

2019

FOUNDATION
COURSES

Te Tīmatanga - New Beginnings

TOI-OHOMAI
Institute of Technology

ROTORUA
TAUPŌ
TAURANGA
TOKOROA
WHAKATĀNE

TOI-OHOMAI

Institute of Technology

Kia ora and welcome to Toi Ohomai Institute of Technology

**Our name means to aim high and achieve great heights -
to be awakened by learning.**

We believe that your success is the key to the success of our whole region. That's why we're here to help make your dreams a reality.

Our five main campuses are located throughout the beautiful Bay of Plenty and South Waikato - in Rotorua, Taupō, Tauranga, Tokoroa and Whakatāne. We also have more than 40 extra delivery sites dotted across our region and more than 230 courses to choose from, including at least 25 courses which can be completed online. All of this makes it easy for more than 12,000 students to study with us every year.

This guide highlights all of the Toi Ohomai foundation courses, many of which are fees free for domestic students. These level one to level four courses offer something for everyone and develop essential life, study, and employment skills.

We believe in new beginnings. Our friendly tutors and small class sizes will support and inspire you, building your confidence and knowledge as you figure out where you want to go in the future.

Join us for your learning journey and let's discover your true potential!

CONNECT

info@toiohomai.ac.nz

0800 86 46 46

toiohomai.ac.nz





95%

Employers say our qualifications prepare students for their future needs

93%

Graduates use the skills and knowledge gained during their study in their job

91%

Students are satisfied with their course

84%

Students are employed soon after course completion

Disclaimer: Every effort has been made to ensure the information contained in this Foundation Courses guide is accurate at the time of printing in December 2018. However, no liability can be accepted for any errors or omissions or views expressed herein, and information is subject to change. Toi Ohomai Institute of Technology reserves the right to cancel or change the content, timing, method or place of delivery of any course.

YOU'RE WELCOME HERE

Education is for everyone – we currently have students from 15 through to 82 and every age in between! Whether you're straight out of school, heading in a new direction, need to upskill to move up the career ladder, or just love a new challenge, you've come to the right place. Every member of our Toi Ohomai team is here to help you succeed. You'll also get plenty of opportunities to chill out and socialise with other students – there's heaps of fun events and activities to get involved with on campus.

How to Apply



STEP 1: SEND US YOUR APPLICATION

You can apply online at toiohomai.ac.nz, in person at one of our campuses, or over the phone by calling one of our friendly team on 0800 86 46 46.



STEP 2: WE'LL BE IN TOUCH

We'll let you know if you need to come in for an information session (this is a requirement for some courses, but not for others). This is your opportunity to find out more about the course and check that it's the best fit for you, and allows us to make sure you meet the entry requirements. If you don't need to come in, you'll skip to Step 3.



STEP 3: COMPLETE YOUR PAPERWORK

Complete your Study Agreement and associated paperwork, including your legal identification. If you're a domestic student, we'll encourage you to contact StudyLink now to make sure you receive any payments you're entitled to. If you need help with your StudyLink application, we can step you through it.



STEP 4: RECEIVE YOUR ACCEPTANCE LETTER

Once we receive your completed Study Agreement and supporting documentation, you will receive an acceptance letter.



STEP 5: PAY YOUR FEES (if applicable)

Ensure your fees have been paid before your course starts (if paying via StudyLink, make sure you complete your StudyLink application well before your course starts).



STEP 6: RECEIVE YOUR FIRST DAY LETTER

Your First Day letter has all the information you'll need to help you settle in.

START STUDYING AT TOI OHOMAI

Welcome, it's great to have you with us!

WHY TOI OHOMAI IS A GREAT CHOICE

You're not just a number

Our smaller class sizes make learning easier and more engaging, helping you connect with your teachers and other students. We also offer loads of free support to suit your needs – research and writing tips, maths tutorials, tikanga Māori guidance and more!

Real-life applied learning

Our students learn by doing, so you'll get plenty of valuable practical experience in the field you've chosen. All of our courses are aligned with industry needs to make sure you'll have a relevant qualification you can use to reach your goals.

Build your network

More than 75% of our students spend part of their course undertaking work placements. This will give you the chance to impress potential employers and make valuable connections for the future.

An exceptional team

Our passionate teachers are among the best in New Zealand – award-winning academic and industry leaders from an array of vocational fields. Prepare to be blown away by our team's dedication and enthusiasm; we all want you to succeed!

Impressive facilities

We offer high quality teaching spaces, multi-sport recreational centres and outdoor areas, and healthy smokefree campuses.

Flexible study options

Nervous about giving up your job? Check out our range of part-time and online courses, which may allow you to keep working while you're studying.

Experienced and future-focused

Toi Ohomai is only a few years old, but our origins lie in our two legacy institutions – Bay of Plenty Polytechnic and Waiariki Institute of Technology. These respected tertiary providers merged in 2016 to better cater for the needs of our region, resulting in one of New Zealand's largest tertiary institutes, Toi Ohomai Institute of Technology.



CAMPUS SERVICES

We provide some pretty amazing campus services at student prices!

- aquatic, fitness and recreation centres
- automotive workshops
- beauty and hair salons
- cafés
- childcare centres
- computer services team, computer labs and Wi-Fi – all free for student use
- copy centres

Watch out for term time treats from the hospitality students too – serving up a selection of tasty delights from their own pop-up cafés.

Not all services are available at all campuses. Please ask our Information Centre if you'd like to know more.

Academic Assistance

Our learning facilitators are always available to offer advice and advocacy services to help you reach your academic goals. Topics include:

- academic writing
- computing support
- essay and report writing
- library support
- mathematics
- referencing
- study skills
- time management
- online learning resources

Careers Services

Choosing a career pathway that best reflects your passion, skills, and strengths can sometimes be a daunting process. Our careers team offer online and face-to-face services across all of our campuses to support you on your journey.

Equity Support Services

Our equity facilitators are keen to ensure you get all the help you need to succeed at Toi Ohomai. They offer:

- advocacy and advice
- ergonomic equipment
- exam and test support
- note-taker support

Health Care

The health care team provides a range of free and subsidised health services at our Rotorua and Tauranga campuses. Discretion is always assured.

- counselling services
- first aid
- health education and awareness
- mental health and community support services
- onsite nurses
- onsite physiotherapy
- sexual health services
- quit smoking support
- stress management

Māori Cultural Support

Traditional Māori pōhiri are important ceremonies that welcome new students to our campuses. At Mokoia Campus, in Rotorua, pōhiri are held at our own Tangatarua Marae. Windermere Campus, in Tauranga, features the Pomare whareniui, as well as a Kōhanga Reo childcare facility.

Prayer Facilities

Prayer rooms are available 24 hours a day, seven days a week, at the Mokoia and Windermere campuses.

TE TĪMATANGA .. NEW BEGINNINGS

The following pages provide information about all of the level one to level four foundation courses offered at Toi Ohomai.

These courses are designed to give you the skills and confidence to get you started on, or to restart, your pathway to further tertiary studies or employment. It doesn't matter what stage of life or skill level you're at, there's a place for you here and we can help you get where you want to go.

These courses can prepare you for further study in any certificate, diploma, or degree course at Toi Ohomai or at any other tertiary provider, which opens up a whole world of future career possibilities.

Some of these courses will also help boost your chances if you want to apply for a particularly popular course, such as the Bachelor of Nursing, or if you want to pass the tough New Zealand police entry test.



Courses are subject to sufficient demand at each location.



New Zealand Certificate in Skills for Living for Supported Learners (Level 1)

Duration	Study Option	Locations	Credits
1 year	Full-time	Rotorua, Tauranga	75

This free⁺ course is particularly suited to people with learning challenges and disabilities.

Our learning sessions are practical, group focussed, and include a variety of community-based experiences which will help you develop new skills.

Our tutors work hard to identify each student's interests and capabilities to prepare for paid or voluntary employment in the community, or to pursue further study. You'll love our supportive, student-focused environment.

Topics include:

- personal identity and care
- health, safety and wellness
- community skills
- preparation for work
- elective work experience

Prepares you for: supervised employment, voluntary work, or further study



Life can be full of challenges, but Nadine Mott is determined to take them on. The 29-year-old is nearing the end of her New Zealand Certificate in Skills for Living for Supported Learners (Level 1) course and is keen to sign up for a hospitality course next.

Her love for creating simple meals at home and her part-time job at McDonald's have prompted the new goal, but she credits the level 1 course for giving her the confidence and independence to consider new possibilities.

The course has developed Nadine's teamwork and communication skills, which have helped her to be more assertive and ask questions if she is unsure of anything at her workplace. She has also enjoyed learning how to use a computer for the first time and can now create slide shows to present to her class.

"I just want to give everything a go. I know it [the hospitality course] is a step up, but it's good to learn new skills."

Nadine Mott

⁺Free for domestic students only



New Zealand Certificate in Foundation Skills (Level 2) – Te Ohonga

Duration	Study Option	Locations	Credits
1 trimester	Full-time	Rotorua, Tauranga, Taupō, Tokoroa, Whakatāne, and other regions	60

This free⁺ course offers a pathway to prepare you to study for the career of your choice. You'll get the opportunity to gain essential NCEA Level 1 literacy and numeracy credits (if required) and potentially complete NCEA Level 2.

You'll also identify and develop your personal skills and strengths in areas such as:

- ko wai au (personal and cultural identity, life experiences)
- Māori protocols and practices
- research
- teamwork
- digital media and information sharing
- communication and presentations
- study and career pathways, goal setting, and problem solving
- self-management, health and wellbeing, personal presentation, and interview skills

If you're studying in Tauranga, you can also select a trades pathway as part of this course. It's an ideal option if you are considering a career in trades, but are unsure which trade you want to do. You can try a variety of trades such as automotive, carpentry, electrical, and welding to help you make the best choice for your future.

Prepares you for: further tertiary study in the course of your choice



Manly Edwards has earned his driver's licence at the ripe age of 57 and is getting set for a new career, thanks to the New Zealand Certificate in Foundation Skills (Level 2) course which gave him and his wife, Gaylene, the kick start they desperately needed.

Manly had spent 40 years working in forestry, but ended up on an invalid's benefit when his career was cut short by illness. Gaylene, who had been raising the couple's seven children for years, was keen to set new goals so she encouraged Manly to enrol on the foundation skills course with her.

"We both loved it, it was just what we needed. I got a lot of confidence out of it; it got my brain going. I wanted to restart my life and that's exactly what happened," Manly says.

Gaylene is now studying a retail course at Toi Ohomai's Whakatāne campus, while Manly waits for the next automotive engineering course to start.

Manly and Gaylene Edwards

⁺Free for domestic students only



New Zealand Certificate in Study and Career Preparation (Level 3)

Duration	Study Option	Locations	Credits
1 trimester	Full-time	Rotorua, Tauranga, Taupō, Tokoroa, Whakatāne, and other regions	60

Ready for a change, but not sure what career or study choice is right for you? This free⁺ course gives you the perfect opportunity to explore your career and tertiary study options.

You'll:

- identify your own personal attributes and skills, matching these to career and study opportunities
- learn to work effectively as an individual and as part of a team
- problem solve and develop your communication skills
- improve your study and computer skills
- develop a plan for your future study and career options
- learn about your chosen field, industry, or study pathway
- explore further opportunities in your chosen field and industry, both locally and internationally

Prepares you for: further tertiary study in the course of your choice



Having left school at the age of 13 and then jumping from one career to another, Alyshea Tuhakaraina knew she wanted to upskill and make a change but she wasn't sure what she wanted to do, so she signed up for the free New Zealand Certificate in Study and Career Preparation (Level 3) course.

As part of the course, she had to figure out what she was good at and set new goals: "It seems simple, but if you've never set goals like that before, you don't know how to get started. If you've got something to look forward to, it's like a challenge – when can I tick this off? It's quite exciting!"

Alyshea is now finishing a New Zealand Certificate in Arts and Design (Level 4) course and is planning to study a couple of business management courses next, before launching her own design and merchandising business in 2020.

Alyshea Tuhakaraina

⁺Free for domestic students only



New Zealand Certificate in Study and Career Preparation (Level 3)

Police and Services pathway

Duration	Study Option	Locations	Credits
1 trimester	Full-time	Rotorua, Tauranga, Taupō, Tokoroa, Whakatāne, and other regions	60

Are you interested in a career with the New Zealand police, army, navy, or air force? Or maybe you'd like to work as a firefighter or a corrections officer?

This course has two broad focuses. The first is the various entry tests for the NZ police and other defence services – these include fitness skills, maths, English, and abstract reasoning. The second focus is on the theory, information and knowledge you'll need for the service you're going into. You'll study the history of the service you're interested in, and how it operates in the community as well as internationally.

All our tutors are former NZ police officers or former defence personnel and we have a dedicated team of staff to help you with additional tutoring support in maths and English if you need it.

Topics can include:

- identifying interpersonal skills and interests to collate a personal profile
- identifying cultural influences and reflecting on wider whānau goals
- matching your skills and interests to career pathways and considering the role that the police, navy, army and air force play in the community
- note taking, report writing and time management
- physical training goals
- personal presentation
- problem solving and communication
- stress and post traumatic stress disorder (PTSD)

Prepares you for: entry into the NZ Police, Army, Navy, Air Force, Fire Service, or Corrections services



When Reweti Davies put his police uniform on for the first time, it signalled the fulfilment of a childhood dream. This was no mean feat, with recent statistics showing less than 7 per cent of police college applications are successful.

Reweti credits the New Zealand Certificate in Study and Career Preparation (Level 3) Police and Services course with helping him to pass the police college's tough entrance tests on his first attempt. It meant he could start the challenging 16-week new recruits' course in Porirua, covering topics such as driving, firearms, physical training, and theory.

Reweti has now joined two of his preparation course classmates at the Tauranga police station and is looking forward to an exciting career where he can help people and be a positive Māori role model.

Reweti Davies



New Zealand Certificate in Study and Career Preparation (Level 4)

Duration	Study Option	Locations	Credits
1 trimester	Full-time	Rotorua, Tauranga, Taupō, Tokoroa, Whakatāne	60

Do you want to enrol in a diploma or degree course, but lack confidence or don't quite meet the entry criteria?

This course is designed to prepare you for higher level study, providing a pathway into diploma and degree courses in areas such as nursing, teaching, engineering, social work, business, environmental management, sports, or surveying.

We'll help you choose the pathway that best suits your career goals and provide all the support you'll need to feel confident and ready to take the next step.

All students cover these topics:

- skills for successful tertiary study
- building communication competence

as well as TWO of the following[^]:

- introduction to health studies
- introduction to the counselling profession
- introduction to the social work profession
- research skills and mathematics for tertiary study
- introduction to general science
- human development across the lifespan[†]
- introduction to the biophysical basis of health[†]

Prepares you for: further diploma or degree level study in the course of your choice



Glenda Belfield is on track to finish her first degree when she turns fifty and is excited about where her new nursing career will take her.

With her last qualification dating back to the 1980s, Glenda had to first sign up for the New Zealand Certificate in Study and Career Preparation (Level 4) course to get her head back into study mode again.

"How to structure an essay and how to do referencing – they're certainly used a lot once you start doing a degree! We also did a lot of presentations. That's really helped me during my nursing degree because I was nervous about public speaking," she says.

Glenda Belfield

[^] not all choices will be available at each location

[†] recommended for those who wish to enrol in the Bachelor of Nursing

Tools for Academic Study (Level 4)

Training Scheme

Duration	Study Option	Locations	Credits
4 weeks	Full-time	Tauranga	20

Keen to start diploma or degree level study, but unsure about your research and writing skills? This free+ pre-entry course will develop these skills to give you the confidence to enrol and succeed in a higher level course at any tertiary education provider.

You'll work at your own level with our tutors providing one-on-one assistance and you'll also gain valuable group work experience.

This course is open to all students, regardless of whether you're planning to do further studies at Toi Ohomai Institute of Technology or elsewhere.

Topics include:

- academic writing
- literature reviews
- report writing
- essay writing
- information gathering
- information management
- referencing
- plagiarism guidelines
- copyright guidelines

Prepares you for: further diploma or degree level study in the course of your choice



+Free for domestic students only

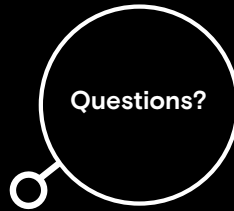
Training Schemes are not eligible for student loans or allowances

HOW TO APPLY

Either in person, by phone, or online

Before you apply you'll need to make sure you have the following information:

Date of birth
Address
Contact numbers
Email address
Your tertiary qualifications (if applicable)



Phone 0800 86 46 46
Email info@toiohomai.ac.nz
Website toiohomai.ac.nz

Financing your study

Once you've decided what you want to study, there are numerous funding options available and our friendly team are here to help. Pop in to see us on campus or give us a call.

LOANS & ALLOWANCES

All of our full-time courses qualify for student loans and student allowances through StudyLink. Some part-time courses qualify for student loans too.

Student loans are available to help you meet costs while you're studying – such as fees, course-related costs and living expenses. You'll need to repay the loan once you finish studying.

Student allowances are also available to help eligible students with living expenses. Student allowances don't have to be repaid.

Find out more at studylink.govt.nz
or call StudyLink on 0800 88 99 00.

We advise you to apply early – as soon as possible! Student loans and allowances are subject to eligibility.

SCHOLARSHIPS & GRANTS

We offer a range of scholarships and grants for all sorts of people, not just straight-A students. For more details, visit one of our Information Centres or click on the Student Services tab on our website.

You can also check the nationwide givME database with your careers advisor, on your school internet account, at your local library, or at our Information Centres or libraries.



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