



www.ncbt.ac.nz



AUCKLAND,
NEW ZEALAND

Newton College of Business & Technology

physical address:
5 Porters Avenue
Newton,
Auckland
New Zealand 1024

postal address:
PO Box 8078
Symonds Street,
Auckland
New Zealand 1150

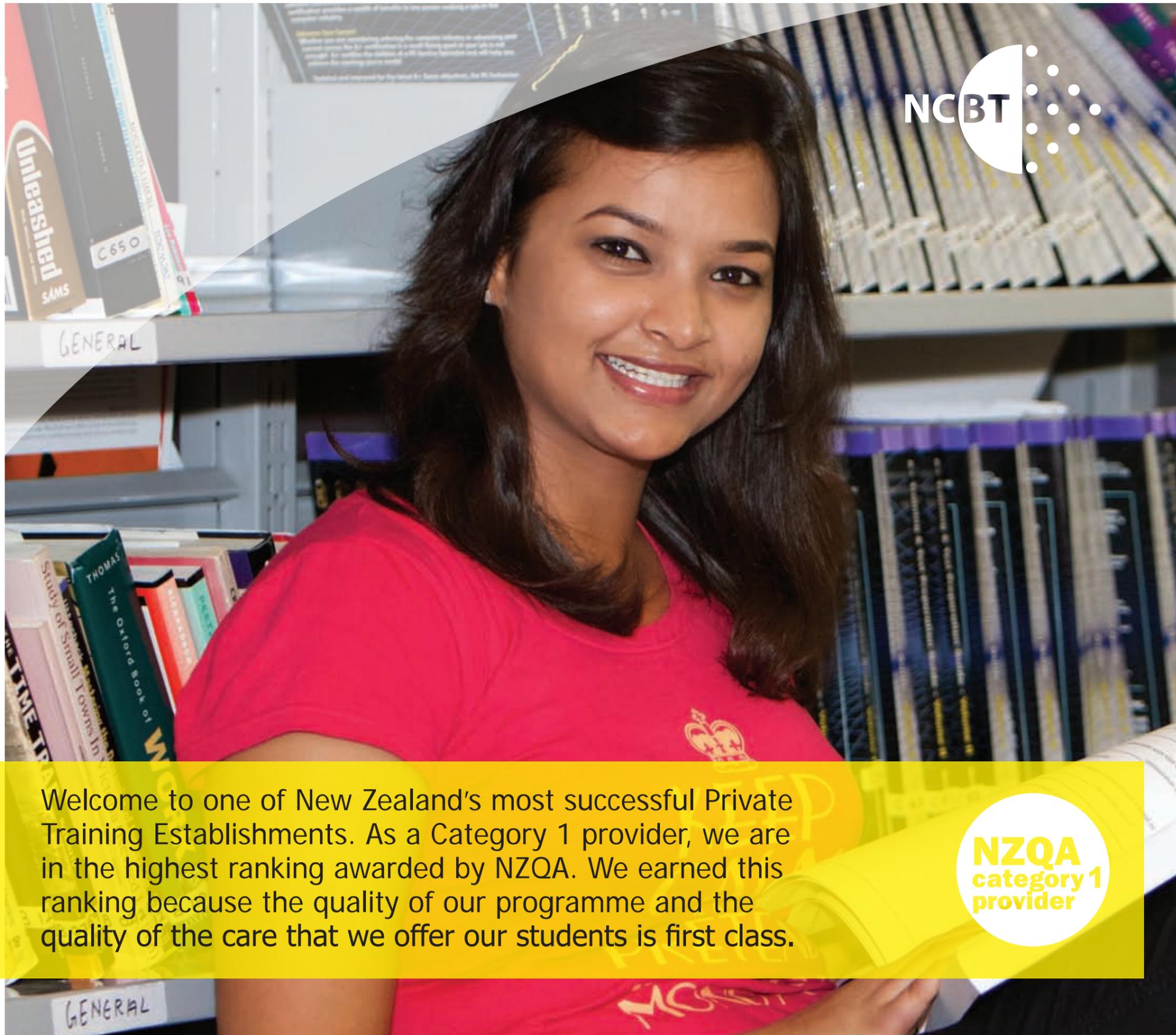
email us: info@ncbt.ac.nz

phone: +64 9 303 1934
fax: +64 9 303 1935



study, work, settle in New Zealand
Newton College of Business
and Technology

NCBT student prospectus
2014 / 2015



introducing Newton College of Business and Technology

introducing Newton College of Business and Technology	03
discover the beauty of the New Zealand culture	04
why study at Newton College of Business and Technology?	06
an overview of the NCBT company group	07
welcome to your NCBT Auckland campus	08
introducing your NCBT faculty	10
NCBT is your home away from home	12
we will take care of you	14
NCBT student welfare	16
Preparing you for the NZ workforce	18
choose your study pathway	20
overview of your study options	22
Business course information	24 - 29
IT course information	30 - 35
Media course information	36 - 39
important information	40
NZQA accreditations and awards	42
summary of essential information	43
NCBT student application pack	44
how to enrol at NCBT	46
expression of interest Form	47 - 48
summary of courses and fees	49
fee payment & refund policies	50
here is what NCBT students want to say	50

Welcome to one of New Zealand's most successful Private Training Establishments. As a Category 1 provider, we are in the highest ranking awarded by NZQA. We earned this ranking because the quality of our programme and the quality of the care that we offer our students is first class.



discover the beauty of the New Zealand culture

Our aim is to have NCBT graduates settle and live in New Zealand.

We have a large community of past students who are settled in New Zealand. NCBT keeps in touch with these students, who become helpful in assisting new graduates/current students by referring them to work, accommodation and other areas. Most of these students then refer their relatives to NCBT to go through the same study, work and settle process.

We will ensure you get the best advice about your future pathways while you are studying with us. Our Welfare Team, are experts in the field of 'study to migrate' pathways.

We also refer students for assistance with Work Visas and Permanent Residence applications* once they have graduated.

*You will be charged for these services by a service provider.

Why settle in New Zealand?

- The people bound in a culture that blends European and Maori ancestry are resourceful, helpful and friendly. New Zealanders love to travel and enjoy meeting people from other cultures. They are famous for their warm hospitality to immigrants.
- A wide variety of ethnic communities reside in New Zealand - it is one of the most multicultural societies in the world
- English is the everyday language of New Zealanders and there is strong English language support for immigrants
- World class education in New Zealand offers an attractive and stimulating academic environment
- A great variety of recreational and cultural experiences are available in a country renowned for its natural beauty.
- The climate is pleasant with little seasonal change especially in the north - conducive to study and recreation
- Immigration policies have been developed to support settlement in New Zealand. Study work and settle could be your dream come true.
- The cost of living in New Zealand compares favourably with other western countries
- Numerous surveys** show Auckland city as one of the top 3 cities to live in the world. Some other New Zealand cities are also among the world's most popular travel destinations

** 2014 - Quality of living worldwide city rankings

(source: Mercer Consulting Survey)

About New Zealand geography

New Zealand lies in the southern Pacific Ocean, 1600 km east of Australia. It is made up of the North and South Islands and a number of smaller islands, with a total land area of 268,021 sq km. Mountain ranges and hill country dominate New Zealand's landscape.

One of the most striking physical features is the Southern Alps - Tiritiri o te Moana. These, along with fiords, glaciers and lakes, and the coastal plain of Canterbury and Southland, add to the variety of the South Island scenery.

In the North Island, the volcanic interior contains New Zealand's largest lake, Lake Taupo. Most of the country's active volcanoes - Ruapehu, Ngauruhoe and Tongariro - are all usually quiet, although Ruapehu has been mildly active since September 1995.

Hot springs, geysers and mud pools form part of the volcanic system to be seen around the city of Rotorua.

The 'winterless north' starts with the city of Auckland and extends to Cape Reinga - in between, beaches and islands feature in one of the country's largest recreational zones.

climate

January and February are New Zealand's warmest months and July normally is coldest.

The climate is moderate - averages range from 8°C in July to 30°C in January - but summer temperatures occasionally reach the 30's in many inland and eastern regions.

The mean average rainfall varies widely - from less than 400 mm in Central Otago to over 12,000 mm in the Southern Alps.

For most of the North Island and the northern South Island the driest season is summer. However, for the West Coast of the South Island and much of inland Canterbury, Otago and Southland, winter is the driest season.

discovery

Polynesian settlers arrived in Aotearoa / New Zealand about the 10th century, and by the 12th century settlements were scattered around the coastline. The Dutch navigator Abel Tasman visited Aotearoa briefly in 1642. However, it was not until 1769 that the British naval captain James Cook and his crew became the first Europeans to explore New Zealand's coastline thoroughly.



quick facts

Population

- NZ population is approximately 4.5 million
- over 30% of NZ population lives in Auckland (1.37 million)
- Auckland is the fastest growing region in NZ
- over 75% of New Zealanders live in urban areas

Currency

- the currency is NZ dollar
- coin values are 10cents, 20cents 50cents, \$1, \$2
- note values are \$5, \$10, \$20, \$50, \$100
- There is no restriction on the value of foreign currency which can be brought in or taken**
- foreign currency can be easily exchanged at banks, some hotels and Bureau de Change kiosks
- all major credit cards can be used in NZ. Travelers cheques are accepted at some hotels and stores

Time zone

- New Zealand is one of the first places in the world to see the new day, 12 hours ahead of GMT (Greenwich Mean Time)

** Every person who carries more than NZ\$10,000 in cash in or out of New Zealand is required to complete a Border Cash Report

why study at Newton College of Business and Technology?

At Newton College of Business and Technology (NCBT) our strategy is simple... New Zealand needs skilled workers in the fields of Communication, Business, Information, Technology, Management and Media.

We offer you the opportunity to study programmes which are designed to make you ready for the job market in these fields.

Upon completion of your course / programme as per INZ policy, you are eligible for a Job Search Visa for one year. We have designed our programme schedules to ensure you get opportunity to work either during corporate working hours or during week-ends. You are eligible to work up to 20 hours per week during studies.

Some of our highlights:

- NZQA category 1 provider
- Central Auckland location
- Qualified and friendly staff
- Programme design and delivery
- Focus on welfare
- Pathway guidance
- High success rate of settlement for graduates
- On site career advice



Paul Charmers
Principal Advisor, NCBT



an overview of the NCBT company group

NCBT is part of a growing group of organisations focused in the training and development industry segment.

Service Strategies Corporation Asia Pacific

We hold the license for this US based certifier and trainer in the field of technical support. Our office is based in Australia. www.servicestrategies.com



Film & Television Institute New Zealand (FTI)

FTI is the media division of NCBT. FTI offers practice based training in all major aspects of Film and TV Production with strong focus on high industry standards. www.ftinz.ac.nz



Workplace Training Company

A New Zealand based company offering industry training and development programmes to a wide variety of businesses.



New Zealand Xtreme

NZXtreme is a New Zealand based company that represents businesses interested in exporting and works alongside companies who have developed high levels of Intellectual Property (IP) that can be leveraged in the mass marketplaces of Asia. www.nzxxtreme.com



welcome to your NCBT Auckland campus

NCBT is located in central Auckland, very close to the main city center, yet in a peaceful location.

Auckland, (a land of thousand lovers) is the largest and most populous urban area in the country. Auckland has a population of 1,377,000. The Maori name for Auckland is Tāmaki Makaurau.

According to Mercer's 2014 Quality of Living rankings, Auckland has ranked third as world's best living destination. Political, social, economic, socio-cultural, medical and health, schools and education, public services and transportation, recreation, housing and natural environment are some of the factors taken into consideration while analysing the living conditions of a country.

Auckland is a multi-ethnic environment with over 180 different ethnicities living together in harmony.

A welcome note from
Auckland's Mayor...



As Mayor of Auckland it is my pleasure to welcome students of Newton College of Business and Technology to our beautiful city.

New Zealanders are known for their hospitality and as a city we welcome people from all over the world.

Auckland provides a stunning natural environment surrounded by three harbours, and is a dynamic and truly international city. More than 180 different ethnicities live here, a cosmopolitan blend of Maori, Pasifika, Asian and European cultures.

Auckland has been ranked third internationally for its quality of living. For students, it offers a great range of learning facilities including libraries, art galleries and museums. Students can gain world class education here as well as enjoy our stunning parks and beaches, theatres, restaurants, cafes, festivals and host of different cultural experiences.

My vision is to make Auckland the world's most liveable city – prosperous, inclusive and an eco-city which protects its fantastic natural gifts.

To realise this vision, a global city needs global partnership to make it truly great. As diverse and well travelled people, Aucklanders have connections throughout the world. We value our international relationships which allow us to create educational and cultural exchanges as well as mutual economic opportunities.

We look forward to welcoming you to Auckland to experience its pleasures for yourself. I hope you will make the most of your time here and I wish you well with your studies.

Nga mihi

Len Brown,
Mayor of Auckland

OFFICE OF THE MAYOR OF AUCKLAND
Auckland Town Hall, 303 Queen St, Auckland 1010, New Zealand
Private Bag 52300, Wellesley St, Auckland 1142, New Zealand
T: +64 9 301 0101





introducing your NCBT faculty

CEO	Mr Ashish Trivedi MBA
Principal Advisor	Mr Paul Chalmers BA, MPhil, Dip Tchg
Technical Advisor	Mr Sanjay Kumar MTech
Business Relationship Manager	Ms Priya Kumar NatDipComp, TCA, PVTCA, Cert in SOC, SERV
Welfare Manager	Ms Jane Edwards PG Dip HR
Business Tutors	
Head of Department - Business / Business Tutor	Mr Drazen Milosevic MPBS, BS (Eco.), MCP+I, MCSE
Business Tutor	Gabriel Brett Kelly BA, DipTchg, Dip ELT
Business Tutor / Regional Manager (India & SE Asia)	Mr Kinnart Trivedi M.Pharm, MBA
Business Tutor / Project Manager	Mr Amrit Melant BHM, MBA
Business Tutor / Communications Co-ordinator	Ms Suchika Khullar BA, NatDipComp, MCP
Computing Tutors	
Senior Computing Tutor / IT Consultant	Mr Tushar Thaker DACSE, MCITP- Entp. Administrator, MCT, CCNA, NatDipCom
Computing Tutor	Mr Madhup Khatiwada M.Eng (Electrical & Electronic)
Computing Tutor	Ms Shelly Christian MCA, P.G.Dip Information Science(IT)
Systems Administrator / Computing Course Co-ordinator	Mr. Atit Pathak B.Sc, NatDipComp
FTI Staff	
Head of Institute	Mr. Devesh Singh
Media Culture	Mr. Harry Snell
Scriptwriting	Ms. Lynz Wilmshurst
Direction and Production	Mr. Devesh Singh
Camera, Light & Audio	Mr. Davian Lorson
Post-Production	Mr. Harry Snell
IT Support Technician	Mr. Jainish Jani
Enrolment Co-ordinator	Mr. Mihir Oza

"When I first arrived at NCBT I was little nervous as everything was new to me. However, when I met staff and students from different cultures, I quickly changed from being nervous to happy and excited. Tutors were professional, friendly and always ready to go an extra mile. I learnt a lot about New Zealand and its business environment. NCBT staff has truly contributed to my success in New Zealand."

Vesna Nedic, Serbia

**study
work
settle...**



"At NCBT I not only gained an academic qualification but immeasurable knowledge, lifelong friendships and the confidence to develop my future career. All this wrapped up in a learning experience that was second to none. I remember the tough time I had in my career and how the staff were there for me, helping and guiding. I would like to thank NCBT for being there for me and would strongly recommend them to others."
Neeraj Neo, Sri Lanka

**study
work
settle...**

NCBT is your home away from home

Where ever you come from; India or Ireland or China or Chile, you will find NCBT like your family away from home.

We specialise in making sure you are happy in New Zealand.

Our Welfare Manager and her team are trained to ensure that your experience both at NCBT and in the wider community is a positive one.

Students tell us that the supportive atmosphere at NCBT is one of the most important features of our College.

It is important to be happy when you are in new environment and we ensure that every student feels that they have staff they can approach if they are finding it tough to make the change to the new country.

It is also important to know that if you come across some difficulties outside of our College, either at work or in the community, we will be here to assist and support you.

NCBT works closely with our local council and our government departments in Auckland to ensure our students are treated well when they are not studying at NCBT.



“At NCBT you have supportive staff and a good study environment. They monitor your personal growth and motivate you in each and every step you take. In a camouflaged world, everything in NCBT is an open book. You will be at ease.”

K.V.Nagasundaram, Bangalore, India

**study
work
settle...**

we will take care of you

The Student Welfare Manager and staff are available to discuss any issues you may have. We have a strong support system and will ensure that problems relating to cultural or other issues are resolved quickly.

Code of Practice for the Pastoral Care of International Student:

New Zealand educational providers have an important responsibility for students welfare. This responsibility is supported by the 'Code of Practice for the Pastoral Care of International Student' administered by the Ministry of Education of New Zealand.

To read more about the Code of Practice please visit: www.minedu.govt.nz

The Student Welfare team will provide arrival services which include a briefing about all essential services such as:

- public transport
- emergency contact, food and shopping
- international phone facilities
- internet access
- advice on where to access medical services
- geographical guidance (maps etc)
- opening a bank account
- tips on buying a car
- long term accommodation guidance

In addition to support and guidance from the staff members, students will have access to external support and counselling agencies.

You will also be provided with:

- an orientation programme at the beginning of the course
- Auckland familiarisation trip
- qualified and enthusiastic teachers
- individual attention and guidance
- modern learning facilities
- small classes
- a supportive and enjoyable learning environment
- if required staff that can speak your language



NCBT student welfare

NCBT's student welfare team will welcome you to NZ and help you settle into the family.

Our on site facilities

NCBT has centrally air-conditioned facilities, a large reception and waiting area, fully equipped computer labs, theory classrooms and a good size student recreational area with student facilities. Light refreshments, along with, hot and cold drinks are available from vending machines. Kitchen facilities, including microwave are available for student use. There are many food outlets, cafes and community related establishments in close walking distance.

A library is available for students to access useful study and general reading material.

Social and Recreational activities

Over the course of a year NCBT organises a range of indoor and outdoor activities reflecting the NZ way of life. Sightseeing, visiting Museums, team building, kayaking, sports competitions, NCBT alumni get together and BBQ's are some of the activities that our students are involved in. We also organize cultural events.

Arrival Transfers*

NCBT can provide a pick up service from Auckland International Airport. This service includes a warm welcome and pick up at the airport and transfer to your accommodation.

*Please indicate on the application form if you require this service and confirm 2 weeks prior to your arrival.

Accommodation**

Home Stay

NCBT can assist in arranging a home stay / paying guest accommodation if required. This allows students to experience living with a New Zealand family in a home environment.

Rental Accommodation

This option includes houses, flats or apartments, and other self-contained units. Please indicate on the Expression of Interest Form (EOI) if you require any of these services and confirm it at least two weeks prior to your arrival.

Cost: Approx. NZ\$100 - NZ\$200 per week (shared accommodation generally).

** Please Note: NCBT can recommend and assist you with a range of accommodation options. NCBT has not audited these options. It is your responsibility to assess the suitability of the accommodation that you choose.

Complaints Procedure

If a dispute arises a 'Student Complaint Form' is available from the Welfare Manager. If the dispute cannot be resolved at a local level or by NCBT management staff then an independent external arbiter will be used.

Students are also able to lodge a complaint with the International Education Appeal Authority:

C/- Ministry of Education
Private Bag 92644
Symonds St
Auckland 1150
New Zealand

OR the International Education Appeal Authority:

PO Box 12083
Wellington
New Zealand

employment preparation services are provided throughout your study year with NCBT...

one on one interviews and job counselling assistance available

NZ employment skills workshops

guidance on personal presentation guidance and tips for effective communication

assistance in preparation of CV and cover letter

CV floating



achieve your potential

preparing you for the NZ workforce

Most NCBT students aim to start full time employment after completing their study at NCBT. The majority of students begin part time work very soon after their study course commences.

NCBT provides employment services that assists immigrants in preparing themselves for a career in New Zealand. NCBT encourages you to adopt a fresh approach and to realise your full potential by aiming high.

A new immigrant needs to learn the New Zealand workplace culture, employer expectations, and the current job market, while studying toward NZ qualifications. Students are met with regularly during the year, to ensure a career goal is being steadfastly worked towards.

Staff provides assistance and counselling during your time at college. For example writing an up-to-date curriculum vitae in the preferred NZ format, interview tips and techniques, your legal rights in the NZ business environment and pathways to Immigration. This type of knowledge is essential so that you are able to easily work and settle in NZ.

Most importantly, NCBT assists migrants to understand and experience New Zealand Culture - the way we do things around here!

Communication / Language Workshops

NCBT runs English language enhancement course* as and when required. This enables students to improve their communication skills.

This course has been specifically commissioned in recognition of this critical skill that New Zealand employers demand.

Work experience volunteer programme

NCBT passes on any available volunteer work opportunities to suitable students. This gives you more opportunities when applying for full time employment upon graduation.

NZ Employment Skills Workshops

These workshops cover CV writing, cover letter writing, language self awareness and self improvement strategies, interview tips and techniques, NZ workplace culture and other related topics.

External presenters from a range of business sectors address students and provide pertinent and current market information.

Employment success for NCBT students

The majority of our students gain part time jobs soon after they arrive in the country. During this period students gain the required skills necessary to be employable in the NZ workforce. Information technology, telecommunication, retail, hospitality, health, export and import, media and education are some of the industry sectors where our students have gained commendable positions.

*Some of the NCBT programmes are charged separately from vocational programmes. Students are informed in advance if the program is chargeable.

NCBT encourage you to make use of all available resources they provide - to enrich your own self development and personal journey.



choose your study pathway

The study options outlined on the following pages are designed around specific employment opportunities in New Zealand. These have been designed in consultation with industry groups specifically to meet vocational objectives in the New Zealand business environment.

All qualifications offered by NCBT are accredited on the NZ National Qualifications Framework.

“NCBT has given me a perfect platform to enhance my career opportunities. I am thankful to NCBT for developing my IT skills and helping me secure a manager’s position in one of the largest telecommunications company, Vodafone. Today I am a permanent resident of this country and I would not mind looking at other courses at NCBT to further develop my career in the booming IT industry of New Zealand.”

Amit Sood, Haryana, India

**study
work
settle...**

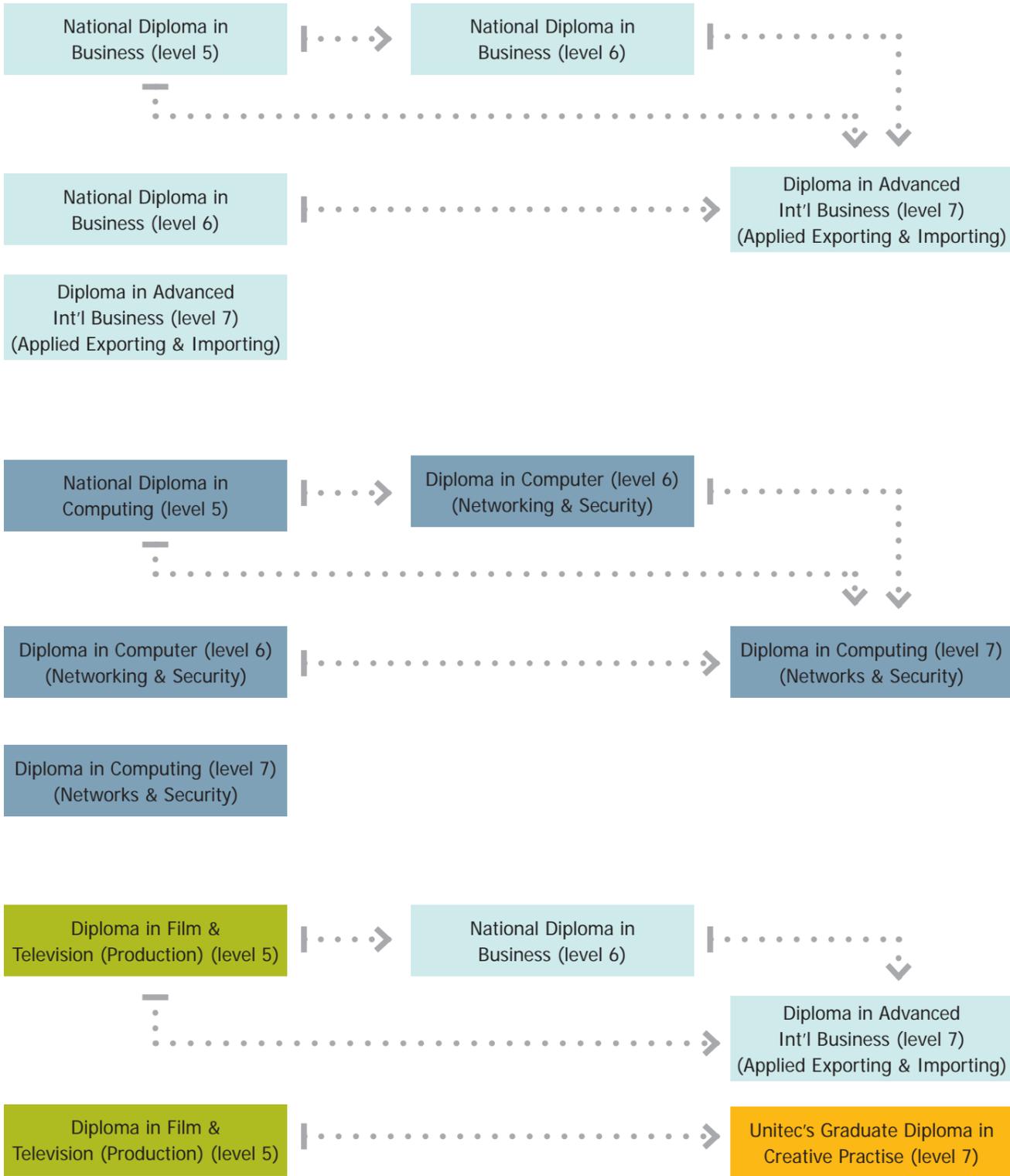
	qualifications	level	duration	more details
BUSINESS	Diploma in Advanced International Business (Applied Exporting and Importing)	7	41 Weeks	refer to pg 24
	National Diploma in Business	6	41 Weeks	refer to pg 26
	National Diploma in Business	5	41 Weeks	refer to pg 28
IT	Diploma in Networks and Security	7	41 Weeks	refer to pg 30
	Diploma in Computer Networking & Security	6	40 Weeks	refer to pg 32
	National Diploma in Computing	5	41 Weeks	refer to pg 34
MEDIA	Diploma in Film and Television (Production)	5	40 Weeks	refer to pg 36

overview of your study options



	diploma qualification	
BUSINESS	National Diploma in Business (level 5)	5
	National Diploma in Business (level 6)	6
	Diploma in Advanced Int'l Business (level 7) (Applied Exporting & Importing)	7
IT	National Diploma in Computing (level 5)	5
	Diploma in Computer (level 6) (Networking & Security)	6
	Diploma in Computing (level 7) (Networks & Security)	7
MEDIA	Diploma in Film & Television (Production) (level 5)	5

your NCBT study pathways



Diploma in Advanced International Business (Applied Exporting & Importing)

Level 7 40 Weeks

120 credits

course structure

Introduction to Exports / Imports

- Nature of international trade, comparative advantage as trade pattern determinant
- Role of WTO in assisting NZ's trade deals, Analyse NZ's trade balance and market choices
- Maori exports - potential strength areas, government mechanisms, markets
- Motivation, barriers and challenges to exporting or importing in NZ

Export / Import Logistics and Legislation

- Responsibilities under latest INCOTERMS (2012) & their use in international transactions
- Local regulations (environment, standards, health & safety, bureaucracy) affecting export / import
- Role of documents for processing orders, Supply chain logistics, freight and delivery options for cost effective and timely delivery of goods across borders and through customs
- Regulations for destination & transport specific packaging & labelling of goods
- Essential components of an export/import contract, dispute settlement mechanisms

Import Procedures

- Importing into NZ: Custom procedures, charges and concessions, Importer's Responsibilities,
- Custom requirements for importing foods
- NZ's law enforcing trade remedies, Intellectual property policies including parallel imports
- Role of Ministry of Economic Development in reducing barriers and maintaining Standards and conformance
- Bio-security in NZ

Export / Import Management Systems

- Manual: Operational policies/procedures, standards of conduct, safeguards, and guidelines for compliance to NZ's export/import controls & measures
- Risk Mitigation/Management Action Plan in line with organisational policies & procedures
- Training needs assessment, Training Plan in accordance with organisational policies and procedures
- Define, develop & document procedure for processing all orders in supply chain, Records Management Programme for effective compliance of procedures
- Monitoring & auditing export/import compliance, policies and procedures for taking remedial action

Export / Import Business Planning

- Collect & analyse information for export/import of chosen product/service to/from a target country
- Qualitative & quantitative methods for forecasting sales, Develop Marketing Strategy based on terms of sale for specific market
- Produce an overall corporate export/import business plan

Cultural Influences in Export / Import Trade

- Cultural variables (language, customs, spiritual beliefs, etc.) in negotiations, Methods of adapting behaviour to 'fit in' and demonstrate acceptable social behaviour in conducting business in new cultural settings
- Impact of material culture: product, marketing strategy in a foreign market
- Influence of aesthetics on advertising strategy, product design and packaging
- Influence of social organization on a company's global marketing strategy

Export / Import Financing Options

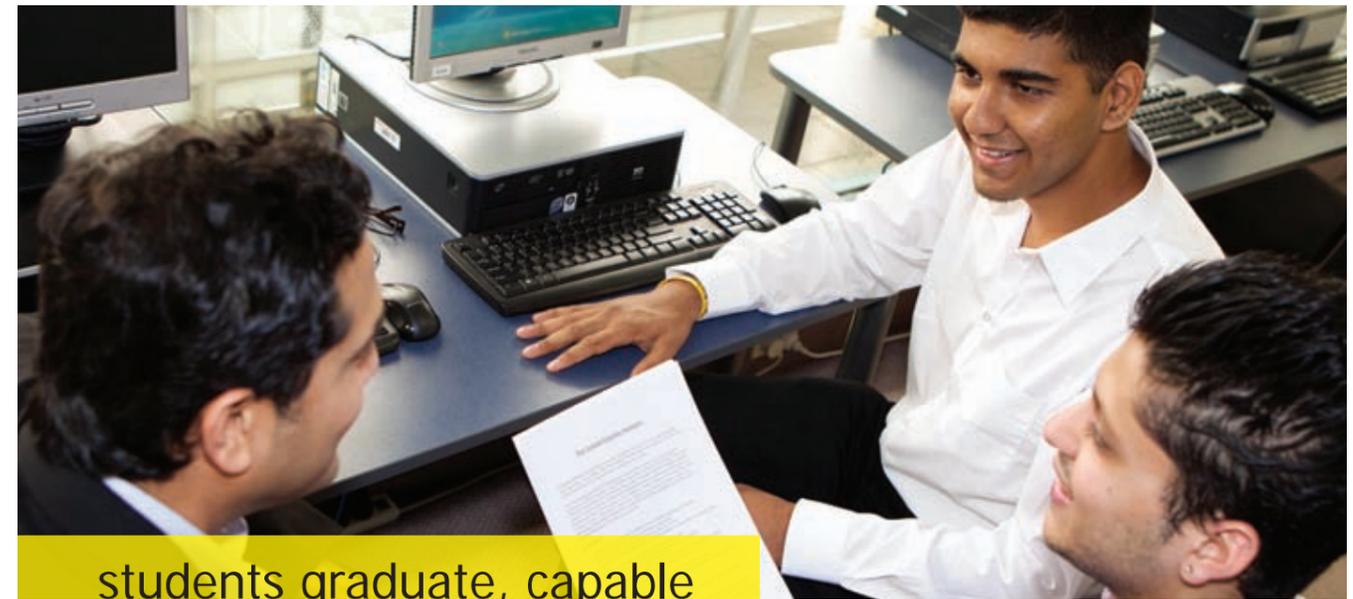
- Debt funding & Equity financing to minimize future cash flow & capital difficulties
- Financing needs of customers & suppliers, Pre-shipment & post-shipment finance, financing implications of using bank / other guarantees, Accessing different financing facilities

Export / Import Payment Options

- Methods of payment, documentary collections & letters of credit as method of payment
- Determination of interest and exchange rates and their implications for foreign trade
- Use of derivatives to hedge, Transaction risk, economic risk and translation risk, Measure success of a foreign exchange risk management program
- Methods for managing foreign exchange risks and risk management strategies
- Financing guarantee of New Zealand Credit Office (NZCO) to financial instruments

Applied Export / Import Project

- Contribute to negotiation of contracts for effective trading, operations & building relationships.
- Manage movement of products / equipment / materials as per organisational policies, procedures and relevant NZ & international laws & processes
- Manage documentation, online forms for efficient, cost-effective and lawful execution of all export/import activities & coordinate shipments from origin until final destination
- Maintain & share with colleagues personal knowledge of export/import law, procedures, tariffs and duties, licences and restrictions
- Liaise with organisational departments for export/import activities & support with respect to sales, purchasing, materials management, production and overall operating functions
- Manage stock control, warehousing & distribution activities
- Effective use of Information & Communications Technology (ICT) and other systems within the export/import functions



students graduate, capable of effectively and progressively undertaking export /import administration and managing an entire export/import department.

entry requirements

International Students

Applicants must meet the following entry requirements:

- Completion of secondary schooling or equivalent
- Must have a level 5 qualification in Business **OR** an equivalent international qualification
- The applicant needs to have an IELTS proficiency level in Academic English of 6.0 with no band score lower than 5.5 **OR** should have English as one of the first languages if they have provided evidence of one of the following:
 - 1) completion of all primary education and at least 3 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, **OR**
 - 2) completion of at least 5 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, **OR**
 - 3) completion of a tertiary qualification of at least three years' duration with English as the language of instruction in New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States. **OR** 4) have completed a NCBT Internal Assessment
- Minimum age of 19 years
- Previous work experience/demonstrated interest in the export sector would be an advantage

All international applicants to the course will be required to complete an application form which demonstrates their interest / experience in the export industry and may be interviewed to assess their suitability for the course.

Intakes : January, March, April, June, July, September, October and November

student outcomes

- manage both operational and strategic aspects of Import and Export businesses
- represent and work across most functional areas of Exports & Import Department and effectively manage and entire Export / Import Department
- research, understand & follow various policies and procedures required to either import or export or both across geographies
- have understanding of Export / Import logistics, legislation, management systems, business planning & finance
- have adequate knowledge to start up their own Export / Import business in near or distant future



career opportunities

Management trainee positions

Management positions in shipping, transport and logistics, etc.

Own export /import business

(Jobs vary from entry to middle management positions in export / import businesses)

National Diploma in Business

Level 6 41 Weeks

121 NZQA credits

students graduate with skills, knowledge and competence to undertake a broad range of mid to high level business activities, and to carry out a mix of specialised operations focused on marketing involving a degree of self directed work and supervision of processes and people.



course structure

- Financial Management**
 - This module enables students to use the accounting tools to analyse financial statements in order to understand, and apply financial analysis in a business operation and to report to management to assist in the decision making process.
- Marketing Management**
 - Students will be able to develop and implement operations marketing plans, including specific plans for direct marketing activities, for relevant business opportunities.
 - Students will also be able to determine the specific marketing mix for different business environments.
- Small Business**
 - In this module students will develop their own franchise proposals and as part of the learning programme, evaluate standard businesses, franchisers and franchisees across a range of case studies. As a component of the development of their franchise, students will be able to develop a comprehensive business proposal.
- Human Resource Management**
 - Students will be able to implement remuneration reviews in relevant organisations as requested.
 - Occupational Health and Safety Management Practice
 - Students will be able to analyse H&S systems and manage the introduction of improvement strategies.
- Business Relationship Management**
 - Students will be able to effectively review customer service and satisfaction against specific standards and develop and implement plans to enhance customer relationships.
- Strategic Management**
 - This module prepares the student to contribute and prepare a formal strategic plan, monitor and review it for organisational strategy development and analyse factors contributing to organisational purpose, direction and values.

student outcomes

- gain knowledge and skills to manage people, systems and resources
- effectively manage change and problem solve
- implement strategies, policies and plans
- have an understanding of effective marketing strategies
- have knowledge of financial performance
- develop a safe, supportive business environment
- undertake self development activities
- provide effective leadership
- establish positive workplace relationships

entry requirements

- International Students**
- Completion of secondary schooling or equivalent
 - Must have a level 5 qualification in Business **OR** an equivalent international qualification
 - The applicant needs to have an IELTS proficiency level in Academic English of 6.0 with no band score lower than 5.5 **OR** should have English as one of the first languages if they have provided evidence of one of the following:
 - 1) completion of all primary education and at least 3 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, **OR**
 - 2) completion of at least 5 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, **OR**
 - 3) completion of a tertiary qualification of at least three years' duration with English as the language of instruction in New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States. **OR**
 - 4) have completed a NCBT Internal Assessment
 - Minimum age of 18 years
- Intakes : January, March, April, June, July, September, October and November**

career opportunities

- Sales and Marketing Manager
- Business Development Manager
- Business Analyst
- HR Advisor
- Pathways leading to further education (Jobs vary from entry to middle management positions across different industry sectors)



National Diploma in Business

Level 5 41 Weeks

122 NZQA credits

course structure

Financial Management

- The focus in this module is determining the objectives of financial analysis and then applying this in an operational context

Business Economics

- Participants will gain a general understanding of a number of key economic principles and will evaluate contemporary economic issue of their choice

Business Administration

- Enables participants to achieve an objective
- Enables participants to plan, organise and conduct formal business meetings

First Line Management

- Plan, implement, and maintain a business operation

Marketing Management

- Participants will concentrate on developing a marketing plan

Human Resource Management

- Participants will develop strategies to establish and maintain positive workplace relationship alongside a safe and supportive working environment
- Enables participants to write job procedures

Small business

- This module examines the management of both franchises and small business in the New Zealand environment

Strategic Management

- This module explains and applies strategic management concepts for organisational planning

Presentation Skills

- This module enables the participant to present information orally to an audience

student outcomes

- Gain effective business communication skills
- Understand and apply small business principles
- Understand and apply financial analysis
- Understand and apply team and presentation skills
- Understand and apply strategic management and HR principles in a small business
- Understand the economic principle of business management
- Understand and apply marketing principles for small business

entry requirements

- International Students
- Completion of secondary schooling or equivalent
 - Must have a level 5 qualification in Business OR an equivalent international qualification
 - The applicant needs to have an IELTS proficiency level in Academic English of 5.5 with no band score lower than 5.0 OR should have English as one of the first languages if they have provided evidence of one of the following:
 - 1) completion of all primary education and at least 3 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, OR
 - 2) completion of at least 5 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, OR
 - 3) completion of a tertiary qualification of at least three years' duration with English as the language of instruction in New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States. OR 4) have completed a NCBT Internal Assessment
 - Minimum age of 18 years

Intakes : January, March, April, June, July, September, October and November

career opportunities

Students graduating with this Diploma will confidently start or manage a small business / division in New Zealand. (Jobs vary from entry to middle management positions across different industry sectors)



students graduate with a broad knowledge of generic and core management skills. Students will learn to analyse a range of small and medium size businesses.



Diploma in Computing (Networks & Security)

Level 7 40 Weeks

120 credits

course structure

Hardware and Network Fundamentals

- Hardware components and their characteristics
- Networking components and their characteristics
- Fundamental data communication and networking
- Modes of data and computer communication
- Various telephone and data networks and related standards

Network Administration and Help Desk

- Configure and administer a peer-to-peer local area network
- Configure and administer a client server local area network
- Install and configure any common applications shared across a client server network
- Knowledge of a help desk environment
- Operational procedure of a help desk environment
- Advances and emerging trends in network and help desk administration

Operating Systems

- Install Linux OS with appropriate device drivers and kernel modules
- Manage multi-user OS from both command line and GUI environment
- Troubleshoot and manage the network
- Compile and/or install kernel modules and device drivers
- Create and use intermediate level shell scripts
- Knowledge of tasks of a network systems administrator

Network Protocols and Technologies

- Analyse the purpose and features of networking protocols
- Evaluate the significant features of LAN and WAN protocols
- Develop integrated networks using TCP/IP features
- Examine recent advances in networking technologies
- Case study on LAN and WAN

Virtual Networking

- Concept of virtual machines
- Components for virtual networking
- Analyse different addressing issues in virtual networks
- Integration of virtual and physical networks
- Assess the problems associated with the design, implementation and operation of virtual networks
- Trouble shooting tools and procedures

Wireless and Sensor Networks

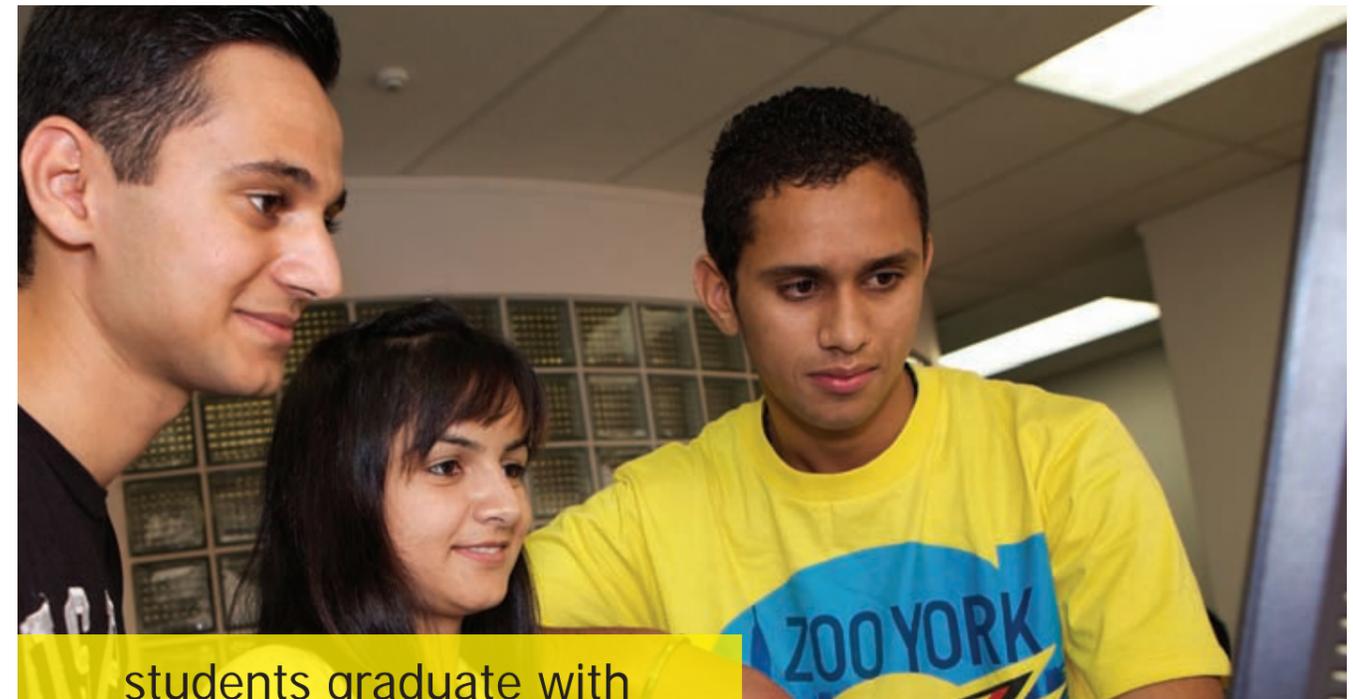
- Requirements and features for wireless networks in general
- Specific system requirements and features for wireless sensor networks
- Hardware and software requirements for wireless sensor remote monitoring and control systems
- Analyse the application and Media Access Control layers
- Analyse the protocol management for ZigBee device
- Design and develop a sensor network

Network Security and Forensics

- Elements of network security and various malware and social engineering attacks
- Applications attacks like web application and client-side application attacks
- Vulnerability assessment and mitigating tools
- Securing host systems along with the applications hosted on these systems
- Plan and organise network security
- Wireless network security
- Principles of access control, authentication and account management
- Business continuity and computer forensic processes
- Computer forensic processes

Special Topic / Project

- Identify a suitable special topic/project in consultation with the tutor
- Evaluate the stages of the special topic/project
- Explore the principles used for the special topic/project
- Demonstrate a professional approach in the completion of the special topic/project
- Critically appraise the features of the special topic/project
- Prepare and present a professional report on the special topic/project to an audience of peers and academic professionals and defend it



students graduate with skills to administer and manage computer networks in New Zealand or overseas.

entry requirements

International Students*

Applicants must meet the following entry requirements:

- Completion of secondary schooling or equivalent
- Must have a level 5 qualification in Computing **OR** an equivalent international qualification
- The applicant needs to have an IELTS proficiency level in Academic English of 6.0 with no band score lower than 5.5 **OR** should have English as one of the first languages if they have provided evidence of one of the following:
 - 1) completion of all primary education and at least 3 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, **OR**
 - 2) completion of at least 5 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, **OR**
 - 3) completion of a tertiary qualification of at least three years' duration with English as the language of instruction in New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States. **OR** 4) have completed a NCBT Internal Assessment
- Minimum age of 19 years
- Previous work experience in the computing sector would be an advantage

* All international applicants to the course will be required to complete an application form which demonstrates their interest / experience in the computing sector and may be interviewed to assess their suitability for the course.

student outcomes

- Install and Configure Computer Networks
- Review and Administer Computer Networks
- Design Networks (Wired, Wireless, Sensor and Virtual Networks)
- Administer Network Security
- Provide Help Desk Support
- Undertake Forensic Investigation

Intakes : January, March, April, June, July, September, October and November



career opportunities

Enterprise Network and Security Manager
 Information Technology Manager
 Network Designer
 Network Security Advisor
 Network Security and Forensics Consultant
 (Jobs vary from entry to middle management positions.)

National Diploma in Computer Networking & Security

Level 6 40 Weeks

128 credits

course structure

Windows OS Client Operating System

- Installing, Upgrading, and Migrating to Windows OS
- Managing and configuring Disks and Device Drivers
- Network Connectivity
- Wireless Network Connections
- Securing Windows Desktops
- Mobile Computing and Remote Access in Windows 7

Introduction to Windows Network Infrastructure

- Fundamentals of Network Infrastructure
- TCP/IP version 4 Settings and IPv6
- Administering Windows Server
- Security, Windows Firewall, and Caching
- Remote Access
- Network Load Balancing
- Print Resources and Printing Pools
- Server Virtualization

Network Fundamentals

- OSI model
- Ethernet Standards and 802.X
- Routing and Routed protocols
- IP and addressing scheme
- Network Hardware
- Media, media standards and structures
- Network Latency, Segmentation, Access methods
- Configuring and Testing a Network

Windows Server 2008 Operating System

- Active Directory Domain Services User and Computer Objects
- Groups, Group Types and Organisational Units
- Managing Access to Resources in Active Directory Domain Services
- Active Directory Objects and Trusts
- Group Policy
- Configure User and Computer Environments by Using Group
- Implementing Security Using Group Policy
- Managing Windows Server Backup and Restore

Routing Protocols and Concepts

- Circuit switching and packet switching
- Routing and packet forwarding
- Static Routing and Dynamic Routing Protocols
- Distance Vector routing protocols
- Classful, Classless and VLSM Routing
- Enhanced Distance Vector routing protocol
- RIP version 1 and 2, IGRP, EIGRP, and OSPF

Configuring Network Infrastructure

- Installing and Configuring Servers
- DNS / WINS / DHCP
- Network Access Protection
- IP Security
- Distributed File System
- Managing Storage Technologies
- Availability of Network Resources and Content

Configuring Active Directory Services in Windows Server 2008

- Active Directory Domain Services
- Active Directory Objects and Trusts
- Active Directory Sites and Replication
- Active Directory Domain Services Monitoring and Maintenance Plan
- Active Directory, DNS, and Replication Issues
- Active Directory Domain Services Infrastructure
- Active Directory Certificate Services

LAN Switching and Wireless Technology

- Layer 2, Layer 3 and Multilayer switches
- Switched Network with Virtual LANs
- Redundant Layer 2 Topologies
- Inter VLAN Routing
- Firewall, NAT and Access List
- Wireless Concepts and Configuration

Network Security

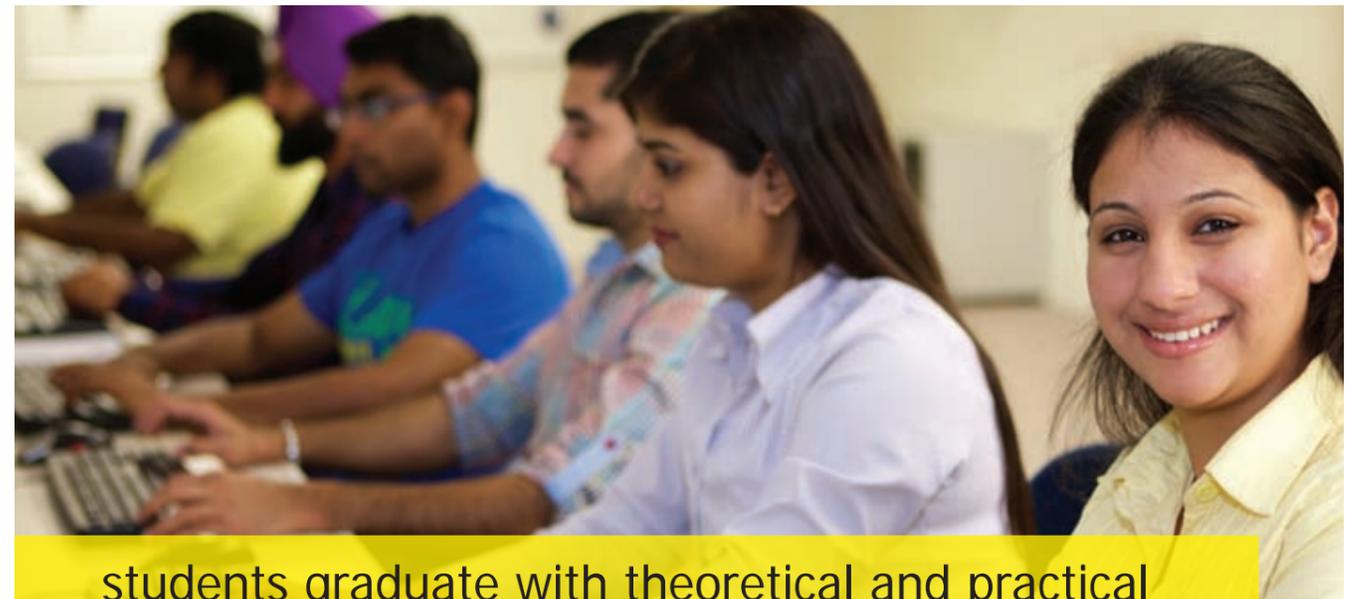
- System Threats and Risks
- Protecting Systems
- Network Vulnerabilities and Attacks
- Wireless Network security
- Access Control Fundamentals
- Performing Vulnerability Assessments
- Applying Cryptography

Windows Server 2008 Administration

- Planning for Server Deployment
- Managing Server Migration
- Planning Server Roles
- Managing Windows Server Security
- Planning for Windows Server High Availability
- Maintaining a Distributed File System on Windows Server
- Planning for Windows Server Backup and Restore
- Monitoring Windows Server
- Troubleshooting Windows Server Hardware, Software Problems and Windows Server Networks

WAN Technology

- Serial Point-to-Point Connections
- Frame filtering and tagging
- Frame Relay PVC Connection
- Network Security
- Autonomous Systems
- Telecommuting services
- IP Addressing and Network Address Translation
- Network Troubleshooting



students graduate with theoretical and practical knowledge to make them successful Network & Server Administrators, Network System Technicians and Field Engineers.

student outcomes

- Advanced knowledge related to networks and Network Administration
- Install, configure and troubleshoot local and wide-area networks for enterprise organisations
- Manage and support network security matters
- Develop a security solution that encompasses cryptography, access control and authentication methods and Prevent against external attack
- Plan and manage servers for improved and reliable performance
- Troubleshoot hardware, software and network issues
- Plan and deploy a server in a network infrastructure and Manage server migrations
- Deploy Active Directory and AD DS components
- Configure and manage storage technologies
- Install, configure, and troubleshoot the Network Policy Server Role

entry requirements

International Students

Applicants must meet the following entry requirements:

- Completion of secondary schooling or equivalent
- Must have a level 5 qualification in Computing **OR** an equivalent international qualification
- The applicant needs to have an IELTS proficiency level in Academic English of 6.0 with no band score lower than 5.5 **OR** should have English as one of the first languages if they have provided evidence of one of the following:
 - 1) completion of all primary education and at least 3 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, **OR**
 - 2) completion of at least 5 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, **OR**
 - 3) completion of a tertiary qualification of at least three years' duration with English as the language of instruction in New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States. **OR**
 - 4) have completed a NCBT Internal Assessment
- Minimum age of 18 years

Intakes : January, March, April, June, July, September, October and November



career opportunities

Server Administration
 Network Installation and Maintenance
 Network Administration
 Network Security
 Corporate Local Area Networks and Intranets Support Technicians

National Diploma in Computing

Level 5 41 Weeks

122 NZQA credits

students graduate with skills to qualify for entry to middle level positions across a diverse range of IT roles in different industries.



course structure

Computer Hardware

- Installation, Configuration and Upgrading
- Diagnosing and Troubleshooting
- Preventive Maintenance
- Motherboard / Processor / Memory
- Printers

Networking

- LAN WAN Protocols: Theory, Concepts and Practices
- LAN Switching and LAN Standards
- Security Theory and Concepts
- Multi-user Computer System Operations and Remote Access

Software Engineering

- Introduction to computer data types and data structures
- Introduction to software and system development
- Fundamentals of computer programming

Database Fundamentals

- Introduction to Database
- Microsoft Access Database

Programming in GUI Environment

- VB.NET
- Object Oriented Programming
- C and C++

IT in Workforce

- Role of IT in Business
- Ethics and Professionalism in New Zealand
- Plan, organise and conduct business formal meetings and present orally to an audience

Course Project

- Application development based on the knowledge gained throughout the course

student outcomes

- Understand Computer / Internet fundamentals
- Knowledge of personal computer hardware components and assembly
- Configure and administer a Local Area Network
- Operation of multi-user computer system
- Understanding DBMS and database administration
- Understanding of software development process and computer programming
- Knowledge of computer programming using 3GL, object oriented language, and in GUI environment
- Understanding of role of IT in business and ethics and professionalism for IT industry in New Zealand

entry requirements

- International Students
- Completion of secondary schooling or equivalent
 - The applicant needs to have an IELTS proficiency level in Academic English of 5.5 with no band score lower than 5.0 **OR** should have English as one of the first languages if they have provided evidence of one of the following:
 - 1)** completion of all primary education and at least 3 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, **OR**
 - 2)** completion of at least 5 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, **OR**
 - 3)** completion of a tertiary qualification of at least three years' duration with English as the language of instruction in New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States. **OR 4)** have completed a NCBT Internal Assessment
 - Minimum age of 18 years

Intakes : January, March, April, June, July, September, October and November

career opportunities

Junior programmer / Analyst Programmer
 Hardware Technician
 Network Support Technician / Maintenance
 Computer Help Desk Support Technician / Technical Sales

Workplace projects will provide students with practical application skills, developing:

Individual expertise, Experience in team dynamics, Project planning skills, Time management, Cost / Benefit analysis, Professional presentation skills



Diploma in Film and Television

40 Weeks

120 credits

students graduate with intense hands-on Film and TV Production training, equipped with all skills and techniques required to become internationally work-ready professionals.

study work settle...



course structure

Media Culture

- Introduction to different forms and genres of media and their relevance to media industry
- Introduction to theoretical and philosophical issues concerning art forms
- In-depth evaluation and contextualization of works of media

Scriptwriting

- Scriptwriters role in a production
- Various genres of Film & TV techniques, their history and development
- Working knowledge and practical writing experience in using a wide range of genres
- Background project research, interview research and location research, while establishing script/story structure with beginning, middle and end

Direction

- Directors role in a production
- Introduction to Film, TV & Video formats and techniques and practical experience at, working with the essential production equipment, facilities, materials and supplies
- Responsibilities and duties of each crew member and their work inter-relates with the work of the Director
- Practical working skills required in pre-production planning
- Practical experience in use of camera angles, framing, compositions, sequences, etc
- Production planning with Producer in realising and completing the project

Production

- Producers role in a production
- Introduction to the Film, Video and TV industry and its production practices
- Production crew duties and responsibilities with practical work experience
- Introduction to formats and their use in the Television industry and how it's used

- Hands-on Production experience in all areas of production planning disciplines
- Introduction to managing and establishing a professional production office

Camera

- Cameraman/operators role in a production
- Introduction to the Film, Video and Television Industry
- Practical working skills/knowledge/techniques required for camera setup
- Practical working experience in the use of the equipment, facilities, materials and accessories
- Coordination, pre-production planning and liaising with all relevant departments
- Project research, Script breakdowns, Location scouting, Preparation of shooting scripts, Shot lists and Story boards

Lighting

- Lighting man/gaffers role in a production
- An introduction to the Film, Video and Television Industry and the work of Directors of Photography, Camera/Lighting operators and Gaffers
- Knowledge of operating Lighting equipment, facilities and material supplies
- Practical experience at, creating dramatic lighting effects using Key, Back, Fill, Soft, Bounce and Special Effects lighting techniques
- Coordination, pre-production planning and liaising with all relevant departments

Media Culture

- Introduction to different forms and genres of media and their relevance to media industry
- Introduction to theoretical and philosophical issues concerning art forms
- In-depth evaluation and contextualization of works of media

Scriptwriting

- Scriptwriters role in a production
- Various genres of Film & TV techniques, their history

career opportunities

Assistant to Scriptwriter / Director / Producer

Assistant to Cameraman / Gaffer / Soundie (Audio)

Assistant to Editor

Pathways leading to further education in an area / skill of interest in this industry



hands-on learning

Film & TV Institute NZ

Diploma in Film and Television

40 Weeks

120 credits

course structure continued

- and development
- Working knowledge and practical writing experience in using a wide range of genres
- Background project research, interview research and location research, while establishing script/story structure with beginning, middle and end

Direction

- Directors role in a production
- Introduction to Film, TV & Video formats and techniques and practical experience at, working with the essential production equipment, facilities, materials and supplies
- Responsibilities and duties of each crew member and their work inter-relates with the work of the Director
- Practical working skills required in pre-production planning
- Practical experience in use of camera angles, framing, compositions, sequences, etc
- Production planning with Producer in realising and completing the project

Production

- Producers role in a production
- Introduction to the Film, Video and TV industry and its production practices
- Production crew duties and responsibilities with practical work experience
- Introduction to formats and their use in the Television industry and how it's used
- Hands-on Production experience in all areas of production planning disciplines
- Introduction to managing and establishing a professional production office

Camera

- Cameraman/operators role in a production
- Introduction to the Film, Video and Television Industry
- Practical working skills/knowledge/techniques required for camera setup
- Practical working experience in the use of the equipment, facilities, materials and accessories
- Coordination, pre-production planning and liaising with all relevant departments
- Project research, Script breakdowns, Location scouting, Preparation of shooting scripts, Shot lists and Story boards

Lighting

- Lighting man/gaffers role in a production
- An introduction to the Film, Video and Television Industry and the work of Directors of Photography, Camera/Lighting operators and Gaffers
- Knowledge of operating Lighting equipment, facilities and material supplies
- Practical experience at, creating dramatic lighting effects using Key, Back, Fill, Soft, Bounce and Special Effects lighting techniques
- Coordination, pre-production planning and liaising with all relevant departments

Audio

- Soundie/technicians role in a production
- Audio recording & mixing styles/techniques in the Film, Video and TV Industry
- Practical working skills/knowledge/techniques to set up and operate equipment
- Theoretical knowledge of the nature and physical properties of human

- hearing, sound and acoustics
- Coordination, pre-production planning and liaising with all relevant departments

Post Production/Edit

- Editor's role in a production
- Introduction to the Post Production sector of the Film, Video and Television Industry
- Practical working skills/knowledge/techniques to set up and operate equipment
- Practical experience in Post-Production/editing requirements for VCR set up and operation, clean cutting of video & audio, EDL operation & management, time line editing and operation, effects editing, equipment maintenance etc
- Coordination, pre-production planning and liaising with all relevant departments
- Practical work experience in carrying out all the duties and responsibilities of a post production Editor, on a range of genres

student outcomes

- Understanding various forms of media in particular the film and television genres of media, its art form with a firm understanding of the media culture, its coherence with relevance to New Zealand and the World in general
- Understanding the processes required to professionally develop a synopsis, treatment and first draft screenplay
- Pre-production planning, camera & talent placement, production and post-production plus the creation of effective sequences by a Director to achieve specific dramatic and documentary aims
- Understanding the role and function of a Production department as a whole and various roles played within the department, recognising the distinctions between television, video and film production teams
- Skilled with all functions and operation of camera equipment, processes involved in relation to other departments and professionally carrying out responsibilities of camera operator
- Understand the characteristics and logic of lighting design and professionally apply a variety of lighting styles/ techniques, function of lighting equipment and its applications in relation to the lens and digital tape stock
- Students will be able to understand: the function and operation of sound recording equipment, microphones and boom pole; basic principles of acoustics; the processes involved in accurately synchronising sound and picture
- Use of digital editing systems and understand the processes, systems and techniques that go through from assembling shots related to script, rough cut the final cut/end product



pathway to further training

- UNITEC Graduate Diploma in Creative Practice programme allows to focus on SPECIALIST theatre and screen discipline and gain in-depth knowledge and specialist skills needed to realise creative possibilities and solutions that are imaginative, appropriate and professionally presented
- UNITEC Bachelor of Performing and Screen Arts programmes help develop creative skills to participate in the development and production processes for the screen by collaborating in the making of a large body of work for film, from drama to documentary
- National Diploma in Business Level 6 at NCBT
- Diploma in International Business Level 7 at NCBT

entry requirements

International students:

Applicants must meet the following entry requirements:

- Completion of secondary schooling or equivalent
- The applicant needs to have an IELTS proficiency level in Academic English of 5.5 with no band score lower than 5.0 OR should have English as one of the first languages if they have provided evidence of one of the following:
 - 1) completion of all primary education and at least 3 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, OR
 - 2) completion of at least 5 years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction, OR
 - 3) completion of a tertiary qualification of at least three years' duration with English as the language of instruction in New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States. OR
 - 4) have completed a NCBT Internal Assessment
- Minimum age of 18 years

*Previous work experience or a demonstrated interest in the field of Film and Television Production would be an advantage.

* All international applicants to the course will be required to complete an application form which demonstrates their interest in the subject matter and may be interviewed to assess their suitability for the course.

Intakes : February and July





“Having spent nearly 2 years at NCBT, I can say that they are one of the best institutes in NZ. NCBT has a great study environment and above all a team of well qualified tutors. NCBT has proved to me that they help students study, work and settle!”

Tanvi Mahant, Gujarat, India

**study
work
settle...**

important information

NZQA accreditations & awards

refer to pg 42

summary of essential information

refer to pg 43

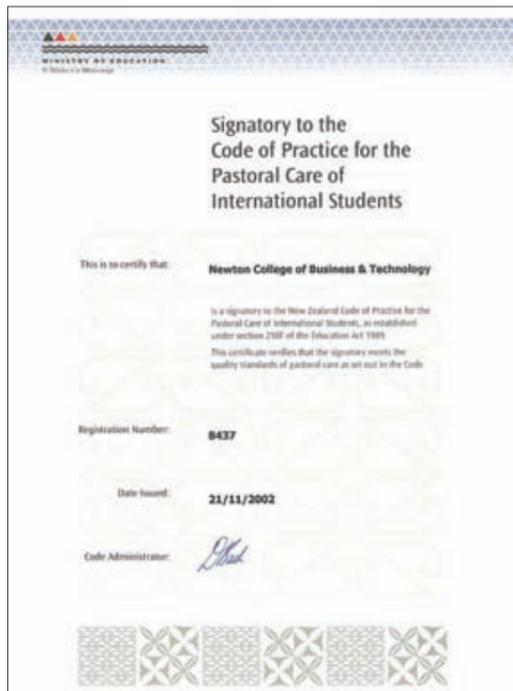
NZQA accreditations and awards

All non-university tertiary education providers are placed into one of four 'Provider Categories' on the basis of their External Evaluation Report (EER) results. NCBT achieved highly confident in both areas of educational performance and organisational capability in self assessments. NCBT has been awarded **Category 1 Provider** status.



NZQA Registration Certification (above)

This certificate states that NCBT is registered by New Zealand Qualifications Authority (NZQA) as a Private Training Establishment (PTE) under the provisions of the Education Act 1989 and its subsequent amendments.



Ministry of Education Certificate (left)

This certificate states that NCBT is a signatory to the New Zealand Code of Practice for the Pastoral Care of International Students.

summary of essential information

Qualifications

Students completing all assessment requirements for a programme will be awarded an NCBT certificate or diploma corresponding to the completed course. This will enable you to apply to the New Zealand Qualifications Authority (NZQA) for the relevant National Qualification.

Students completing assessment requirements for part of a course will be awarded a course transcript indicating which unit standards have been completed.

Assessment of Student Work

The majority of student work will be assessed during class time or in assignments. Some work may be assessed by an exam at the end of each module. All students will be fully informed of all assessment arrangements before the programme starts.

Recognition of Prior Learning (RPL)

Students may have completed a qualification at another education or training provider either in their own country or New Zealand or have acquired skills and knowledge elsewhere. Students may apply for credits towards an NCBT course using the RPL Application Form. An application for RPL must be made in person to the Welfare Manager upon starting an NCBT programme.

Attendance

Students are expected to attend at all times of their scheduled classes in all NCBT programmes. Failure to maintain this attendance level without written evidence of sickness or an unavoidable situation may result in student being referred for Disciplinary action.

Immigration

Full details of visa requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through Immigration New Zealand.

All information can be viewed www.immigration.govt.nz

Health and Travel Insurance

NZ Code of Practice for Pastoral Care of International Students stipulates all international students studying in NZ must have appropriate and current medical and travel insurance for the duration of their planned period of study.

Eligibility for health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at: www.moh.govt.nz

Accident Insurance

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand. However, you may still be liable for all other medical and related costs.

For more information please visit ACC website at: www.acc.co.nz.

Personal Information:	All personal information collected by NCBT from the application process or any time subsequently, will be stored and used for the purpose of administration, result processing. This information will not be disclosed to other institutions or authorities. Photographs taken during class activities may be used for publicity purposes.
Code of Conduct:	Students agree to abide by the Student Code of Conduct published by NCBT. Breach of any condition, rule or regulation or failure to comply with any New Zealand law, may result in suspension or termination of the student and forfeiture of fees.
Rights Reserved:	NCBT reserves the right to change the price or any terms and conditions.
Entry Requirements:	Entry requirements may change due to changes in immigration policies or NZQA policies.

Other Industry Standard certifications (below)



Microsoft® IT Academy Program Member



"My Journey in New Zealand started with NCBT which added value to my life and career. The inspiring faculty and staff demonstrated an exceptional example of team work and optimized each individual's learning. I am thankful to NCBT for developing my focus in shaping my career. Today I am working for one of the largest health boards in NZ."

Prem Kumar, Kerala, India

**study
work
settle...**

NCBT student application pack

NCBT application pack includes information regarding enrolment procedure, a perforated expression of interest form, summary of course fees and additional costs, payment and refund policies.

If you require more information please contact one of our study abroad consultants or alternatively visit our website www.ncbt.ac.nz

how to enrol at NCBT

Enrolment Procedure

- 1 Complete an Expression of Interest (EOI) form and send this to us at NCBT or your study abroad consultant.
A copy of the EOI is available:
 - on the following page of this Student Prospectus document
 - on our website www.ncbt.ac.nz
 - from the Enrolment Co-ordinator at NCBT email: info@ncbt.ac.nz
 - from Study Abroad Consultants
 Send the completed form and corresponding supporting documents to your consultant or NCBT enrolment
 by post to: PO Box 8078
Symonds Street
Auckland, New Zealand
 by email to: info@ncbt.ac.nz
 or fax to: +64 9 303 1935
- 2 NCBT will assess the application and respond to you with either an Offer of Place or a Decline letter
- 3 If you receive an offer of place, you then apply for a pre-visa in your own country
- 4 Upon acceptance of pre-visa, send your fees* to NCBT's Independent Trust Account (Bank details are supplied with the Offer of Place)
- 5 A Fee Receipt / Confirmation of Enrolment letter is issued to you confirming your placement in the programme. This letter also includes details of the course start dates, arrival / pick-up services, and accommodation information, if applicable
- 6 Send your passport to Immigration New Zealand (INZ) for final visa stamping

*Students applying from overseas are required to pay full fees to secure a place in the programme. If a student is applying from within New Zealand or Australia, there is an option to pay full-fees in two equal instalments each semester

Corresponding Supporting documents:

- Enclose copy of your passport
- Enclose verified copies of your academic records
- Enclose work experience records
- Enclose resumé or Curriculum vitae
- Enclose evidence of English test result

NB: Students from China and India may have to apply for their Student Visa and gain approval in principle before sending fees to NCBT (check with NCBT or your Study Abroad consultant prior to sending the fees).

Application for a Student Visa

Take the following to your nearest Immigration New Zealand Service office. (Contact your New Zealand Embassy or High Commission for details).

You must allow sufficient time for your local INZ office to process your application.

- Passport
- Offer of Place
- Receipt for payment of tuition fees (except for cases where pre approval is required)
- Accommodation Guarantee
- Any other documentation required by INZ office in your country (eg. Financial details etc.)

More information about visa and Permits:

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand immigration services, and can be viewed at: www.immigration.govt.nz

expression of interest (EOI)

Please read the following instructions carefully

- Complete all sections of the form (total of 2 pages)
- Answers all questions in pen using BLOCK LETTERS (enclose additional sheets if required)
- Enclose the Corresponding Supporting documents listed on the LEFT PAGE when submitting your EOI form

section a: your details

Family Name		Given Name(s) <small>(Mr/Mrs/Miss/Ms)</small>			
Address					
City			Country		
Nationality	Date of Birth	<input type="checkbox"/> add tick	Male	<input type="checkbox"/> add tick	Female
Passport Number		Passport Expiry Date			
Visa Type		Visa Expiry Date			
Email ID		Contact Number			

section b: education background (please start from most recent qualification you have gained)

Institute	Qualification	Year
1.		
2.		
3.		

IELTS / TOEFL SCORE Please write your IELTS/TOEFL score here >

section c: work experience (job roles you have held - please start with your most recent job)

Company	Designation	Location	Year
1.			
2.			
3.			

section d: course intake (please tick the preferred course and write your preferred intake month and year)

	BUSINESS	IT	MEDIA
LEVEL 7	<input type="checkbox"/> add tick Diploma in Advanced International Business	<input type="checkbox"/> add tick Diploma in Networks and Security	<input type="checkbox"/> add tick Unitec Graduate Diploma in Creative Practice Unitec Bachelor of Performing & Screen Arts
LEVEL 6	<input type="checkbox"/> add tick National Diploma in Business	<input type="checkbox"/> add tick Diploma in Computer Networking and Security	
LEVEL 5	<input type="checkbox"/> add tick National Diploma in Business	<input type="checkbox"/> add tick National Diploma in Computing	<input type="checkbox"/> add tick Diploma in Film and Television (Production)

NCBT intakes for Business and IT : January / March / April / June / July / September / October / November
 NCBT intakes for Media: February / July

INTAKE MONTH			
YEAR START			

Detach your Expression of Interest form here - you can also download this form from www.ncbt.ac.nz

expression of interest (EOI)

Instructions page 2 of 2 - complete all sections on this page

payment details (all fees are quoted in NZ\$ and include Goods and Services Tax (GST))

Tuition Fee (refer to page 49)		Method of payment (refer to Offer of Place for Trust account details)	
Medical and Travel Insurance (approx)	\$290.00	<input type="checkbox"/> Cash	<input type="checkbox"/> Telegraphic Transfer
Total Payment Enclosed		<input type="checkbox"/> Bank Cheque	<input type="checkbox"/> Bank Draft

All fees are due for payment before starting on your academic programme of study

accommodation and arrival services

Do you want NCBT to assist you in arranging accommodation and arrival services? YES NO

Code of Practice for the Pastoral Care of International Students

NCBT has agreed to abide by the above code. Copies of the code are available from NCBT or from the New Zealand Ministry of Education website: www.minedu.govt.nz

enrolment checklist (before sending your EOI form, check you have completed ALL the below requirements)

<input type="checkbox"/> Completed all sections of this EOI form	<input type="checkbox"/> Enclosed work experience records
<input type="checkbox"/> Enclosed a copy of your passport	<input type="checkbox"/> Enclosed a resume or curriculum vitae
<input type="checkbox"/> Enclosed verified copies of your academic records	<input type="checkbox"/> Enclosed evidence of English test result

how did you hear about us (please tick ALL options which apply)

<input type="checkbox"/> Study Abroad Consultant	<input type="checkbox"/> Advert in Local Newspaper	<input type="checkbox"/> Existing NCBT Student
<input type="checkbox"/> NZQA / Immigration / EDUNZ	<input type="checkbox"/> Other Media e.g. radio	<input type="checkbox"/> Friend
<input type="checkbox"/> Educational Seminar / Fair	<input type="checkbox"/> Internet	<input type="checkbox"/> Other (Please specify here)

DECLARATION AND SIGNATURE

I declare that the information given in this expression of interest form is true and correct and no information that would have any effect on my enrolment with NCBT has been withheld. I understand that NCBT reserves the right to cancel the Offer of Place made on the basis of my incorrect information. I have read and accepted the Conditions of Enrolment as stated in the "Information for prospective Students" Pack and agree to adhere to the Student Code of Conduct established by NCBT. I authorize NCBT to collect, use and disclose personal information about me in accordance with the conditions of enrolment.

Name Signature Date

Office Use only:

Comments

Name of Agency / Business Relationship Manager

Signature

summary of courses and fees

Course Fees and Additional Costs

All amounts quoted are in New Zealand Dollars (NZD)

S. No	Courses	Level	Total Fees	SubTotal	Tuition Fee	Resource Fee	Insurance Fee	Enrolment Fee	IELTS (Bands)
1	National Diploma in Computing	5	15990	15990	13000	2500	290	200	5.5
2	Diploma in Computer (Networking & Security)	6	16790	16790	13500	2800	290	200	6.0
3	Diploma in Computing (Networks & Security)	7	17490	17490	14000	3000	290	200	6.0
4	National Diploma in Business	5	15990	15990	13000	2500	290	200	5.5
5	National Diploma in Business	6	16790	16790	13500	2800	290	200	6.0
6	Diploma in Advanced International Business (Applied Exporting & Importing)	7	17490	17490	14000	3000	290	200	6.0
7	Diploma in Film & TV (Production)	5	16990	16990	13500	3000	290	200	5.5
8	National Diploma in Business	5	23490	15990	13000	2500	290	200	5.5
	National Diploma in Business	6		7500	6000	1300	200	-	
9	National Diploma in Business	6	25690	16790	13500	2800	290	200	6.0
	Diploma in Advanced Int'l Business (Applied Exporting & Importing)	7		8900	7000	1700	200	-	
10	National Diploma in Computing	5	23490	15990	13000	2500	290	200	5.5
	Diploma in Computer Networking & Security	6		7500	6000	1300	200	-	
11	Diploma in Computer Networking & Security	6	25690	16790	13500	2800	290	200	6.0
	Diploma in Computing (Networks & Security)	7		8900	7000	1700	200	-	
12	Diploma in Film & Television (Production)	5	35990	16990	13500	3000	290	200	5.5
	Unitec's Graduate Diploma in Creative Practise	7		19000	19000	-	-	-	
13	Diploma in Film & Television (Production)	5	24490	16990	13500	3000	290	200	5.5
	National Diploma in Business	6		7500	6000	1300	200	-	
14	National Diploma in Computing	5	24890	15990	13000	2500	290	200	5.5
	Diploma in Computing (Networks & Security)	7		8900	7000	1700	200	-	
	National Diploma in Business	5		15990	13000	2500	290	200	
15	Diploma in Advanced Int'l Business (Applied Exporting & Importing)	7	24890	8900	7000	1700	200	-	5.5

Total fees for the 1st academic year must be paid in advance. Total fee for the first year will be the full amount for the course and to be paid upfront along with insurance amount once the visa is approved in principal. e.g. Student opting for DIB Level 5 & DIB Level 6 = NZD \$23,490 pays NZD \$15990 (this includes insurance fee for the 1st Academic Year)

English Proficiency Outcomes

Programme Level	IELTS test	TOEFL Paper-based test (pBT)	TOEFL Internet-based test (iBT)	University of Cambridge ESOL Examinations	NZCEL
Certificate or Diploma at Level 5	Score of 5.5 with no band score lower than 5	Score of 550 (with an essay score of 5 TWE)	Score of 79 or higher (with a writing score of 20)	FCE or CAE with a score of 47 or higher	Level 4 with the Academic endorsement
Certificate or Diploma at level 6 or 7 Degree Graduate Certificate or Diploma	Score of 6 with no band score lower than 5.5	Score of 550 (with an essay score of 5 TWE)	Score of 79 or higher (with a writing score of 20)	FCE or CAE with a score of 52 or higher	Level 4 with the Academic endorsement

fee payment & refund policies

Fee Refund and Withdrawal Conditions

Withdrawal of student within the first 10 working days of course commencement*	Full refund less up to 25% of the payment.
Visa applications declined by INZ	Full refund less 10% of the payment or \$500.00.
Cancellation by the provider of a course before or during the course	Full refund less up to 25% of the payment.
Insolvency, regulatory closure or withdrawal of accreditation of NCBT	As per Public Trust policies.
Withdrawal and refunds from courses after 10 days of course commencement	Fees will not be credited to later courses or refunded to students after this time.
Currency fluctuations between enrolment	All fees received and refunded in NZ dollars.
Termination of enrolment by NCBT	No refund

*Course Commencement: The first day on which NCBT requires the student to attend.

Protection of Student Fees

"Fee Protect" is a specially designed trust account set up by Public Trust. Your fees are deposited into the trust account with payments made to your education provider over an agreed timeframe and payment schedule. Your fees are held in trust as soon as they are deposited with Public Trust. All funds held by public trust are guaranteed by the Government.

Calculating your Fees Payment

To calculate your total fees payable, combine the following totals:

1. Tuition Fee
2. Resource Fee
3. Insurance Fee
4. Enrolment Fee

Prices are inclusive of Goods and Services Tax(GST).



NCBT student feedback...

"Attending NCBT has helped me to focus on my goals and achieve them. NCBT is affordable and the assignments are manageable. This education gave me a solid foundation of knowledge in the area that I know I was built to pursue, and I look forward to all of the opportunities it will bring." **Natalia Devi, National Diploma in Business Level 5, Fiji**

"My experience at NCBT not only trained me to be qualified in IT but also enhanced my personality and confidence. I am currently a faults manager managing more than 20 staff in one of the largest ISPs in Australia and would not hesitate in saying that the coaching, learning, experience and the environment that was provided to me while studying at NCBT has helped me in becoming what I am today." **Nishant Shori, National Diploma in Computing Level 5, Delhi, India**

"NCBT staff and tutors went out of their way to guide and support when I needed the most. Today I am working as a Network Engineer and have got my Permanent Residence too. A special thanks to all computing tutors who supported me during my study period. I would strongly recommend the course and college." **Hardeep Singh, Diploma in Computer Networking and Security Level 6, Punjab, India**

"NCBT has a friendly and committed staff. The tutors are very encouraging and very supportive which helped me and my fellow students to reach our goals. With a friendly environment I made great friends, and had an awesome experience. NCBT is a great place to go!" **Maryann, National Diploma in Business Level 5, Philippines**

"I would like to start with the word Success as it reflects NCBT by itself. The personal support of the staff is the most unique feature here. The study facilities, management and the whole faculty are of international level with home kind feeling for international students. It is not unusual to see students and teachers sharing light moments of the day during the breaks. The beauty about this great institute is not only they support the students while they study but also maintain long term relations even after they graduate. NCBT is truly your home away from home." **Miki Goyal, National Diploma in Computing Level 5, Punjab, India**

"The knowledge and experience I gained at NCBT was very intensive, invaluable and exciting to me as a screenwriter/filmmaker. The personal approach by the tutors guided me during each step rather than spoon feeding and helped me develop my script writing and creative process." **Kapil Dev Maroli, Diploma in Film and Television Production Level 5, Kerala, India**

"Absolutely wonderful experience in terms of quality education and personal welfare support. Tutors helped me individually when required. I would recommend NCBT to any international student in New Zealand"

Vivat Rungrattanapaser, National Diploma in Business Level 5, Thailand

"In order to be successful as an IT / Network Administrator one needs to have certain skills. NCBT strives in fulfilling this dream of every student by including the latest modules like virtualisation, network security, open source software,, etc in their level 7 programme. I am glad I enrolled myself at NCBT." **George Jose, Diploma in Computing (Networks & Security) Level 7, Kerala, India**

"NCBT is one of the most amazing tertiary colleges in Auckland. I am proud to be studying there. I have been always guided by well qualified staff. Studying at NCBT has not only made me employable in the New Zealand workforce but has also made me confident of being employed internationally. I am thankful to everyone at NCBT who contributed towards my success." **Jay Mistry, National Diploma in Business Level 6, Gujarat, India**

"Studying Advanced International Business at NCBT is the first step towards building my career in New Zealand. Initially I thought the course was difficult, however, with excellent tutors and their support I have developed a great interest in this field. Today I am confident to pursue a career in logistics and international trade in NZ" **Nirmit Jhalla, Diploma in Advanced International Business (Applied Exporting / Importing) Level 7, Gujarat, India**

here is what NCBT students want to say

www.ncbt.ac.nz



AUCKLAND,
NEW ZEALAND

Newton College of Business & Technology

physical address:
5 Porters Avenue
Newton,
Auckland
New Zealand 1024

postal address:
PO Box 8078
Symonds Street,
Auckland
New Zealand 1150

email us: info@ncbt.ac.nz

phone: +64 9 303 1934
fax: +64 9 303 1935