hapū, Iwi, and community contacts/links
- Study and learning support
- Mentoring/welfare support
- Health and wellbeing
- Academic support

***“Naku te rourou, nau te rourou
ka ora ai te iwi”***

*“With your basket and my basket
the people will be fed”*

Maori and Pasifika Support Services Contacts

Tai Poutini Polytechnic

David Mason

Email: davidm@tpp.ac.nz

Direct Dial: (03) 769 9452

Bus Services

Tai Poutini Polytechnic provides students with a bus service operating Monday to Friday between Greymouth and Hokitika. The Hokitika bus will collect students in the morning and return to Hokitika in the afternoon. This bus service is free for TPP students with valid student ID card.

Hokitika Bus Pick-up times:

7.45am 4 Square Store on Stafford St

7.50am 4 Square Store on
Fitzherbert St

Hokitika Bus Departure times:

4.30pm TPP Puketahi St gate

If you live between Greymouth and Hokitika you can arrange for pick-up/drop-off by contacting Rebecca Stanger on 03 769 9651/027 2280170.

This service will only operate within Polytechnic term dates. For bus service updates please visit www.tpp.ac.nz/transportation

Library Services

More than just books and study guides, TPP's library is designed to support students in their study and research. Staff are available to assist students in a variety of ways, from help with computers and academic writing to accessing and using a range of resources. You're not alone when you're studying with TPP and we've recently reorganised our library facilities to make them more useful and appealing for students and for the wider community.

Collections are tailored to the requirements of TPP study programmes. The TPP Central Library at our Greymouth campus holds the largest collection. Small collections can be found in Westport, Wanaka and Auckland, which relate to the programmes offered at these campuses. Online resources are accessible across all TPP sites.

Our friendly staff can help library users to get the best from their time, by providing easy access to the numerous resources that are available.

Student Cafe

Food is fuel for the brain and you'll be able to keep your tank full at the TPP student café. With a range of healthy food options, our café is a great place to grab a bite and relax with your classmates between study sessions.

The cafe is located centrally within TPP's Greymouth Campus and it also serves as an information hub for students. It serves a variety of food throughout the day from 8am-2.30pm. Outside these hours there is a drinks vending machine as well as a small self service kitchen.



Student Services

Fees Free Education

First year fees free.

Tertiary education will be fees-free for those who haven't studied before – right across all TPP's great study programmes.

What is it?

Students can get one year of tertiary study up to the value of \$12,000 fees-free.

Who is eligible?

You may be eligible for Fees Free if you are:

- a New Zealand citizen or ordinarily resident in New Zealand;
- have previously enrolled in less than 60 credits at Level 3 of tertiary study or training.

What programmes are eligible at TPP?

All full-year and half-year programmes at TPP are eligible for the fees free scheme.

For further information on the fees free scheme, visit www.feesfree.govt.nz and make sure you have your National Student number on hand to make the process nice and easy.

Youth Guarantee Scheme

What is the Youth Guarantee Scheme?

The Youth Guarantee Scheme (YGS) is for young school leavers aged 16-19 years who want to move into tertiary study to gain a Level 1-3 qualification.

Students who meet the eligibility criteria may apply for a fees free place on selected programmes, with the aim of achieving a qualification.

A student who meets the eligibility criteria may receive up to two years of YGS provision, subject to availability.

Who is eligible?

You may apply for a YGS place if you:

- are a Domestic Student
- have left school, and do not hold a qualification level 3 or higher
- are 16 to 19 years of age or; are 15 years of age at the time of commencing your study, and have an early leaving exemption from school
- are enrolling in either a 120 credit programme, or two programmes of at least 40 credits each, or studying at least 50% of a full-time, full-year enrolment
- have not already used 2 years of YGS funding.

YGS students under 18 years of age must agree not to apply for course related costs or the living cost component of a Student Loan. Students of any age can apply for a Student Allowance if they meet the StudyLink eligibility criteria.

Travel Assistance

YGS students are eligible for assistance with transport to attend their programme. At some campuses this may be through providing a transport service, while at others students may be able to claim the cost of their travel. Each student seeking assistance must complete a Travel Assistance Application Form.



How do I apply for a YGS place?

Complete the TPP enrolment form and the TPP YGS application form. You can still apply for a YGS place if you have already been accepted onto a programme. Application forms and more information can be found on our website or contact Greymouth Campus Reception.

YGS Programmes

- Agriculture (Vehicle, Machinery and Infrastructure) (Level 3)
- Agriculture (Livestock Husbandry) (Level 3)
- Business Administration and Technology (Level 3)
- Hair, Beauty and Grooming (Level 3)
- Food and Beverage Service for Cafes and Restaurants (Level 3)
- Tourism (Level 3)
- Hard Stone and Jade Carving (Level 3)
- Automotive Engineering (Level 3)
- Mechanical Engineering (Level 3)
- Carpentry (Level 3)
- Civil Plant Operation (Level 3)

*Students are required to enrol in another programme of at least 40 credits when they enrol in this programme

Contact Details

If you have questions about any of the above fees free options, just get in touch with us at info@tpp.ac.nz, or on our free phone number 0800 800 411.

Why wait? This is a great opportunity to apply to study with us in 2021.

Targeted Training and Apprenticeship Fund (TTAF)

The Government is funding free training in critical industries to help get the economy moving post-lockdown. The training is free for everyone enrolling in key programmes – for all ages and circumstances – over the next two years. The aim is to support all learners looking to gain skills or re-train in key industries where demand from employers is already strong or is expected to grow.

Industries included in the free training scheme are:

- Primary industries, including agriculture, horticulture and viticulture, fisheries (including aquaculture) and forestry;
- Construction, including building, plumbing, and civil engineering;
- Community support, including youth work, care for elderly, counselling and community health, including mental health and addiction support;
- Manufacturing and mechanical engineering and technology;
- Electrical engineering; and
- Road transport (e.g. heavy vehicle operator).

Programmes offered at TPP include:

- Training Scheme in Heavy Commercial Vehicle and Machine Tyres
- Short Award in Pendant Crane (Level 3)
- New Zealand Certificate in Agriculture (Livestock Husbandry) (Dairy, and Meat and Fibre) (Level 3)
- New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure) (Level 3)
- New Zealand Certificate in Mechanical Engineering (Level 3)
- New Zealand Certificate in Construction Trade Skills (Level 3)

- New Zealand Certificate in Infrastructure Works (Level 3)
- Diploma in Quarrying and Mining Supervision (Level 5)
- Training Scheme in Quarrying and Mining Supervision (Level 4)

Find out more at: <https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/targeted-training-and-apprenticeship-fund/>

Foundation Education

People aged under 25 years old are entitled to free education when they enrol on any level 1 or level 2 foundation programme.

The aim is to ensure that all young people gain the core foundational skills required for success in life and for higher vocational study, training and employment. Key components of these programmes will include literacy and numeracy development, developing skills to pathway into industry, and completion of Level 1 and Level 2 qualifications.

Who is eligible?

You are entitled for Fees Free education if you are:

- Under 25 years old; and
- Do not have a Level 1 or Level 2 qualification; and
- Are willing to commit to studying towards gaining a qualification at Level 1 or 2.





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Living &
Learning on the
West Coast



Student Awards and Scholarships

Introduction

Student awards and scholarships are offered each year enabling students attending full-time programmes at Tai Poutini Polytechnic to receive financial assistance.

Applications must be made using the appropriate forms (available from reception or via the website) and received at the Polytechnic by the closing date.

Applicants must meet the eligibility criteria stated in the terms of reference for each award. For more information please contact our reception or visit our website, www.tpp.ac.nz/awards.

There are also scholarships and awards offered by other organisations. For more information please check out the Generosity New Zealand website for givME (available on campus computers) at <http://generosity.org.nz/givme>.

South Westland Community Activities Trust Attendance Assistance Awards

Four annual awards of up to \$800 each (or \$200 per term) will be made to assist with costs associated in attending a full-time programme of at least 17 weeks duration at TPP's Greymouth Campus. The awards are made solely to assist with costs associated for that student to attend their programme for example – travel, child care etc

Please refer to the Terms of Reference for closing dates.

South Westland Community Activities Trust Entrance Awards

Three annual awards of up to \$1,000 each will be made to students enrolled in, or preparing to enrol in a full-time programme of at least 17 weeks duration at TPP's Greymouth Campus. The awards are made solely to assist with programme fees, course-related costs or expenses.

Please refer to the Terms of Reference for closing dates.

West Coast Trades Academy Training Scholarship

The WC Trades Academy Training Scholarships are sponsored by Tai Poutini Polytechnic (TPP) and provide three awards of \$1,000 each to assist Trades Academy students to attend TPP in 2021.

Cave Creek Student Memorial Scholarships

The Cave Creek Student Memorial Fund was established to honour the 13 TPP Outdoor Recreation students who lost their lives when a viewing platform collapsed at Cave Creek on the West Coast on 28 April 1995.

Students enrolling in any full-time outdoor pursuits programme (NZ Certificate in Outdoor and Adventure Education, NZ Diploma in Outdoor and Adventure Education, or the NZ Snowsport Patrol and Avalanche Risk Management) at Tai Poutini Polytechnic in 2021 are eligible to apply for one of up to 10 academic scholarships. All applicants are required to be New Zealand citizens. The value of the scholarships will vary – in the past few years the amount awarded has been approx. \$1,500 each for programme fees or course-related costs and expenses. Please refer to the Terms of Reference for closing dates.

Allan Beaumont Award

Open to residents from the West Coast region enrolled, or preparing to enrol, on a full-time programme at one of the TPP's West Coast campuses. Intended to assist second-chance students to gain access to tertiary education.

Please refer to the Terms of Reference for closing dates.



Student Loans and Allowances

Student Loans

Student loans are a Government loan for New Zealand students that you repay through the Department of Inland Revenue when you start working. To qualify for a student loan you must: be a New Zealand citizen, or an Australian citizen or permanent New Zealand resident who has lived in New Zealand for at least three years; be enrolled in a Ministry of Education approved full time or part time programme (the equivalent of at least 12 weeks full time).

There are three parts to the loan that you may be eligible to borrow:

- Course fees
- Course-related costs (up to \$1000)
- Living costs

To apply you will need your IRD number, your bank account details and a certified copy of your birth certificate or passport. Apply early! It can take at least three weeks to process your loan application.

Apply online at www.studylink.govt.nz

Student Allowances

New Zealand students attending a full-time programme of 12 weeks or longer and who are 18 years or over may be eligible for a student allowance. Students who are 16 and 17 years of age may also be eligible. Allowance rates may be affected by a student's parent's income and can be topped up via a student loan in some situations. You can apply online to see if you are eligible.

For more information and to apply, go to www.studylink.govt.nz

Phone: 0800 88 99 00

Apply early! It can take at least three weeks to process your application.

Work and Income

Assistance may be available to you through Work and Income if you're planning to do a work-related course and you get one of the following benefits:

Sole Parent Support

Supported Living Payment

Young Parent Payment

Contact Work and Income for further information

Phone: 0800 559 009

Website: www.workandincome.govt.nz



Accommodation

Introduction

Tai Poutini Polytechnic (TPP) has accommodation available for students studying at our Greymouth Campus. Other accommodation options for students studying in other regions are also included in this brochure.

TPP has a duty of pastoral care to all of our students, and specific requirements for residents of our accommodation under the Education (Pastoral Care of Domestic Tertiary Students) Interim Code of Practice 2019 to ensure that our students live in a safe environment and have a positive experience that supports their educational achievement and personal development.

Greymouth Accommodation

Location

Tai Poutini Village units are all in close proximity (200 metres) of the TPP Greymouth Campus, as well as the Greymouth central business district.

Costs

Weekly rental is between \$145.00 - \$150.00 per room (inclusive of electricity) for 2021. An initial payment in advance of between \$740.00 - \$750.00 is required, this is made up of:

- \$100.00 Admin Fee - non refundable
- \$350.00 Bond - refundable on satisfactory exit inspection

- Between \$290.00 - \$300.00 two weeks rent in advance

Facilities

Fifty-eight rooms are available, consisting of shared housing and single units.

What is supplied?

- Beds - king singles
- Washing machines and dryers (require \$2 to operate)
- Communal drying room
- TVs (common areas only)
- All units have a landline for local calls only
- All units are supplied with fridge/freezer, furnishings, microwave, jugs, toaster and basic cooking equipment
- WIFI

What do I have to supply?

- All bedding (duvet, blankets, sheets, pillows, pillowcases), towels, flannels and tea towels
- Insurance to cover personal belongings
- As the accommodation is self-catering, meals are residents' responsibility

General

- There is zero tolerance to illegal drugs, alcohol, cigarettes or vaping.
- All residents must be at least 18 years of age.
- Accommodation is self-catering.
- Cleaning equipment is supplied, but residents are required to supply their own cleaning products.

- Residents are expected to respect the House Rules that are published in each house/unit.
- There is limited off-street parking.
- Pets are not permitted.
- All rooms are subject to periodic inspection.

Method of Application

Applicants for student accommodation are required to complete the application form which is available from Greymouth Campus Reception or you can find it on our website www.tpp.ac.nz

As there is limited accommodation available, we encourage you to apply as early as possible.

Applicants should fill in their name and school (if appropriate) on the confidential report form and pass it on to the principal of the school they presently attend or most recently attended. The principal (or his or her nominee) will complete the form and forward it TPP separately.

For applicants who have left school, including mature students, a personal reference from a Justice of the Peace, minister of religion, work colleague or other community figure is required.

Please note that we cannot confirm your place in accommodation until you have been accepted onto a programme at TPP.

Applications will be reviewed by the Student Accommodation Committee, commencing in September prior to your year of study. You will be notified of the results of your application as soon as possible.

Please note:

- Room allocation will be determined by TPP. Where possible, we house students from the same programme together. If you have a special request, please note this on your application

form for consideration.

- The Residency Agreement must be signed to secure a room or be placed on the waiting list.
- Initial payment, as described in the "Costs" section above, is required to secure a room.
- Residents are required to supply the name and contact details of a nominated person should their wellbeing or behaviour cause concern.

Please send your application and supporting documentation to:

Rebecca Stanger

Facilities Co-ordinator

Email: rebeccas@tpp.ac.nz

or post to:

Tai Poutini Polytechnic
Private Bag 607
Greymouth 7840

Accommodation in other areas:

Westport Accommodation

Seal Colony Top 10 Holiday Park	(03) 789 8002
Westport Holiday Park	(03) 789 7043
Bazil's Hostel Ltd	(03) 789 6410
Pakington House	(03) 789 5657
Foc`sle Hostel	(03) 789 6226
Triplnn Hostel	0800 737 773 or (03) 789 7367

Wanaka Accommodation

A range of accommodation is available in Wanaka including rental housing, private board, hostel/backpacker and five camping grounds.

Some students arrange accommodation as early as possible in order to secure a place. Students who don't secure their accommodation before arriving in Wanaka typically spend a week in a motor camp before they get sorted. Please complete the "Sharing of Contact Information" section of the ski patrol questionnaire and return if you are interested in sharing accommodation with other Ski Patrol students.

Rental housing

Rental housing ranges in price from about \$250 to \$450 per week, depending on the number of bedrooms. This equates to \$90-\$160 per person. The houses are 2-4 bedrooms, furnished or unfurnished.

Private board

Private board often includes meals, power and phone. Prices vary and are usually advertised in "The Messenger".

Camping ground

There are several camping grounds in the Wanaka area with a range of cabins, tents and caravan sites.

Hostel/Backpacker

Typically facilities include single or twin share rooms, kitchen and common room. The average rate is \$25.00 per night. Cheaper rates are negotiable for long term stayers.

Wanaka accommodation option contact details:

Wanaka Top 10 Holiday Park	03-443 7360
Lake Outlet Holiday Park	03-443 7478
Wanaka Lakeview Holiday Park	03-443 7883
Bullock Creek Lodge	03-443 1265
Mountain View Backpackers	03-443 9010
Wanaka YHA	03-443 1880
Lake Hawea Holiday Park	03-443 1767
Matterhorn South Lodge and Backpackers	03-443 1119
Pleasant Lodge Holiday Park	03-443 7360

Real estate agents that may also be able to help you find accommodation:

Harcourts Real Estate	03-443 7829
LJ Hooker	03-443 7120
Locations	03-443 0150
Kindleys Real Estate	03-443 7121

The list above is not exhaustive.

Advertisements can also be placed in Wanaka's local newsletter 'The Messenger'.

Contact: PrintIt on 03-443 7804, this can also be read online at www.printit.co.nz.

Satellite towns of Hawea, Albertown and Luggate also offer potential rental properties within 10 minutes' driving time of Wanaka.



Coast Connect

Coast Connect is connecting our region

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 reach Coast Connect online – www.coastconnect.co.nz – or visit the Coast Connect Employment and Careers Hub at TPP's Greymouth campus. Coast Connect is part of TPP's wider effort to support local industry and help people follow their career goals.

What is Coast Connect?

Designed specifically for the West Coast, Coast Connect combines an interactive web app for employers and job seekers, with a physical hub where people can drop in to get assistance with their search and help prepare you for employment. Coast Connect is equally focused on job seekers and employers – so we're here to help you find a job, or help find you the skilled staff you're looking for.

How can Coast Connect help me?

Coast Connect web app

Employers can list job vacancies and job seekers can look up what work is available to suit their skills and experience. TPP also gets involved helping job seekers identify local training opportunities that will help them apply for existing job vacancies in the region.

Coast Connect Employment and Careers Hub

The Coast Connect Employment and Careers Hub is open to the public at TPP's Greymouth campus and you're welcome to drop in any time. You'll find us 73-87 Tainui St, Greymouth. The hub is off the front carpark at Tai Poutini Polytechnic (follow the flag and footprints on the concrete). At the hub, you'll be able to speak with Coast Connect staff to get help preparing your CV, considering study options, learning interview skills and more.

Coast Connect business and industry liaison

TPP staff supporting Coast Connect spend time out in the region, talking to industry representatives, local employers and businesses to find out what skills they are looking for and help get local job seekers prepared for real jobs. We're always keen to talk, so if you haven't heard from us, give us a call on 0800 CCNCT (0800 226 628).

Resources and services

At the Coast Connect Employment and Careers Hub you'll have access to resources to help you prepare for your new career. These include:

- Information on career and study options
- Searching for a job
- Guides to preparing a CV
- Assistance with interview skills and preparation
- Career action plan creation
- Supporting and encouraging you to get back on your feet
- Career planning tools
- Internet access to help with the job process
- And more!

Links to help you now

There's plenty of information online to help with your job search. We can talk through what's out there, or take a look at the following links.

- Create a professional CV:
www.careers.govt.nz/tools/cv-builder/
- Discover your career interests:
<https://www.careers.govt.nz/tools/careerquest/>
- Search for West Coast jobs:
www.coastconnect.co.nz
- Create a career development plan:
www.careers.govt.nz/tools/personal-development-plan/
- Connected is a service to help New Zealanders connect to the wide range of Employment, Education and Training supports and advice available through government agencies: www.connected.govt.nz/

Contact Coast Connect

- Call Coast Connect on 0800 CCNNCT (0800 226 628)
- Drop in to the Coast Connect Employment and Careers Hub at TPP's Greymouth campus
- Email Coast Connect's Maree Thomas at mareet@tpp.ac.nz
- Visit the website www.coastconnect.co.nz

The Tai Poutini “Edge”

Version 05.11.2020

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.

TPP 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!

Tai Poutini Polytechnic
 West Coast
NEW ZEALAND

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