



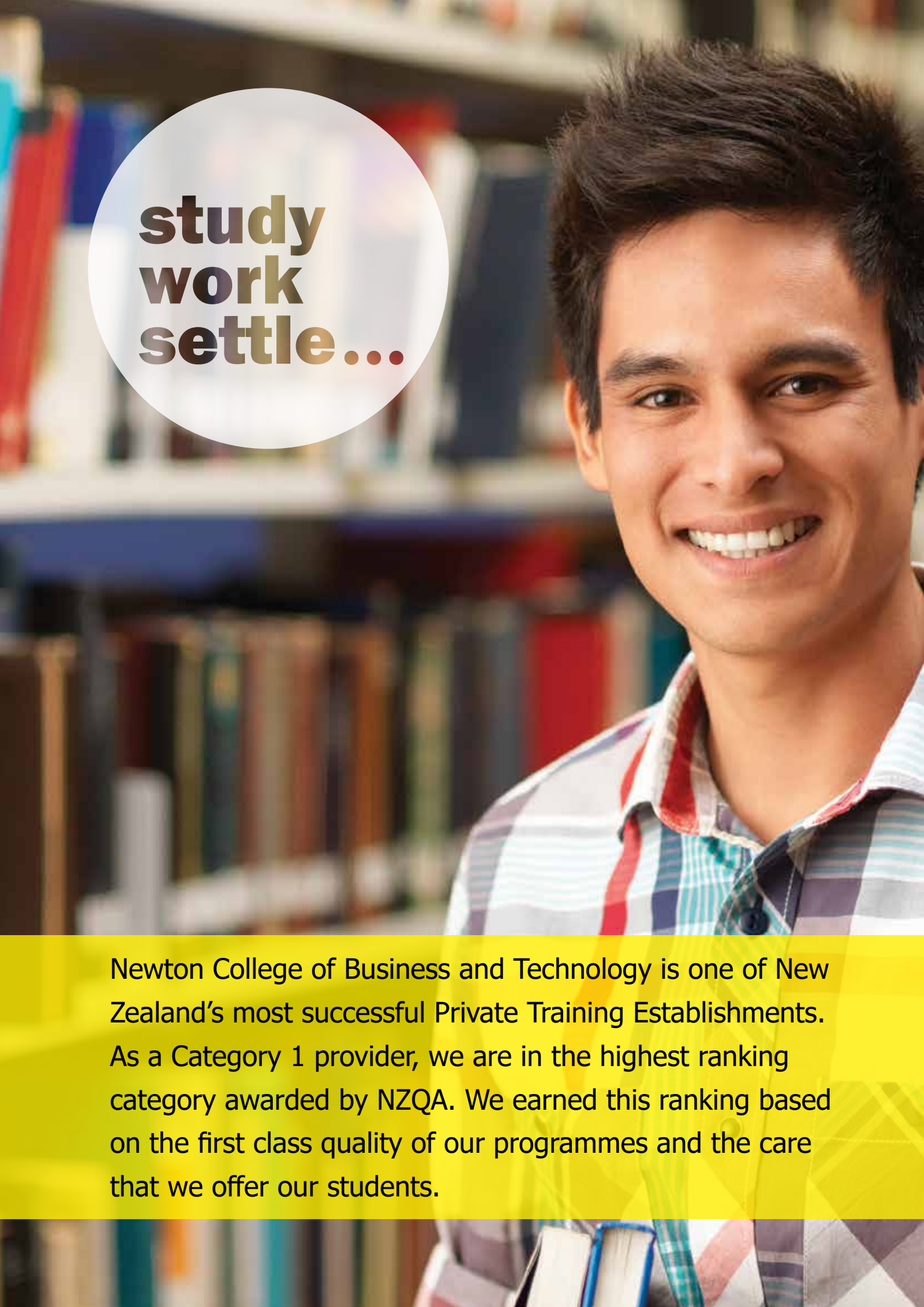
NZQA
category 1
provider

COME **STUDY,
WORK, SETTLE IN
NEW ZEALAND**



Newton College of
Business and Technology

20
18

A young man with dark, wavy hair is smiling warmly at the camera. He is wearing a multi-colored plaid shirt. The background is a library with bookshelves filled with books, slightly out of focus. In the top left corner, there is a white circular graphic containing the text 'study work settle...'.

**study
work
settle...**

Newton College of Business and Technology is one of New Zealand's most successful Private Training Establishments. As a Category 1 provider, we are in the highest ranking category awarded by NZQA. We earned this ranking based on the first class quality of our programmes and the care that we offer our students.

introducing Newton College of Business and Technology

introducing Newton College of Business and Technology

discover the beauty of the New Zealand culture	04
why study at Newton College of Business and Technology?	06
welcome to your NCBT Auckland campus	08
introducing your NCBT faculty	10

caring for our students

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

NCBT offers a variety of study pathway's	20
choose your study pathway	22
Business courses information	24 - 29
IT courses information	30 - 35
English courses information	36 - 39

it's time to enrol

student enrolment pack	40
how to enrol at NCBT	42
expression of interest form (removable)	43-44

important information

summary of NCBT courses and fees	46
NCBT fees payment and refund policies	47
NZQA accreditations, awards and industry accreditations	48
summary of essential information	49
here is what NCBT students want to say	50

NZQA
category 1
provider



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

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)

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. Travellers cheques are accepted at some hotels and stores

** 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

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.

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

About New Zealand geography

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

** 2017 - Overall quality of living survey (source: Mercer Consulting Survey)

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.

why study at:
Newton College of Business
and Technology?



why study at Newton College of Business and Technology?

Here are some key
NCBT 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

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 weekends. You are eligible to work up to 20 hours per week during studies.

What does NZQA say about us?

- Student achievement at NCBT is very strong
- Student retention and qualification completion rates are consistently high across all business and computing programmes
- Positive graduate outcomes have been tracked over several years and are evident in both short and long term
- Programmes offered at NCBT match the needs of international students choosing to study in New Zealand
- Programme design, programme review and the effectiveness of the tutors are important features of NCBT
- Teachers are academically well qualified and experienced in their subject area
- The effective support of students is a priority at NCBT. Support for students is a major contributor to NCBT's high retention, qualification completions and outcomes
- NCBT anticipates change, manages growth and monitors outcomes
- The directors ensure ethical practice throughout the PTE, and this is reflected in the values of the organisation, recruitment of staff and resourcing

(ERR report: Refer to NCBT 2014 EER report on NZQA's website)



Paul Charmers
Principal Advisor, NCBT

**study
work
settle...**



welcome to your NCBT Auckland campus

NCBT is located in central Auckland, in the main city center.

Auckland currently is the largest and most populous urban area in the country.

Auckland has a population of 1.66mn. The Maori name for Auckland is Tāmaki Makaurau. According to Mercer's 2017, Auckland occupies third place for overall quality of living. 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 different ethnicities living together in harmony.

Introducing
NCBT

welcome from the CEO at

Newton College of Business and Technology

Welcome and thank you for your interest in NCBT.

For over 17 years, NCBT has been providing a quality learning experience to undergraduate and graduate students mainly from South East Asia.

A highly qualified and experienced team of academic staff teach and guide you to excel in your studies and pursuit of your career. We have well equipped computer labs and good resources to support this.

At NCBT we create a learning experience where students can receive quality education in a highly supportive environment. Our support team provides students with a nurturing environment conducive for their learning.

The high retention and graduate rates serve as a testament to the learning environment we have built at NCBT.

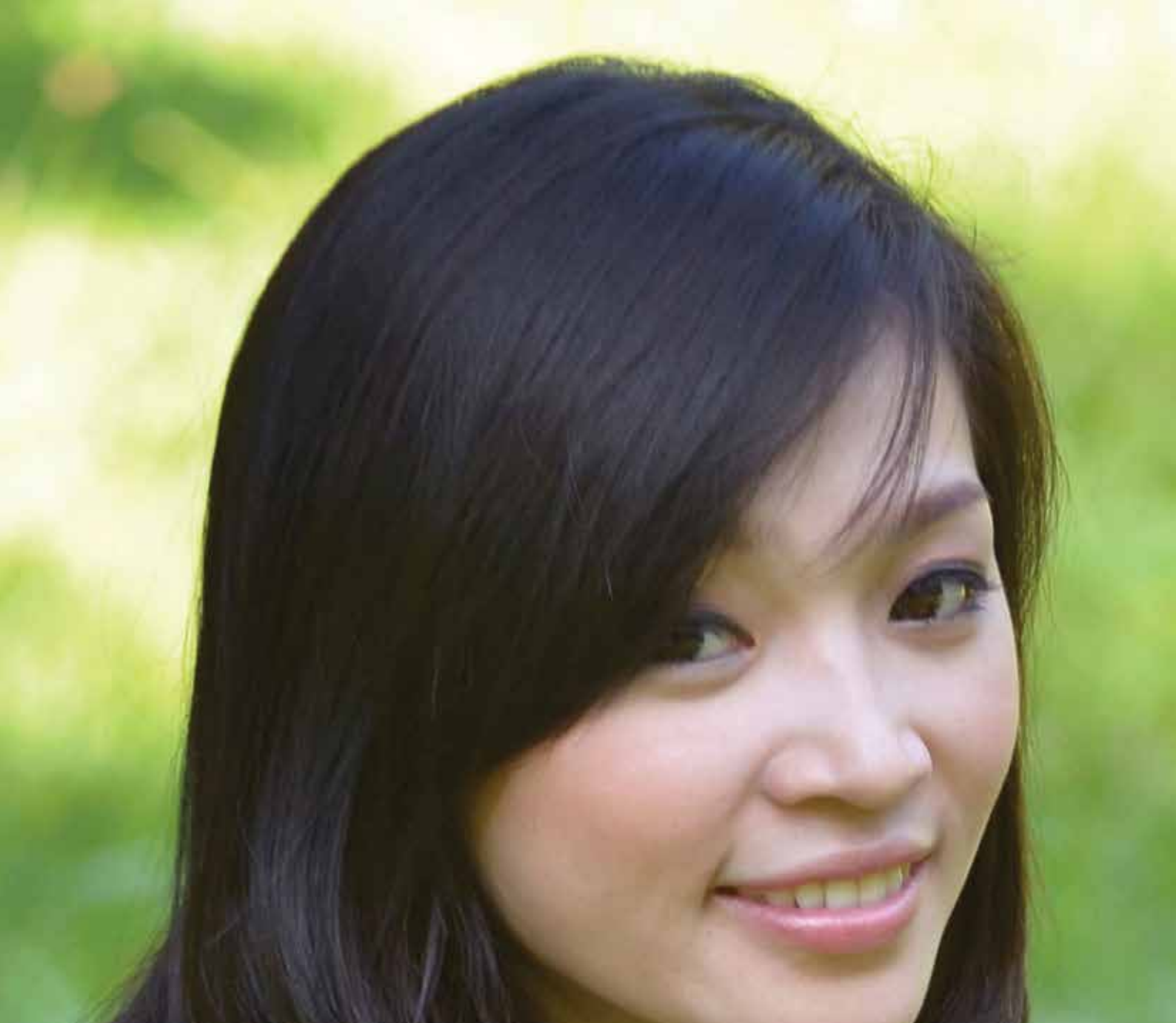
Our centrally located, brand new campus has easy access to public transportation and restaurants around the college.

I would like to invite you to come and study to experience the difference at NCBT.

Ashish Trivedi

Chief Executive Officer





“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

introducing the NCBT staff

introducing
NCBT

NCBT Academic Staff

Mr. Ashish Trivedi	MBA	CEO
Mr. Paul Chalmers	BA, MPhil, Dip Tchg	Principal Advisor
Ms Priya Kumar	NatDipComp, TCA, PVTCA, Cert in SOC, SERV	Business Relationship Manager
Mr. Drazen Milosevic	MPBS, BS(Eco.), MCP+I, MCSE	Head of Department - Business
Mr. Kinnart Trivedi	M.Pharm, MBA	Business Tutor Regional Manager - India & South East Asia
Ms Suchika Khullar	BA, NatDipComp, MCP	Project Manager
Mr. Armaan Verma	MBA, Adult Education, BCom H	Business Tutor / Communications Co-ordinator
Mr. Sagar Verma	MBA, Btech.	Business Course Co-ordinator / Tutor
Mr. Chris McDonald	BA, DipTchg	Business Tutor
Ms Mehak Sood	BBA, BCom.	Business Academic Support
Mr. Manish Barui	MBA	Business Tutor Support
Ms Swati Nanda Dey	MBA	Welfare Support
Mr. Prem De Zoysa	MSOC, B.Sc, PG DipComp, A+, MCP, MCSA, MCSA(2012), MCT, MITP	Head of Department - Computing
Mr. Madhup Khatiwada	M.Eng (Electrical & Electronic), DipTcng	Computing Tutor
Mr. Arshav Raval	PGDipComp, BEng(IT)	Computing Tutor
Mr. Atit Pathak	BSc., NatDipComp	Computing Tutor
Sree Bhanu Teja Chaganti	M.S. Computer Networking, Btech (CSE), Dip Computing L7, RedHat (RHCSA, RHCE), CCNA and Adult Education	Systems Administrator / Computing Tutor
Dr. Nishantha Medagoda	PhD	Consultant
Mr. Andrew Liyange	PGDip(ICT), BSc.(ICT)	Computing Tutor
Mr. Mihir Oza	BCom, NatDipComp, NatDipBus	Enrolment Co-ordinator
Mr. Jainish Jani	NatDipComp	IT Support Technician
Mr. Samarpan Christian	DipCompSec, MCITP, MCSE, MCSA	IT Support Technician
Mr. Foram Rawal	BA, NatDipComp	Student Support Co-ordinator



“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

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.

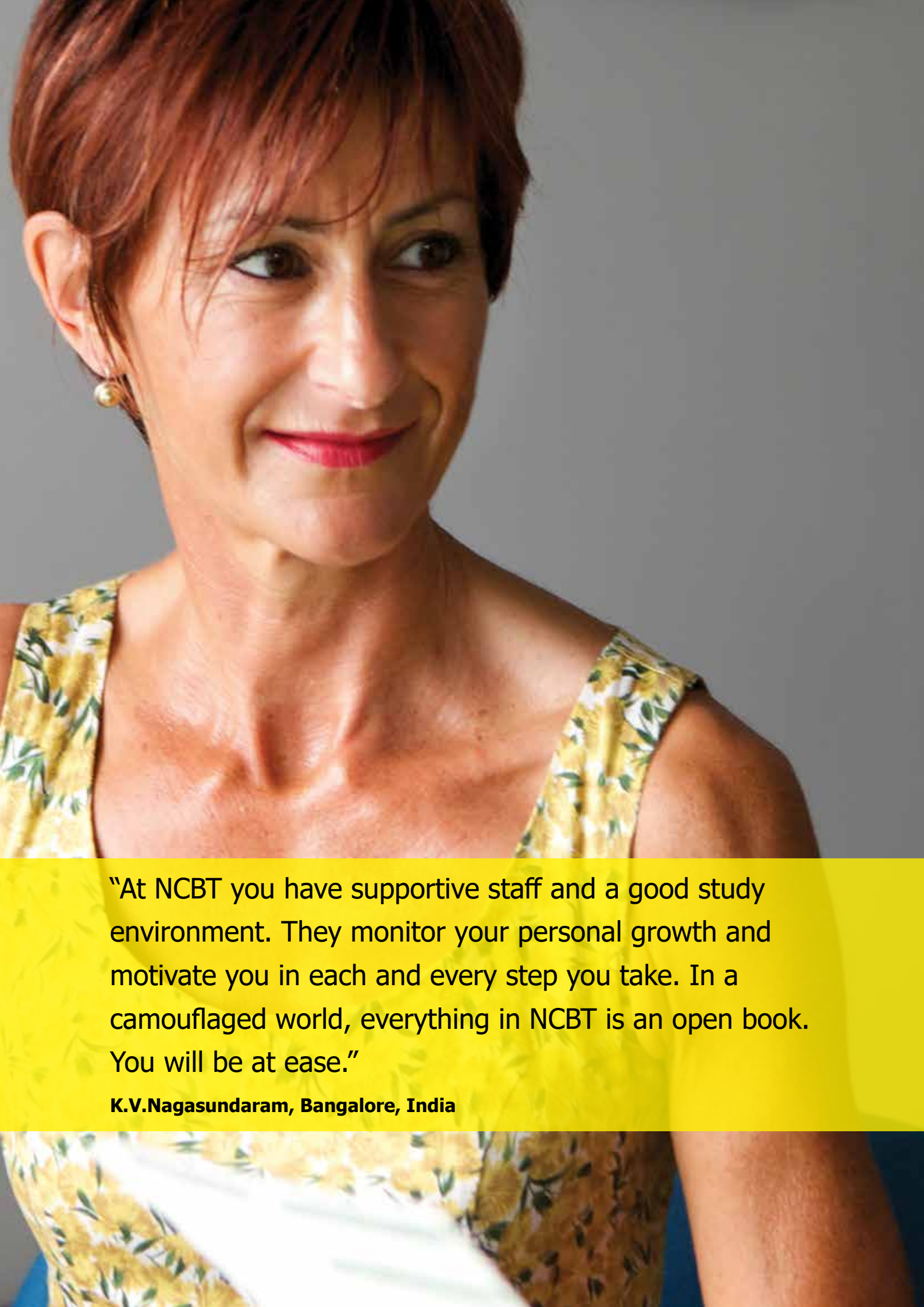
Our Welfare Manager and her team are trained to ensure that your experience both at NCBT and in the wider community is a positive one.

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.

care for our
STUDENTS



"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

we will take care of you

The Welfare Support Services 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.

The Education (Pastoral Care of International Students) Code of Practice 2016

Newton College of Business and Technology is a signatory to Education (Pastoral Care of International Students) Code of Practice 2016 published by the New Zealand Qualifications Authority and has agreed to abide and be bound by the Code.

Introduction to the Code of Practice 2016

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for. New Zealand educational providers have an important responsibility for international students welfare.

This document provides an overview of the "The Education (Pastoral Care of International Students) Code of Practice 2016" and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider. The Code of Practice 2016 is administered by the New Zealand Qualifications Authority (NZQA).

Summary to Code of Practice for the Pastoral Care of International Students

The code sets standards for education providers to ensure that as an international student, you can expect:

- the quality of teaching and learning you receive will meet high educational standards
- the marketing and promotion information you receive before you enrol is clear, complete and accurate so you can make a well-informed decision about whether an education provider is the right choice for you
- education providers' agents give you reliable information and act with integrity and professionalism
- you will receive enough information and support to help you with your enrolment, including understanding the legal obligations you have, and that you will receive all the proper documentation
- you are welcomed and have enough information, guidance and support to help you settle into your new life in New Zealand
- your study environment is safe, and that you have a safe place to live

NZQA handles all complaints about alleged non-compliance of the code. A copy of the code may be obtained from NCBT or from the New Zealand legislation website

<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>

The Code of Practice 2016 is also available in other languages and can be accessed on

<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/code-of-practice-resources-languages/>



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.

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\$150 - NZ\$200 per week (shared accommodation generally).

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 External Party (Quality Commission) will be used. Students are also able to lodge a complaint with NZQA or for financial dispute contact iStudent Complaint.

NZQA (New Zealand Qualifications Authority):

iStudent Complaint:

PO Box 160

Free ph (NZ): 0800 00 66 75

Wellington

New Zealand

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

** 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.



NCBT encourages you to make use of all available resources they provide to enrich your own self development and personal journey. These resources include employment preparation services, provided throughout your study year.

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 towards 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.

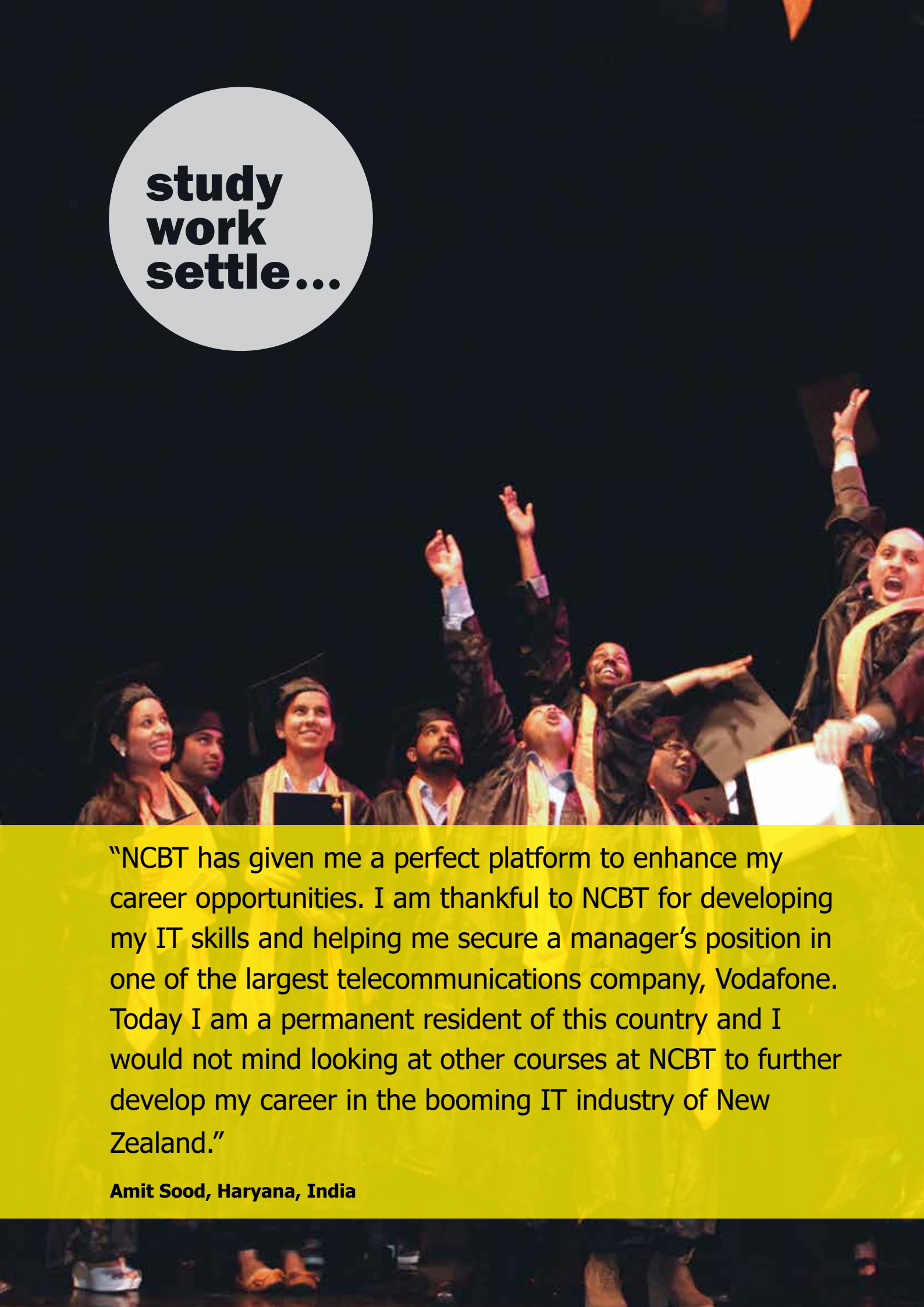
NZ Employment Skills Workshops

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.



study work settle...

"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

choose your study pathway



BUSINESS

NZ Diploma in Business (level 5) 5

NZ Diploma in Business (level 6) 6

Diploma in Applied Business (level 7) (Marketing or Production Systems & Design) 7

Diploma in Advanced Int'l Business (level 7) (Applied Exporting & Importing) 7



IT

New Zealand Diploma in Information Technology Technical Support (level 5) 5

New Zealand Diploma in Systems Administration (level 6) 6

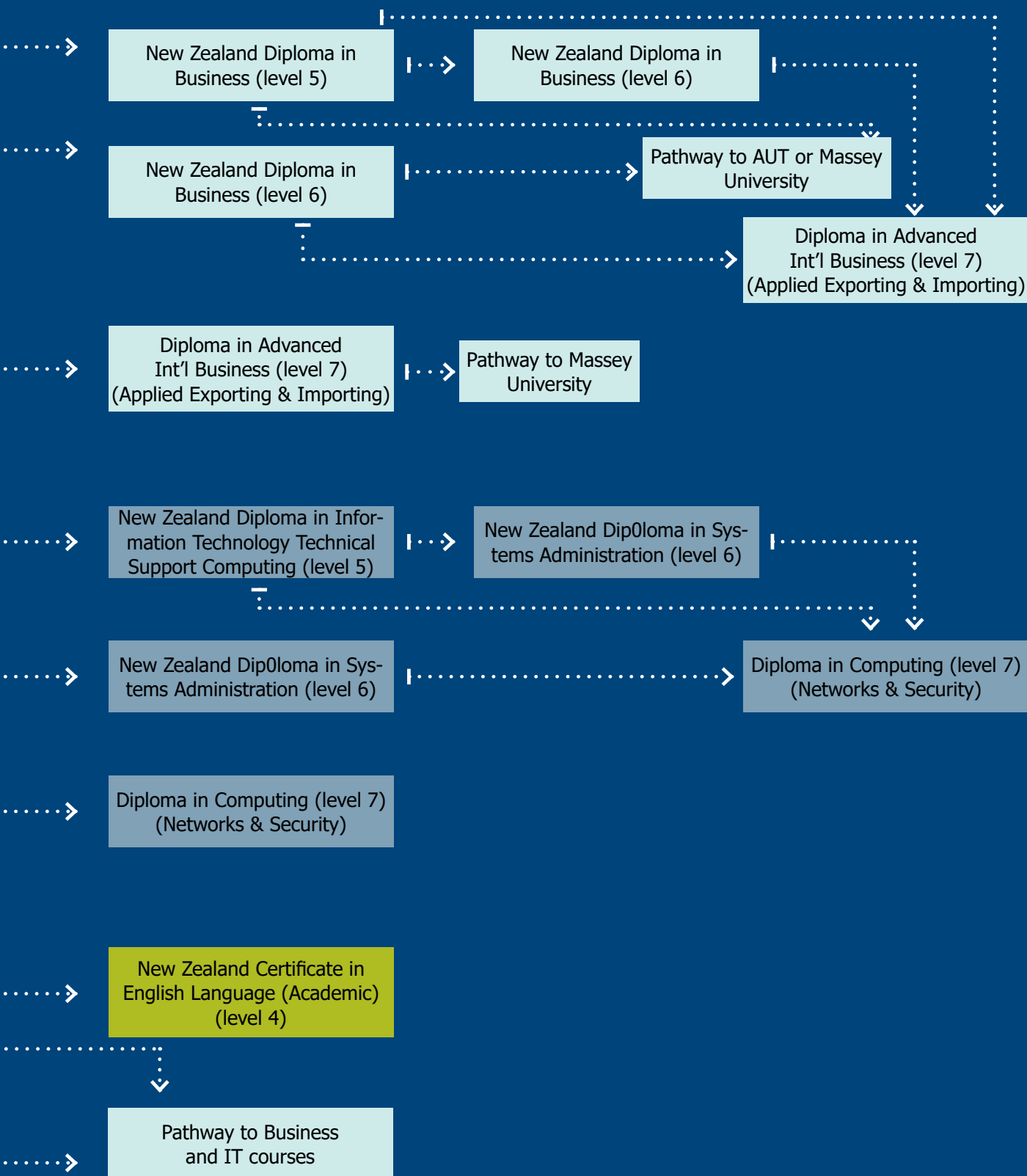
Diploma in Computing (level 7) (Networks & Security) 7



ENGLISH

New Zealand Certificate in English Language - Applied (level 3) 3

New Zealand Certificate in English Language - Academic (level 4) 4



choose your
STUDY PATHWAY

BUSINESS

IT

ENGLISH

NEWTON COLLEGE OF
BUSINESS & TECHNOLOGY
study, work, settle in New Zealand

Diploma in Applied Business (specializing in Marketing OR Production Systems and Design)

Level 7 // 40 Weeks

120 credits

course structure

- **Human Resource Management and organisational Behaviour**
- **Accounting**
- **Operations and Business Environment**
- **Project Management**
- **Research Methods**

Elective (students select preferred option)

- **Marketing Principles**
- **Production Systems and Design**

Project (students select preferred option)

- **Business Project in Marketing**
- **Business Project in Production Systems and Design**

Paper 701 Human Resource Management and Organisational Behaviour

- The purpose of this paper is to provide students with knowledge and skills of human resource requirements for a business operation including employer's legal responsibilities, a range of human resource functions and individual and group behaviour and organisational culture

Paper 702 Accounting

- The purpose of this paper is to provide students with knowledge and skills of; accounting and business terminology, types of business ownership, accounting standards, users and users objectives and limitations of analysis of financial statements, application of financial analytical techniques and tools, results analysis to make decisions and communicate information to the relevant stakeholders.

Paper 703 Operations and Business Environment

- The purpose of this paper is to provide students with the knowledge and skills to critically analyse and evaluate; macro environment and existing and new internal administrative systems, processes and technology, the competitive environment and opportunities for business development.

Paper 704 Project Management

- The purpose of this paper is to provide students with theoretical and practical knowledge on how to manage projects from concept to completion, while managing the risks.
- Learners will acquire skills to manage strategic, financial, operational and technological aspects of projects.

Paper 705 Research Methods

- The purpose of this paper is to provide students with knowledge of scientific research including purpose, principles and ethics.
- Learners will be able carry out literature review, formulate and test hypotheses, collect and critically analyze qualitative and quantitative data, write a research report and undertake small - scale research projects in business related areas under supervision.

Paper 706 Marketing Principles

- The purpose of this paper is to provide students with the knowledge and skills to critically analyse marketing goals, consumer behaviour, marketing strategy and new product planning process

Paper 707 Production Systems and Design

- The purpose of this paper is to provide students with the knowledge and skills to critically evaluate the range of production systems and to apply performance measures to current production systems using a selection of different models.

Paper 708 Business Project Marketing

- The purpose of this paper is to enable the students to develop a marketing plan utilising theoretical and practical concepts covered within the programme.

Paper 709 Business Project - Production Systems and Designs

- The purpose of this paper is to enable the students to complete a production systems
- Project Report utilising theoretical and practical concepts covered within the programme.

career opportunities

Business systems associate / analyst / consultant

Marketing and communications advisor/ consultant

Organisation processes advisor/analyst

Lean specialist/analyst across a variety of industry segments

HR associate

Project Coordinator / Project Manager

This course aims to produce graduates who can gain entry into a variety of advisory or associate positions across a range of businesses within New Zealand and internationally as a pathway to future management roles. Key competencies resulting from this qualification include: the ability to research and report on trends and changes within Marketing and Production Systems & Design.

student outcomes

Graduates of this programme:

- Can demonstrate conceptual knowledge and theoretical underpinnings of human resource management, organisational behaviour, accounting, operations and business environment, project management, research methods, marketing and production system and design.
- Can apply critical and systemic approaches to business problems and recommend solutions; appraise various business systems across business functions in small to medium enterprises; research, plan, coordinate, execute and complete a project report in the specialised area of Marketing or Production Systems and Design, utilising theoretical and practical concepts covered within the programme.
- Can have the skills required to operate effectively in the New Zealand business culture and contribute positively to the economy across a wide range of business sectors.

entry requirements

International Students

Applicants must meet the following entry requirements:

- Minimum age of 19 years
- Previous work experience in business sector would be an advantage
- Must have a level 5 qualification **OR** an equivalent international qualification
- The applicant needs to have an overall IELTS proficiency level in Academic English of 6.0 with no band score lower than 5.5 **OR** an acceptable score from a NZQA approved International English Language Testing System.

For more information on the NZQA approved international testing systems and related scores please visit www.nzqa.govt.nz

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

choose your
STUDY PATHWAY

BUSINESS

IT

MEDIA



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.

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 and finance
- have adequate knowledge to start up their own Export / Import business in near or distant future

entry requirements

International Students

Applicants must meet the following entry requirements:

- Completion of secondary schooling **OR** equivalent
- Must have a level 5 qualification **OR** an equivalent international qualification
- The applicant needs to have an overall IELTS proficiency level in Academic English of 6.0 with no band score lower than 5.5 **OR** an acceptable score from a NZQA approved International English Language Testing System.
For more information on the NZQA approved international testing systems and related scores please visit www.nzqa.govt.nz
- 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

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)

choose your
STUDY PATHWAY

BUSINESS

IT

MEDIA



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.

New Zealand Diploma in Business

Level 6 // 40 Weeks

120 NZQA credits

course structure

The aim of this programme is to enable students to gain knowledge and skills and understanding of core business operations while determining and developing strategic objectives for business entities. Students gain knowledge on soft skills such as cognitive, affective, people and business environment skills and benefit New Zealand business entities by contributing to the achievement of entities' strategic objectives.

In addition, students will have who have general and specialised business knowledge and skills than can be applied in a range of strategic roles in New Zealand business entities, depending on which strand is achieved: Accounting, Administration and Technology, and Management and Leadership.

A strong emphasis is laid on achieving the outcomes of the programme while conducting assessments in and for the context of a real or realistic business entity, and in light of the requirements of that context through the application of knowledge and skills, in an ethical manner, in a bi- and multi-cultural environment.

The program is designed to enhance students' employability skills by developing analytical and problem solving skills to resolve complex situations and challenges. Students will learn to develop strategies for managing the impact of external environments on the entity and the effect on the entity's performance by modeling professional, ethical, and socially and culturally appropriate behaviour, employee engagement and productivity in accordance with the requirements of the entity.

Accounting strand includes Financial Reporting, Management Accounting – Part 1 and Management Accounting – Part 2

student outcomes

Administration and Technology strand includes Business Technologies – Advanced, Business Administration Systems – Advanced and Business Administration: Strategy & Organisation

Management and Leadership strand includes Strategic Planning and Management, Advanced Leadership & Change Management and Project Management

- 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

- Minimum age of 18 years
- Completion of secondary schooling **OR** equivalent
- Must have a level 5 qualification **OR** an equivalent international qualification
- The applicant needs to have an overall IELTS proficiency level in Academic English of 6.0 with no band score lower than 5.5 **OR** an acceptable score from a NZQA approved International English Language Testing System.

For more information on the NZQA approved international testing systems and related scores please visit www.nzqa.govt.nz

- Previous work experience in the Business sector would be an advantage

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

career opportunities

Sales and Marketing Manager
Business Development Manager
Finance, Payroll Manager
Project Coordinator
Pathways leading to further education
(Jobs vary from entry to middle management positions across different industry sectors)



choose your
STUDY PATHWAY

BUSINESS

IT

ENGLISH

NEWTON COLLEGE OF
BUSINESS & TECHNOLOGY
study, work, settle in New Zealand



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.

New Zealand Diploma in Business

Level 5 // 40 Weeks

120 NZQA credits

course structure

The aim of this programme is to enable students to gain technical knowledge and skills and understanding of core business operations as well as soft skills such as cognitive, affective, people and business environment skills and benefit New Zealand business entities by contributing to the achievement of entities' operational objectives. In addition, students will have specialised knowledge and skills for application in operational roles in New Zealand business entities, depending on which strand is achieved: Accounting, Administration and Technology, and Management and Leadership.

A strong emphasis is laid on achieving the outcomes of the programme while conducting assessments in and for the context of a real or realistic business entity, and in light of the requirements of that context through the application of knowledge and skills, in an ethical manner, in a bi- and multi-cultural environment.

The program is designed in a manner to enhance students' employability skills by developing areas like problem solving, decision making, professional communication with internal and external stakeholders, professional, ethical, and socially and culturally appropriate behaviour, in accordance with the requirements of the entity.

Accounting strand includes Accounting Principles and Practices, Financial Accounting and Risk Management and Internal Controls.

student outcomes

Administration and Technology strand includes Business Administration 1, Business Administration 2 and Business Technologies.

Management and Leadership strand includes Operations Management, Leadership and Change Management and Managing and Leading Projects.

- 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
 - The applicant needs to have an overall IELTS proficiency level in Academic English of 5.5 with no band score lower than 5 **OR** an acceptable score from a NZQA approved International English Language Testing System.
- For more information on the NZQA approved international testing systems and related scores please visit www.nzqa.govt.nz**
- Minimum age of 18 years

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

choose your
STUDY PATHWAY

BUSINESS

IT

ENGLISH



career opportunities

Team Leaders, Customer Support

Inventory Controller

Finance, Payroll Manager

Project, Event Coordinator

Pathways leading to further education

(Jobs vary from entry to middle management positions across different industry sectors)

NEWTON COLLEGE OF
BUSINESS & TECHNOLOGY
study, work, settle in New Zealand

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.

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

entry requirements

International Students

- Applicants must meet the following entry requirements:
 - Completion of secondary schooling **OR** equivalent
 - Must have a level 5 qualification **OR** an equivalent international qualification
 - The applicant needs to have an overall IELTS proficiency level in Academic English of 6.0 with no band score lower than 5.5 **OR** an acceptable score from a NZQA approved International English Language Testing System.
- For more information on the NZQA approved international testing systems and related scores please visit www.nzqa.govt.nz**
- 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 IT industry and may be interviewed to assess their suitability for the course.

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.)

choose your STUDY PATHWAY

BUSINESS

IT

MEDIA

New Zealand Diploma in Systems Administration

Level 6 // 40 Weeks

120 credits

course structure

The purpose of this qualification is to provide Aotearoa New Zealand with people who have attained a range of professional and technical skills in a specialist area within Information Technology support. It will prepare people for employment as either a systems administrator or desktop analyst in a support environment, or to proceed to further study. This qualification builds on the common core of Level 6 skills, and generalist skills developed at Level 5, or equivalent relevant experience.

Graduates will be capable of carrying out systems administration, and providing related advice and support, using skills that will be internationally relevant. They will also be able to operate within an organisation with appropriate professional standards and practice, both independently and as part of a team.

Businesses, organisations and communities will benefit from having IT Professionals who are qualified in the management of client software and systems, in all sectors of the economy and society.

Module 01 (30 Credits) – 10 Weeks

Server Technologies and Deployment

- Implement a range of technologies for systems and network services to meet organisational requirements.
- Plan and implement automated system and application software deployment to support efficient organisational operations.

Module 02 (30 Credits) – 10 Weeks

Domain, Storage and Access Services

- Plan, implement, and manage a directory service to meet organisational requirements.
- Analyse a range of options and implement a solution to meet organisations data storage requirements.
- Analyse organisational requirements, implement a solution, and administer infrastructure for remote network access.

Module 03 (30 Credits) – 10 Weeks

Mail, Virtualisation, Scripting & IT Management

- Implement a server-based virtualisation infrastructure to support organisational requirements.
- Manage and administer a messaging and collaboration service to meet organisational requirements.
- Write scripts to automate standard system procedures.
- Apply IT service management and change management processes and procedures to comply with organisational requirements.

Module 04 (30 Credits) – 10 Weeks

Core IT Skills

- Behave with integrity as a responsible Information Technology professional to contribute positively to society.
- Apply communication, information design, personal, and interpersonal skills, clearly and professionally to enhance working effectiveness, efficiency, and quality outcomes in an organisational environment.
- Apply project management tools and techniques to an IT related project to analyse and solve problems.



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 **OR** an equivalent international qualification
- The applicant needs to have an overall IELTS proficiency level in Academic English of 6.0 with no band score lower than 5.5 **OR** an acceptable score from a NZQA approved International English Language Testing System.
For more information on the NZQA approved international testing systems and related scores please visit www.nzqa.govt.nz
- Minimum age of 19 years
- Previous work experience in the Computing sector would be an advantage

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

choose your
STUDY PATHWAY

BUSINESS

IT

ENGLISH



career opportunities

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

NEWTON COLLEGE OF
BUSINESS & TECHNOLOGY
study, work, settle in New Zealand



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

New Zealand Diploma in Information Technology Technical Support



Level 5 // 40 Weeks

120 NZQA credits

course structure

Module I – 30 credits – 10 weeks

Computer Hardware and Operating systems

- Select, install and configure IT hardware and systems software to meet organisational requirements
- IT Professional Practise
- Apply the fundamentals of information systems concepts and practice to support and enhance organisational processes and systems. **
- Apply professional, legal, and ethical principles and practices in a socially responsible manner as an emerging IT professional.
- Use problem-solving and decision-making techniques to provide innovative and timely Information Technology outcomes.

Module II – 30 credits – 10 weeks

Computer Networking

- Apply a broad operational knowledge of networking, and associated services and technologies to meet typical organisational requirements.
- Systems Administration
- Configure and administer systems and applications to meet typical organisational IT support requirements

Module III – 30 credits – 10 weeks

IT Service Management

- Demonstrate an operational knowledge and understanding of IT service management to meet typical organisational customer service requirements.
- Configure and administer systems and applications to meet typical organisational IT support requirements.
- Identify common issues related to IT security and apply a range of solutions.
- IT Support and Help Desk
- Troubleshoot and resolve a range of common system problems using appropriate tools and procedures.
- Apply the fundamentals of information systems concepts and

practice to support and enhance organisational processes and systems. **

- Apply communication, personal and interpersonal skills to enhance effectiveness in an IT role.

Module IV – 30 credits – 10 weeks

Database Administration

- Apply a broad operational knowledge of database administration to meet typical organisational data storage and retrieval requirements.
- Fundamental of Web Design
- Apply the fundamentals of interaction design concepts and practice to enhance interface design.
- Programming Principles
- Apply the fundamentals of information systems concepts and practice to support and enhance organisational processes and systems.
- Apply the principles of software development to create simple working applications.

** This outcome is completed within module 01 and 03.

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 overall IELTS proficiency level in Academic English of 5.5 with no band score lower than 5 **OR** an acceptable score from a NZQA approved International English Language Testing System.
For more information on the NZQA approved international testing systems and related scores please visit www.nzqa.govt.nz
- 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

choose your
STUDY PATHWAY

BUSINESS

IT

ENGLISH

NEWTON COLLEGE OF
BUSINESS & TECHNOLOGY
study, work, settle in New Zealand



New Zealand Certificate in English Language (Applied)

Level 3 // 16 Weeks

60 credits

course structure

The aim of this programme is to enable learners language development in 3 applied settings: academic, community and/or employment. Learners will gain an awareness of New Zealand's social norms and academic and societal expectations in order to facilitate natural communication with the resident population and employment sector stakeholders.

Contents:

- Self Introduction
- Reading for comprehension
- Kiwi Culture,
- Workplace in NZ and Expectations at workplaces
- Computers and Internet
- Travel in NZ
- Famous Personalities
- Food and Healthy Diet
- Environment and Environmental Problems and Solutions
- Future Pathways.

student outcomes

- Understand main points and some specific details of moderately complex oral texts on reasonably familiar topics relevant to the applied context
- Participate with some confidence in sustained spoken discourse on reasonably familiar topics relevant to the applied context.
- Understand main points and some specific details of moderately complex written texts on reasonably familiar topics relevant to the applied context.
- Write clear connected texts on reasonably familiar topics relevant to the applied context.

entry requirements

- 18 years of age
- Completion of Level 3 NZCEL (General), OR
- The applicant needs to have an overall IELTS proficiency level in Academic English of 5.0, OR
- An acceptable score from an NZQA approved International English Language Testing System, OR
- Equivalent as assessed through NCBT English Language Placement test

choose your
STUDY PATHWAY

BUSINESS

IT

ENGLISH



New Zealand Certificate in English Language (Academic)

Level 4 // 16 Weeks

60 credits

course structure

The aim of this programme is to enable learners' language development in academic setting. It promotes the development of the students' receptive skills and productive skills in English language through graded activities, encouragement and opportunities for practice in real or realistic context. The programme will prepare learners with the necessary academic English language skills to enable them to undertake further academic study at NZQF Levels 5 and beyond..

Contents:

- Self Introduction
- Reading for comprehension
- Kiwi Culture,
- Workplace in NZ and Expectations at workplaces
- Computers and Internet
- Travel in NZ
- Famous Personalities
- Food and Healthy Diet
- Environment and Environmental Problems and Solutions
- Future Pathways.

student outcomes

- Understand main points and some specific details of moderately complex oral texts on reasonably familiar topics relevant to the applied context
- Participate with some confidence in sustained spoken discourse on reasonably familiar topics relevant to the applied context.
- Understand main points and some specific details of moderately complex written texts on reasonably familiar topics relevant to the applied context.
- Write clear connected texts on reasonably familiar topics relevant to the applied context.

entry requirements

- 18 years of age
- Completion of Level 3 NZCEL (General), OR
- The applicant needs to have an overall IELTS proficiency level in Academic English of 5.0, OR
- An acceptable score from an NZQA approved International English Language Testing System, OR
- Equivalent as assessed through NCBT English Language Placement test

choose your
STUDY PATHWAY

BUSINESS

IT

ENGLISH



“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



NCBT student application pack

NCBT application pack includes information regarding enrolment procedure and a removable expression of interest form.

You can find a summary of our courses, course fees, payment and refund policies and how to calculate your fees in the following section titled important information. If you require more information please contact one of our study abroad consultants or alternatively visit our website **www.ncbt.ac.nz**.

It's time to
ENROL

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

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.

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

*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



expression of interest form (EOI)

INSTRUCTIONS

Please read the following instructions carefully

1. Complete all sections of the form (total of 4 pages)
2. Answers all questions in pen using BLOCK LETTERS (enclose additional sheets if required)
3. Enclose additional documents with the form

SECTION A: STUDENT DETAILS

Family Name		Given Name(s) (Mr/Mrs/Miss/Ms)			
Address					
City		Country			
Nationality	Date of Birth	TICK HERE	Male	TICK HERE	Female
Passport Number		Passport Expiry Date			
Visa Type		Visa Expiry Date			
Email ID	Contact No	Skype ID			

SECTION B: STUDENT EMERGENCY CONTACT

Name Of Contact Person	Relationship To You
Contact Number (Home Country)	
Address	
State/Province	Telephone/Mobile Nos

SECTION C: EDUCATION BACKGROUND Qualifications Gained (please start from most recent qualification)

Institute	Qualifications	Year	Country Qualification Gained
1.			
2.			
3.			
4.			

SECTION D: ENGLISH PROFECIENCY To Study At NCBT You Must Be Proficient In English

IELTS/TOEFL/PTE score
Other
Date Test Taken/To Be Taken
If you do not meet the english language requirement for the selected programme, you will be issued a conditional offer.

● **INSTRUCTIONS** Page 2 of 4 - complete all sections on this page

SECTION E: WORK EXPERIENCE Job roles you have held (please start with your most recent job)			
Company	Designation	Location	Year
1.			
2.			
3.			
4.			

SECTION F: COURSE INTAKE Please tick the preferred course and tick intake month and year							
		Fee	Jan'18	Mar'18	Apr'18	Jun'18	Jul'18
<input type="checkbox"/>	New Zealand Certificate in English Language- (Applied) Level 3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	New Zealand Certificate in English Language- (Academic) Level 4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Diploma in Computing - Networks & Security Level 7	\$18,500.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	New Zealand Diploma in Systems Administration Level 6	\$17,200.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	New Zealand Diploma in IT Technical Support Level 5	\$16,700.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Diploma in Advanced International Business Level 7	\$18,500.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	New Zealand Diploma in Business (Accounting; Administration & Technology; Leadership & Management) Level 6 (Tick preferred option below).	\$17,200.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accounting <input type="checkbox"/> Administration & Technology <input type="checkbox"/> Leadership & Management <input type="checkbox"/>						
<input type="checkbox"/>	New Zealand Diploma in Business (Accounting; Administration & Technology; Leadership & Management) Level 5 (Tick preferred option below).	\$16,700.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accounting <input type="checkbox"/> Administration & Technology <input type="checkbox"/> Leadership & Management <input type="checkbox"/>						

All Courses listed are approved by the New Zealand Qualifications Authority (NZQA)

SECTION G: ACCOMMODATION AND ARRIVAL SERVICES				
Do you want NCBT to assist you in arranging accommodation and arrival services ?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<p>If yes: You are required to send your flight itinerary at least 2 weeks prior to departure from your home country. Accommodation placement and airport pickup is a free service provided to you by NCBT. A payment of NZ\$ 150 will be incurred if either of the service requested prior to arrival is not availed post arrival.</p>				

SECTION H: PAYMENT DETAILS All fees are quoted in NZ\$ and include Goods and Services Tax (GST)				
Tuition Fee (refer to SECTION F)		Method of payment (refer to Offer of Place for Trust account details)		
Medical and Travel Insurance (14mths)	\$600.00	<input type="checkbox"/>	Cash	<input type="checkbox"/>
Total Payment Enclosed		<input type="checkbox"/>	Bank Cheque	<input type="checkbox"/>
All fees are due for payment before starting on your academic programme of study				

SECTION I: NCBT's Detailed Fee Refund Policy
Refund of fees in the case of withdrawal from NCBT courses is detailed below:
<ol style="list-style-type: none"> 1. Withdrawal of student within the first 10 working days of course commencement - Full refund less up to 25% of the payment. 2. Visa application declined by INZ - Full refund less 10% of the payment or \$500. 3. Cancellation by the provider of a course before or during the course** - Full refund less less 10% of the payment or \$500. 4. Insolvency, regulatory closure or withdrawal of accreditation of NCBT - As per Public Trust policies. 5. Withdrawal and refunds from courses after ten days of course commencement - Fees will not be credited to later courses or refunded to students after this time.

● **INSTRUCTIONS** Page 3 of 4 - complete all sections on this page

6. Currency fluctuations between enrolment - All fees received/refunded in New Zealand dollars.
7. Termination of enrolment by NCBT - No refund.

Students who withdraw before the programme commences will also be subject to the above criteria. They will be entitled to a refund less any amounts allowed to be retained as above.

****Course Cancellation:** NCBT reserves the right to cancel any course due to insufficient demand, unavailability of suitable staff or facilities or any other reason. Contact Person: Priya Kumar (Business Relationship Manager).

NOTE: The first day of the course is shown on the student's offer of place/receipt of fees / extension letter. For students new to NCBT, it is the first day of the Orientation program, which is mandatory for students. For all other students, it is the first day of enrolment. If, for any reason, a student is unable to start their course on the first day (i.e. delay in visa processing), they must notify the college and request a deferred start date, which will be confirmed in writing. In the absence of such a request, or in cases where the request is declined, the college will be entitled to assume that the student accepts the course start date originally proposed.

SECTION J: Medical and Travel Insurance

Do you want NCBT to arrange your **Medical** and **Travel Insurance** ?

TICK
HERE

Yes

TICK
HERE

No

If No, please provide a copy of your insurance to NCBT along with Payment of Tuition Fee.

If Yes, A copy of your insurance policy will be emailed to you after receiving payment and prior to departure from your home country.

Do you have any pre-existing medical condition/disability (including allergies)? Yes/No

If Yes, please provide details: _____

The above information is confidential and enables NCBT to provide support to students with disabilities/medical conditions.

SECTION K: EDUCATION (Pastoral Care of International Students) CODE OF PRACTICE 2016

NCBT has agreed to abide by the above code. Copies of the code are available from NCBT or is on the New Zealand Legislation website <http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>

SECTION L: HOW DID YOU HEAR ABOUT US

Please tick ALL options which apply

TICK HERE	Agent	TICK HERE	Advert in Local Newspaper	TICK HERE	Existing/Past NCBT Student
TICK HERE	NZQA / Immigration / EDUNZ	TICK HERE	Other Media e.g. radio	TICK HERE	Relative/Friend
TICK HERE	Educational Seminar / Fair	TICK HERE	Internet		Other (Please specify here)

SECTION M: ENROLMENT CHECKLIST

Before sending your enrolment, check you have completed ALL the below requirements

TICK HERE	Completed all sections of this Expression of Interest Form	TICK HERE	Enclosed work experience records
TICK HERE	Enclosed a copy of your passport	TICK HERE	Enclosed a resume or curriculum vitae
TICK HERE	Enclosed verified copies of your academic records	TICK HERE	Enclosed evidence of English test result
TICK HERE	Signed this EOI form	TICK HERE	Agent signed this EOI form

SECTION N: DECLARATION AND SIGNATURE

I declare that the information provided by me 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/Enrolment on the basis of my incorrect/false or misleading information. I agree to adhere to NCBT's Code of Conduct (that may be amended from time to time). I authorize Immigration New Zealand to provide NCBT with any personal details regarding my application, immigration status, including any information I have submitted to INZ in the course of my visa application. I understand that NCBT may obtain and disclose information about my enrolment, academic progress, welfare and attendance to my parents, guardians, support person, emergency contact, agents, police, Immigration New Zealand, NZQA, NCBT's Insurance provider and any other Government/Regulatory Bodies. I declare that I have completed all sections of the EOI form myself. I have read and fully understood all the information on my course fees, related costs, living expenses in NZ, the refund of Fee Policy for International students and all other information provided to me by NCBT and my agent.

Students Name Signature

Date

SECTION O: AGENT

Please, outline the proposed payment plan for the tuition fee and living costs to be incurred by the student.

I hereby declare that the information supplied on this form and the attached documents have been verified by myself/my agency and are true and accurate. I/my staff have personally provided all information pertaining to NCBT and the course to the student and I only use the material supplied by NCBT to describe the institute and its courses. I have provided information to the student on the financial requirements of the programme and Immigration New Zealand's living expense requirement and I am satisfied that the student has the necessary genuine funds as required by INZ. I also declare that I have read, understood and comply with the Education (Pastoral Care of International Students) Code of Practice 2016 administered by New Zealand Qualifications Authority. I understand NCBT may initiate a disciplinary process that may lead to termination of my agency agreement on the basis of my incorrect/false or misleading information.

Name of the Agent/Staff Contact no:

Skype ID: Email ID:

Date Signature: Stamp/Seal of the Agency

SECTION P: NCBT OFFICE USE ONLY

Comments

... ..

... ..

Name of the staff enrolling student

Title

Signature

Date

Newton College of Business & Technology

physical address: 25 Union Street, Auckland, New Zealand

postal address: P O Box 8078, Symonds Street, Auckland, New Zealand

ph: +64 9 303 1934

f: +64 9 303 1935

info@ncbt.ac.nz

www.ncbt.ac.nz

Course and Fee structure – 2018

S. No	Courses	Level	Fees (NZD)	Sub Total (NZD)	Tuition Fee (NZD)	Insurance 14 mths (NZD)	Enrolment Fee (NZD)	IELTS (Overall Score)
1	New Zealand Diploma in Information Technology and Technical Support	5	16700	16700	15700	600	400	5.5
2	New Zealand Diploma in Systems Administration	6	17200	17200	16200	600	400	6.0
3	Diploma in Computing (Networks & Security)	7	18500	18500	17500	600	400	6.0
4	New Zealand Diploma in Business	5	16700	16700	15700	600	400	5.5
5	New Zealand Diploma in Business	6	17200	17200	16200	600	400	6.0
6	Diploma in Advanced Int'l Business (Applied Exporting & Importing)	7	18500	18500	17500	600	400	6.0
7	New Zealand Diploma in Business + New Zealand Diploma in Business	5	24400	16700	15700	600	400	5.5
		6		7700	6700	600	400	
8	New Zealand Diploma in Business + Diploma in Advanced Int'l Business (Applied Exporting & Importing)	6	26300	17200	16200	600	400	6.0
		7		9100	8100	600	400	
9	New Zealand Diploma in Information Technology and Technical Support + New Zealand Diploma in Systems Administration	5	24400	16700	15700	600	400	5.5
		6		7700	6700	600	400	
10	New Zealand Diploma in Systems Administration + Diploma in Computing (Networks & Security)	6	26300	17200	16200	600	400	6.0
		7		9100	8100	600	400	
11	New Zealand Diploma in Information Technology and Technical Support + Diploma in Computing (Networks & Security)	5	25800	16700	15700	600	400	5.5
		7		9100	8100	600	400	
12	New Zealand Diploma in Business + Diploma in Advanced Int'l Business (Applied Exporting & Importing)	5	25800	16700	15700	600	400	5.5
		7		9100	8100	600	400	

Tuition 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.
(i.e. Student opting for NZDIB Level 5 and NZDIB Level 6 = NZ\$ 24400 pays NZ\$ 16700 (this Tuition fee for the 1st academic year must be paid in advance includes insurance fee for the 1st Academic Year). IELTS: Course requiring IELTS proficiency level of 5.5 bands, should have individual band score no lower than 5.0 bands. Course requiring IELTS proficiency level of 6.0 bands, should have individual band score no lower than 5.5 bands.

Course and Fee structure – 2018

English

S.No	Courses	Level	Fee (NZD)	SubTotal (NZD)	Tuition Fee (NZD)	Insurance (NZD)	Enrolment Fee (NZD)	Resource Fee (NZD)
1	New Zealand Certificate in English Language (Applied)	3	6350	6350	\$350 x 16 weeks	250 (6 mths)	200	300
2	New Zealand Certificate in English Language (Academic)	4	6350	6350	\$350 x 16 weeks	250 (6 mths)	200	300

English requirements

	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 writ- ing 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

NCBT fees payment and refund policies

Calculating your Fees Payment

As per 2018 course and fee structure. To calculate your total fees payable, combine the following totals:

Tuition Fee	+	Admin Fee	+	Insurance Fee	+	Enrolment Fee	=	TOTAL will be the FEES DUE
-------------	---	-----------	---	---------------	---	---------------	---	-----------------------------------

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

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 10% of the payment or \$500.00
Insolvency, regulatory closure or withdrawal of accreditation of NCBT>	Pro-rata refund
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.

** Students who withdraw before the programme commences will also be subject to the above criteria. They will be entitled to a refund less any amounts allowed to be retained as above.

Please note: The first day of the course is shown on the student's offer of place / receipt of fees / extension letter. For students new to NCBT, it is the first day of the induction program, which is compulsory for these students. For all other students, it is the first day of enrolment. If, for any reason, a student is unable to start their course on the first day (i.e. delay in visa processing), they must notify the college and request a deferred start date, which will be confirmed in writing. In the absence of such a request, or in cases where the request is declined, the college will be entitled to assume that the student accepts the course start date originally proposed. Withdrawals will be processed within five working days of the withdrawal process being formally approved.

NCBT fees payment and refund policies

Protection of Student Fees

All fees and charges are payable in advance. In accordance with the Education Act 1989, the New Zealand Qualifications Authority (NZQA) requires all Private Training Establishments (PTE's), to protect all payments made by, or on behalf of, a student, including all fees (including course- related costs), accommodation and living expenses.

NCBT protects all student payments with NZQA-approved mechanism - Trust Accounts (adminis- tered by Public Trust);

- Public Trust is a New Zealand Government Guaranteed Student Fee Trust Account managed by the Public Trust to protect your fees.
- Your fees are held in trust as soon as they are deposited with Public Trust.
- Your fees are deposited into the Trust Account with payments made to NCBT over an agreed timeframe and payment schedule

On arrival in New Zealand you will be asked to sign an application to establish your Student Fee Trust Account. This is part of your initial induction. All applications for change of course must be approved by the Enrolment Department.

Contact Person: **Priya Kumar (Business Relationship Manager)**





NZQA accreditations, awards and industry accreditations

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

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

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

✓ Other Industry Standard certifications

Microsoft® IT Academy
Program Member



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.



here is what our students want to say...

"NCBT became my new home after coming to New Zealand and the people working here my new family. It is not only excellent education that I have received from this institute but also help with anything that I ever faced problems with. Health, knowledge, job search, further education advice, are some of the few very important areas I got support 24/7 from NCBT. My journey so far with them has been sensation and I have enjoyed every moment of it." Anindo Roy, Diploma in Advanced International Business (Applied Exporting / Importing) Level 7, Dhaka, Bangladesh

"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

"One of the best colleges in New Zealand, good quality education, well qualified staff that gives lots of support and best environment for studies." Vinnet Aggarwal, Diploma in Computing (Networks & Security) Level 7, Rajasthan, 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

"The educational Structure helped me a lot in gaining knowledge and creating a base for my future studies and work opportunities in New Zealand. It changed my whole personality. I want to thank NCBT for all the help and would recommend my friends who want to study abroad to come and settle and study with NCBT" Karan M Bhandari, National Diploma in Computing Level 5 and Diploma in Computing (Networks & Security) Level 7, Mumbai, India



"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

"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

"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 Runggrattanasert, National Diploma in Business Level 5, Thailand

"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." Nirmal Jhalla, Diploma in Advanced International Business (Applied Exporting / Importing) Level 7, Gujarat, India

"Teaching here is excellent and I am totally impressed" Kiran Mathew, Diploma in Computing (Networks & Security) Level 7, Kerala, India



**AUCKLAND,
NEW ZEALAND**

Newton College of Business & Technology

physical address:
25 Union Street
Auckland CBD 1010
New Zealand

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

email us: info@ncbt.ac.nz

Free ph: 0800 TO NCBT
phone: +64 9 303 1934
fax: +64 9 303 1935