

NCBT  **study : work : settle**
...in New Zealand



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NEWTON COLLEGE OF BUSINESS & TECHNOLOGY

2008 / 2009 Student Prospectus



welcome to...
Newton College of Business & Technology

study : work : settle

programme for international students



NCBT has been running this programme successfully for the last 5 years. Over 90% of students have settled with either permanent residence or long term work permits.

Our strategy is simple...

New Zealand needs skilled workers in the field of Information, Communication, Technology and Management. We offer you the opportunity to study programmes which are designed to make you ready for the job market in these fields.

After you graduate, 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 weekend. You are eligible to work up to 20 hours per week during studies.

New Zealand is an excellent place for international students to study. The climate is great (warmer in the North and colder in the South), the people are friendly and there are established communities of immigrants to make you feel at home.

Our seminar centres are located in Auckland due to the large number of employment opportunities in this region. Auckland also has the largest community of migrants (over 70,000 Indians in the city) in New Zealand.

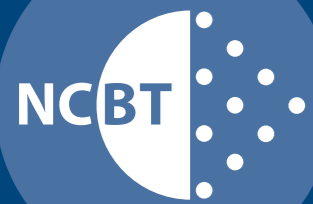
There are many owned and operated migrant businesses and services including television and radio stations. Other New Zealand cities do not have the same concentrations of migrants.



You are warmly welcomed at NCBT.

We believe we have one of the most effective programmes for students looking to **Study, Work and Settle in New Zealand.**

Paul Chalmers
Director, NCBT



2008 prospectus

study

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NCBT company group

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



Workplace Training Company

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

www.wptc.biz



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



EngagePlus

This business provides Career Support services to assist with migrant workforce integration and runs a number of custom designed programmes to provide skills to help gain employment in New Zealand.

(refer to page 26 of this prospectus for more details on EngagePlus services)

www.engageplus.co.nz

- Introduction to NCBT
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“The study resources including E-Learning, along with the course material and the well equipped labs are excellent.”

Kruti Vala, Gujarat, India

- Locations and Facilities

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

NCBT campus is easily accessible when using public transport (buses and rail). It is also close to the motorway for personal vehicle users.

On site, 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.

A library is available for students to access useful study and general reading material. There are many food outlets, cafes and community related establishments in close walking distance.

- Staff and Tutors

NCBT has qualified teaching staff to ensure quality education.

All tutors have relevant degrees and experience working in the commercial sector - often in an international context.

Their experience with real time projects ensures business environment skills and theoretical skills are being introduced in the classroom.

NCBT Staff

Director	Mr Paul Chalmers BA, MPhil, Dip Tchg
Operations Manager	Mr Ashish Trivedi BCom, MBA
International Marketing Manager	Mr Sanjay Kumar MTech
System / IT Administrator / Tutor	Mr Tushar Thaker BCom, MCSE, MCSA, CCNA, MCDBA
IT Programmer / Tutor	Mr Tanmay Vaidya BCom, MCP
Welfare Manager	Ms Jane Edwards PG Dip HR
Business Tutor	Mr Drazen Milosevic BS(Eco.), MCP, MCP+I, MCSE
Marketing Co-ordinator, Business Tutor	Mr Amrit Melant BHm, MBA
IT Tutor	Mr Prem De Zoysa BSc, PGDip(Computing) MCP, A+
IT / Enrolment Co-ordinator	Ms Priya Kumar Level 5 NatDip in Computing, Cert. in SOC, SERV
Hardware and Network Technician	Mr Atit Pathak Level 5 NatDip in Computing
Reception / Accent Tutor	Mr Leo Brett Kelly-Chalmers

ENGAGEPLUS Staff

Career Manager	Ms Leanne Bint
Career Manager	Ms Suchika Khullar
Career Manager	Mr Amrit Melant



“With the help of NCBT’s warm, supportive staff and tutors I have been prepared for the “outside world”. I will always treasure the NCBT experience and friends that I have gained while studying.”

Maria Bernabe, Philippines.

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- **Introduction**
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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.

NCBT offers the following qualifications accredited on the NZ National Qualifications Framework.

qualification	level	duration	more information
National Diploma in Computing	Level 5	41 Week Programme	refer to page 12
National Diploma in Business	Level 5	41 Week Programme	refer to page 14
Certificate in Management	Level 3	36 Week Programme	refer to page 16
Global Assessment Certificate (GAC)	Level 3	36 Week Programme	refer to page 18

Programmes

We offer Level 5 Diplomas in Computing and Business that qualify for 50 points towards Permanent Residence application under the skilled migrant category.

NCBT is currently in the process of developing higher level courses (Level 6 & 7).

Timetable

Supervised hours are:
9am and 4pm - Monday, Tuesday and Wednesday

This enables students the best opportunity to manage their self study.

“Good support from all the staff. I have not only gained subject knowledge but also hands on experience. After spending time at NCBT I am a lot more confident.”

Stuti Yodh, Gujarat, India

- **Quality Certifications**



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.

NZQA Registration Certification (below)

This certificates 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.



NCBT : 2008 / 2009 Student Prospectus

Academic Programmes

National Diploma in Computing Level 5

Length of Course : 41 Weeks

- Aim of the Course:** To provide students with skills to qualify for entry to middle level positions across a diverse range of IT roles in different industries.

Student Outcomes

- To 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:

- All of the following:
- Completion of secondary schooling
 - A good ability with English language (requirements of IELTS of 5.0 or TOEFL 550 or above) OR an on-site interview with a qualified NCBT staff member
 - Level 4 Certificate in Computing or equivalent qualification OR passing of a computer aptitude test conducted by NCBT*

* Computer Aptitude test will be administered in case where: A student cannot provide evidence of Level 4 Certificate in Computing or equivalent but claims they have the skills through work experience in the computing field

It is difficult to assess the level of an unknown qualification

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 Practical

Programming in GUI Environment

- Programming using Visual Basic

Object Oriented Programming

- VB.Net

Software Source Files Management

- Managing software development source file

IT Industry

- Role of IT in Business
- Ethics and Professionalism in New Zealand

Course Project

- Application development based on the knowledge gained throughout the course

“NCBT is my first step towards college life. I would recommend NCBT to all who want to migrate to New Zealand as students. I will always be in touch with NCBT wherever I go in the future.”

Sarbjeet Kaur, Punjab, India

Career Opportunities

Programming

Junior programmer / Analyst Programmer

Hardware Support

Assembling / Maintenance

Networking Support

Network Support Technician / Maintenance

Others

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

NZQA Unit Standards for Diploma in Computing (Programming) level 5

Modules	NZQA Unit Standard	Description	Level	Credit
Computer Hardware	6869	Demonstrate an understanding of hardware components for personal computers	5	7
	6870	Assemble personal computers and peripherals from modules	5	7
Networking	6854	Explain local area computer networks and install network workstations	5	5
	6729	Operate a multi-user computer system	5	10
Software Engineering	7910	Explain how data is stored on computers	5	7
	6750	Demonstrate an understanding of computer software development	5	4
Database Fundamentals	6761	Demonstrate an understanding of the principles of computer programming	5	7
	6724	Demonstrate an understanding of computer database management systems	5	7
Programming in VB	6774	Apply the principles of creating a computer program using a 3GL in a GUI environment	6	14
	6763	Demonstrate computer programming skills using a third generation language	5	14
Software Source Files Management	6762	Manage software development source files	5	5
	6747	Explain the principles of business and the role of information technology	5	4
Professional Ethics of computer industry in New Zealand	6748	Explain ethics and professionalism for the computer industry in New Zealand	5	7
.net Programming	6776	Demonstrate computer programming skills using an object-oriented language	6	14
Course Project	6771	Create database access for a computer application using structured query language	6	10

Level 5: Credit 84 ; Level 6: Credit 38

TOTAL CREDITS

122

Academic Programmes

National Diploma in Business Level 5

Length of Course : 41 Weeks

- **Aim of the Course:** To provide students with a broad knowledge of generic and core management skills. Students will learn to analyse a range of small and medium size businesses.

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:

- All of the following:
- Ability to speak English (requirements of IELTS of 5.5 overall or equivalent or interview with qualified NCBT staff member)
 - Completion of secondary schooling to year 12
 - Minimum age 18

Course Structure

Self - Management

- Introduction to self-managed learning and taking responsibility for the learning experience

Teamwork

- Participants will learn and apply key teamwork skills

Strategic Management

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

Financial Management

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

Marketing Management

- Participants will concentrate on developing a marketing plan

Small business

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

Presentation Skills

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

Business Economics

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

Human Resource Management

- Enables non specialists to undertake human resources management activities

First Line Management

- Plan, implement, and maintain a business operation

“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

Career Opportunities

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

NZQA Unit Standards for Diploma in Business level 5

Modules	Unit Std No	Description	Level	Credit
Self - Management	8495	Develop self to improve performance	5	5
Teamwork	9678	Conduct formal meetings	5	4
	21336	Lead a group/team to achieve an objective(s) with some complexity	5	5
Strategic Management	9732	Explain and apply strategic management concepts for organisational planning	5	10
Financial Management	11624	Explain the objectives and apply the processes of financial analysis	5	10
	1853	Analyze and interpret financial statements	6	4
	8503	Interpret and use financial data reports for decision making	5	5
Marketing Management	2931	Produce operational marketing plans	5	10
	2935	Determine the marketing mix	5	7
Small Business	6412	Investigate and evaluate small business options	6	10
	1991	Produce establishment plans for small business	5	5
Presentation Skills	9692	Present information orally to an audience	5	4
Human Resource Management	11532	Enable non-specialists to undertake human resources management activities	5	10
	11533	Behave professionally and ethically in all aspect of human resources management	5	10
Business Economics	8419	Demonstrate knowledge of fiscal policy and evaluate its effectiveness	5	2
	8420	Demonstrate knowledge of monetary policy and evaluate its effectiveness	5	2
	8424	Examine a contemporary issue	5	2
	8413	Analyse and compare the behavior and performance of firms under perfect competition and monopoly	5	2
	8423	Explain and evaluate arguments for and against free trade and trade restrictions	5	2
First Line Management	19021	Plan, implement, and maintain a business operation	5	12

Level 5: Credit 81 ; Level 6: Credit 7

TOTAL CREDITS

121

Academic Programmes

Certificate in Management Level 3

Length of Course : 36 Weeks

- **Aim of the Course:** To provide students with skills to operate at a first line management level in the New Zealand business environment.

Student Outcomes

- To have effective business communications skills (oral, written, spoken, non-verbal)
- To understand teamwork philosophy and practice, and apply these principles to the workplace
- To understand and apply the concepts and principles of quality management
- To have an awareness and understanding of the New Zealand employment environment
- To be prepared and equipped for entering the New Zealand workforce

Entry Requirements:

All of the following:

- English language skills equivalent to IELTS 5.0 or above OR TOEFL 550 or above
- Completion of secondary schooling
- Minimum age of 18
- Relevant work experience

Course Structure

The certificate has been specifically designed to introduce students to business skills with a large focus on the ability to communicate effectively.

The certificate comprises three components:

English for Business

- This Module is taught by a teacher experienced in English for International Business and is able to work quite intensively on each student's language needs
- This personal coaching programme is a unique feature of the course as it ensures participants develop effective communications skills for the workplace

Management Principles and Practices

- Oral Communication
- Cross-Cultural Communication
- Written Communication
- Listening Skills
- Feedback
- Teamwork
- Quality Management

- Business Presentation Skills

- Computing Skills

Career Planning

- This Module gives students the opportunity to further their workplace knowledge and prepare themselves for entry to the New Zealand workforce
- Interview Skills
- Workforce Preparation (future plan, resume)

"NCBT is a place for people who are serious about their careers as it gives a great platform for the NZ market. Good facilities and very helpful approachable staff, gives you that personal touch which is much needed when you are away from home."

Nishant Shori, Delhi, India



Academic Programmes

● **Global Assessment Certificate (GAC) Level 3** Length of Course : 36 Weeks

● **Aim of the Course:** The GAC has been developed to meet the needs of international students who wish to achieve university qualifications.

Student Outcomes

The GAC contains very important features that universities usually required in order to offer students a place.

These include:

- Demonstration of English language ability required for entrance
- Demonstration of satisfactory academic standards
- Demonstration of reading, comprehension, research, writing and study skills
- Demonstration of key skills in Mathematics, Information Technology, Research and Independent Learning

English Entrance Test:

GAC study center give applicants an English entrance test that has been developed to show their level of English language skills. If their English standard needs to be developed, the GC Study Center will provide a preparation course for them to improve their skills to the level required.

Applicants should provide documents of their academic studies (provisional or forecast results can also be considered) and their English language skills when they apply to the study center.

Entry Requirements*:

- School completion is considered at two levels:
 1. Completion of the second to last year of secondary school with above average grades
 2. Completion of secondary school with satisfactory grades
- Applicants must be able to demonstrate a minimum IELTS of 5.0 (TOFEL 500) or equivalent.

This is a general guide to the GAC entry requirements**

Australia	Year 11
China	Year 12.65% average
Fiji	School Leaving Certificate
Hong Kong	HKCEE Grade D in 4 subjects
India	Higher Secondary 50% average
Indonesia	SMA 3 GPA 6.5 in 5 major subjects / SMA 2 Superior grades
Japan	Senior High School
Korea	High School Leaving Certificate
Malaysia	SPM Grade 4 in 4 subjects
New Zealand	Form 6
Pakistan	Year 12.50% average
Saudi Arabia	IGCSE Pass in 4 subjects
Singapore	GCE O level Pass in 4 subjects
Taiwan	High School Leaving Certificate
Thailand	Mathayom 6 Pass / Mathayom 5 Superior grades
Vietnam	Year 12 Pass OR Year 11 Superior grades
International Examination Results	International Baccalaureate - 20 / A level - 3 EEE / O level - 4 Pass / GCSE - 4

*If applicant has been in employment they will also qualify for entry

**If applicants do not meet the guidelines they should still submit an application with relevant schools records for consideration.

“NCBT assisted me with airport pick up, accommodation and gaining a job. They are ready to offer help at all times. I really feel proud to be a student of NCBT.”

Varun Chowdhary, Hyderabad, India

Course structure for Global Assessment Certificate (GAC)

There are 3 programming levels within the GAC

Level 1		Hours	
Code	Module	Nominal	Independent
GAC001	Listening & Speaking Skills for an educational Context I	40	15
GAC002	Reading & Writing Skills for an Educational Context I	50	25
GAC003	Study Skills for Independent Learning I	30	10
GAC004	Mathematics : Introductory Concepts	50	25
GAC005	Introduction to IT & Word Processing Skills	40	15
GAC006	Personal & Group Development Skills	30	10
TOTAL LEVEL 1		240	100

Level 2		Hours	
Code	Module	Nominal	Independent
GAC007	Listening & Speaking Skills for an Educational Context II	40	15
GAC008	Reading & Writing Skills for an Educational Context II	50	25
GAC009	Study Skills for Independent Learning II	30	10
GAC010	Mathematics : Extended Concepts & Statistics	50	25
GAC011	Fundamentals of Managements	40	15
Electives (students choose one from the following 3 options)			
GAC012	Introduction to Business Studies	30	10
GAC013	Foundations for science	30	10
GAC014	IELTS Preparation Skills	30	10
TOTAL LEVEL 2		240	100

Level 3		Hours	
Code	Module	Nominal	Independent
GAC014	Listening & Speaking Skills for an educational Context III	40	15
GAC015	Reading & Writing Skills for an Educational Context III	50	25
GAC016	Mathematics : Calculates & Quantitative Analysis	50	25
GAC017	Information Communication & Presentation Skills	40	15
Electives (students choose one from the following 3 options)			
GAC018	Academic Study Skills	30	10
GAC020	SAT Preparation Skills A	30	10
GAC021	SAT Preparation Skills B	30	10
Electives (students choose one from the following 3 options)			
GAC022	Introduction to International Business Studies	30	10
GAC023	General Science	30	10
GAC024	Discrete Mathematics	30	10
TOTAL LEVEL 3		240	100
TOTAL PROGRAM LENGTH		720	300

• Fees and Refund Policy

Fees and Additional Cost	
Certificate in Management	\$13,520.00
Fees cost per academic year	
Duration: 36 Weeks	
National Diploma in Computing	\$13,520.00
Fees cost per academic year	
Duration: 41 Weeks	
Global Assessment Certificate (GAC)	\$13,520.00
Fees cost per academic year	
Duration: 36 Weeks	
National Diploma in Business	\$13,520.00
Fees cost per academic year	
Duration: 41 Weeks	
Medical & Travel Insurance	\$300.00
(approximately) per 12 months	

TOTAL FEES PAYMENT	
Fees + Medical & Travel Insurance =	\$13,820.00

*Above prices are inclusive of Goods and Services Tax (GST).

- Conditions**
- The minimum fee is one semester (half of the total)
 - Fees shall be paid into the Trust Account established for this purpose at least 3 weeks prior to programme commencement, unless agreed otherwise
 - Failure to do so may result in cancellation of your offer of place
 - If students have difficulty paying fees they should approach the Operations Manager as soon as possible to discuss payment options, if applicable

Code of Practice for the Pastoral Care of International Student

New Zealand educational providers have an important responsibility for student's 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

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.

Fee Refund and Withdrawal Conditions

Withdrawal or learner within the first eight days of course commencement	Full refund less 10% of the payment or \$500 (whichever is less)
Visa applications declined by NZIS	Full refund less 10% of the payment or \$500 (whichever is less)
Cancellation by the provider of a course before or during the course	Full refund less 10% of the payment or \$500 (whichever is less)
Insolvency, regulatory closure or withdrawal of accreditation of NCBT	As per Public Trust policies
Withdrawal and refunds from courses after eight days of course commencement	No fees paid will 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

An application for fee refund can be obtained from the Operations Manager.

Students will be informed of the decision within 5 working days.

• Essential information

Attendance

Students are expected to attend 80% of their scheduled classes in all NCBT programmes. Failure to maintain this attendance level will result in students being referred to the Disciplinary Procedure.

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 Students Work

The majority of students 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 a NCBT course using the RPL Application Form. An application for RPL must be made in person to the Welfare Manager upon starting a NCBT programme.

Immigration

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

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.

Further information can be viewed on the ACC website at: www.acc.co.nz.

Definitions

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.

Student Welfare and Support Services

Student Support

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

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

We also provide the following:

- An induction programme at the beginning of the course
- Qualified and enthusiastic teachers
- Individual attention and guidance
- Modern learning facilities
- Small classes
- A supportive and enjoyable learning environment

Arrival Services

NCBT provides a pick-up service from Auckland Airport - please indicate on the application form if you require this service.

This Service Includes:

- A warm welcome and pick-up at the airport
- Transfer to your accommodation
- Introduction to day-to-day life in NZ

* A charge may apply for these services. Please check with the Welfare Manager.

Arrival services also include briefing about all essential services such as: public transport, emergency contact, food and shopping, international phone facilities, internet, medical services, geographical guidance (maps etc.) opening a bank account, tips on buying a car, long term accommodation guidance

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, New Zealand

OR International Education Appeal Authority, PO Box 12083, Wellington.

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.

Some of the highlights of home stay are:

- Your own or shared room with all basic facilities
- Breakfast and dinner
- Living with a family and joining them in outings and family gatherings
- Help with learning English with the host family
- Access to laundry and kitchen facilities

Cost: Approx. NZ\$175 – NZ\$250 per week (includes meals, exact amount will depend on the type of stay you choose).

Rental Accommodation

This option includes houses, flats or apartments, and other self-contained units.

Cost: Approx. NZ\$100 - NZ\$200 per week (shared accommodation generally). Please indicate on the application form if you require any of these services and confirm it at least two weeks prior to your arrival.

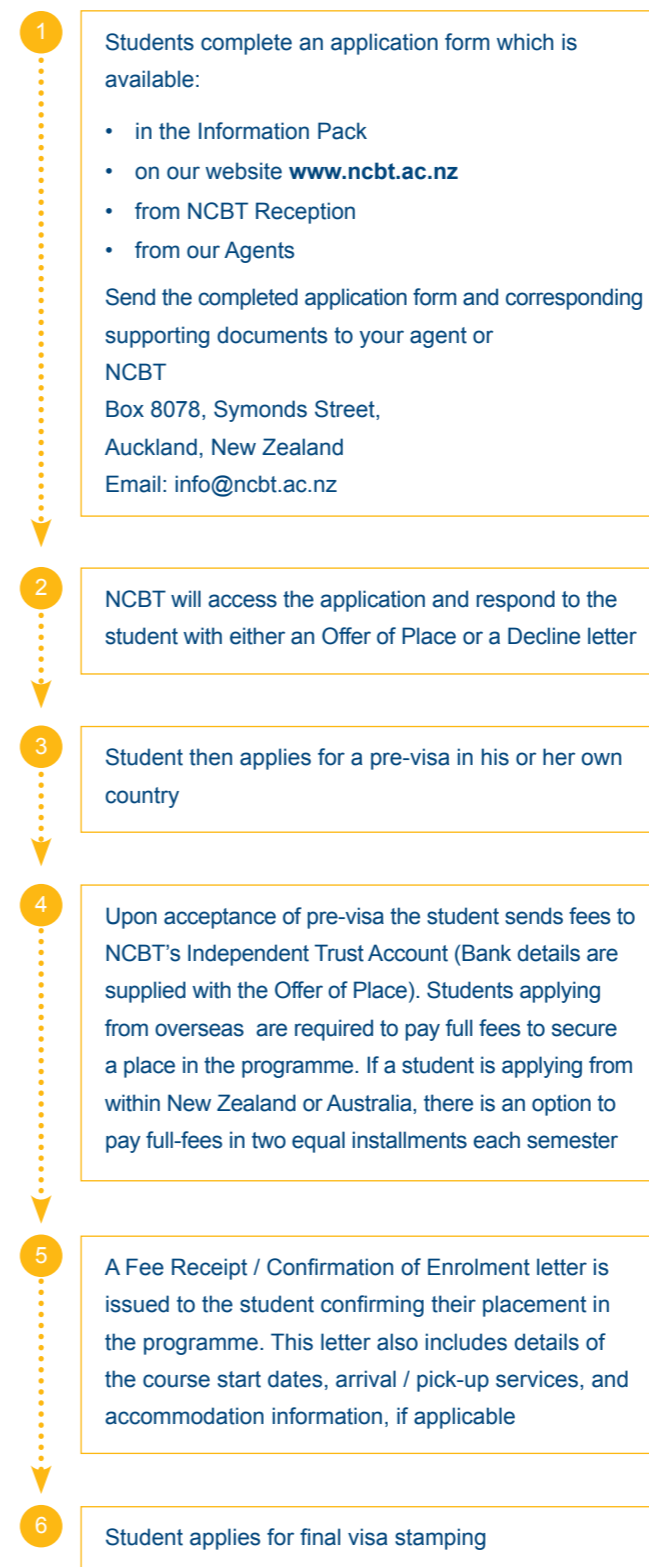
Please Note:

NCBT can recommend 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.

“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”

Viwat Rungrattanapasert, Thailand

Enrolments Procedure



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 Agent 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).

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

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

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



“I liked the overall learning environment. I upgraded my personal skills that helped me improve as an individual. I got a lot of help achieving my goals. Today I am working for one of the largest telecommunication companies in NZ.”

Chetan Sood, Punjab, India

- pg 26 ● Introduction to the NZ workforce
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Introduction to the NZ workforce

Working in NZ

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

EngagePlus provides employment services that assists immigrants in preparing themselves for a career in New Zealand. EngagePlus 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 toward.

EngagePlus provides informative interactive workshops* that are specific to the needs of people new to the country.

EngagePlus runs CV, interview skills, employment rights and accent training programmes as well as offering placement services for both part time and full time work.

Most importantly, EngagePlus is about assisting migrants to understand and experience New Zealand Culture - the way we do things around here!

Throughout the course of full time study, students will also receive immigration advice during the academic year and post graduation.

Make use all of the available resources for your own self development and personal journey.

*Some of the EngagePlus programmes are charged separately from vocational programmes.

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.

Communication / Language Workshops

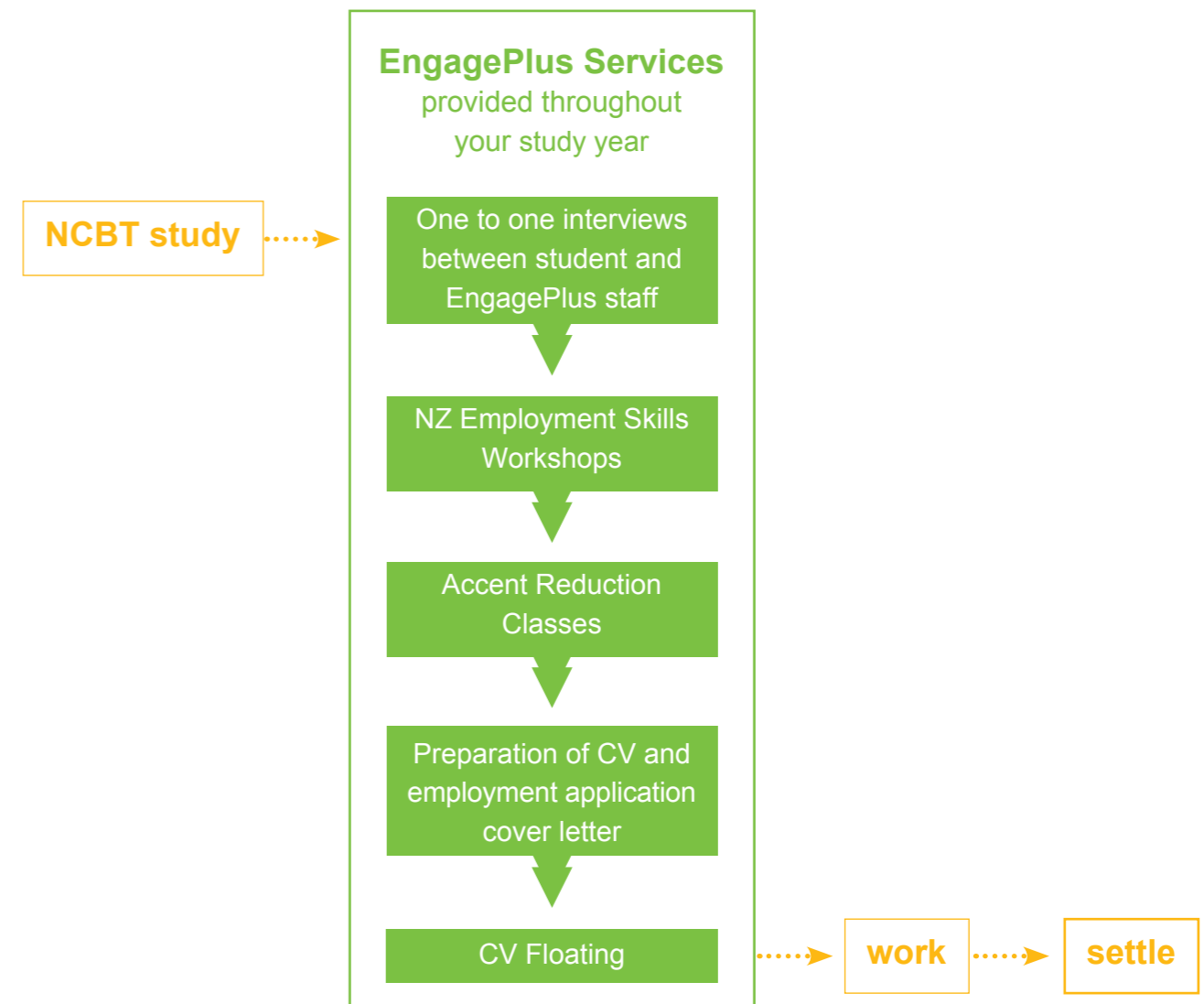
Accent reduction workshops enable candidates to improve communication skills.

These workshops have been specifically commissioned in recognition of this critical skill that New Zealand employers demand.

Liaison with NZ Employers

EngagePlus work placement specialists meet regularly with a wide range of NZ employers and keeps abreast of the current employment conditions.

The focus of these meetings is to build strong relationships with the business market and make New Zealand employers aware of the availability of NCBT graduates.



Employment success for NCBT students

- A large national New Zealand pharmaceutical company has hired a number of candidates. Management wanted “engaged” staff and believed that new immigrants would be keen and motivated to prove themselves. A pay increase was awarded to all within one month of commencing.
- An Internet Service Provider in the Australasia market has identified EngagePlus as an excellent provider of potential candidates. They have offered a Customer Services Role to a candidate who had recently completed her Diploma in Computing.



“It’s been a wonderful experience being here at NCBT. My way of looking at life has changed. The environment here is not only helpful, but also friendly. NCBT has definitely become my first step to success here in New Zealand.”

Sylvia Martis, Mumbai, India

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An Overview

NCBT's aim is to have our graduates settle and live in New Zealand.

We have a small 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, along with EngagePlus, are experts in the field of 'study to migrate' pathways.

We also offer students assistance with Permanent Residence applications once they have graduated.

Payment for this service is not included in your Tuition Fee. You may be charged separately 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
- The cost of living in New Zealand compares favourably with other countries
- Numerous surveys* show Auckland city as one of the top 5 cities to live in the world. Some other New Zealand cities are also among the world's most popular travel destinations

* 2008 Trip Advisor, 2007/2008 Mercer Consulting Survey

"NCBT is one of the best colleges you can join if you are looking for a stable career and good opportunities. It gives you the much needed exposure to the New Zealand market. The best part about NCBT are the staff, who are always there to guide you and help you in the best possible way. I would recommend it to those who wish to study in New Zealand with a goal of seeking a good career and a beautiful place to settle down."

Monisha Wylie, Dehradun, India

settle

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 it's coldest.

The climate is temperate - averages range from 8°C in July to 25°C in January - but summer temperatures occasionally reach the 30s 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.

Population

Comparable in size and / or shape to Great Britain, Colorado or Japan, New Zealand has a population of about 4 million (June 2003) - making it one of the world's least crowded countries.

- Over 30 percent of New Zealanders live in the Auckland Region (1.25 million)
- Auckland is the fastest growing region in New Zealand
- Over three-quarters of New Zealanders live in urban areas

Currency

New Zealand's unit of currency is the New Zealand dollar (NZ\$). Coins have values of: 10, 20, 50 cents ; \$1 and \$2 Notes have values of: \$5, \$10, \$20, \$50 and \$100

There is no restriction on the amount of foreign currency that can be brought in or taken out of New Zealand. However, 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.

Foreign currency can easily be exchanged at banks, some hotels and Bureau de Change kiosks, which are found at international airports and most city centers.

All major credit cards can be used in New Zealand. Travellers Cheques are accepted at hotels, banks and some 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). In summer New Zealand uses 'daylight saving', which clocks put forward one hour to GMT + 13. Daylight saving begins in October and continues until March.



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