



ADVANCED TRAINING ACADEMY LTD

Registered and accredited by New Zealand Qualifications Authority

Student Handbook

FFTO and TFW Programme

Student Name: _____

Student ID: _____

Course Enrolled: _____

Enrolment Date: _____

ATA Campuses

6A Jack Conway Ave, Manukau City (Head Office)
24 Garden Place, Hamilton

National Office Contact Details

Telephone: (09) 263 6527
Facsimile: (09) 263 6526
Website: www.ata.ac.nz
Email: info@ata.ac.nz

Hamilton Campus Contact Details

Telephone: (07) 834 0007
Facsimile: (07) 834 0407
Email: info.hamilton@ata.ac.nz

Personal Information Page

This is your Student Handbook. Complete the details on this page for your own records and information.

Your Name

Course Name

Tutor's Name

Administrator's Name

Branch Phone Number

Class hours

Date commencing course

End date of course

In an emergency evacuation, for example a fire, I am to assemble

.....

.....

The fire extinguishers are located

.....

.....

Welcome!



Welcome to Advanced Training Academy.

This Student Handbook gives you the information that you need while you are studying at the Advanced Training Academy.

Management and staff at Advanced Training Academy wish you every success with your training and we are committed to supporting you throughout the course. If you are unsure about any of the information given in this handbook or require more information, please do not hesitate to talk to the staff at the Academy. An appointment can be made at the Reception desk if you wish to see any staff members.

If you wish to speak to someone in your own language ask at reception and the Administration Officer will make an appointment for you. Staff are available throughout the day to ensure that you get the most out of your time at the Advanced Training Academy.

Best Wishes,

Roya Jazbani
Chief Executive Officer

Introduction to Advanced Training Academy

Mission Statement

Advanced Training Academy Ltd is committed to the provision of a holistic approach to quality training and education opportunities, developed and delivered for learners with the needs of industry in mind.

Our Mission Purpose is to:

- *Build confidence and self-esteem in learners*
- *Provide learners with a strong base of employment skills*
- *Prepare learners to obtain and retain employment*
- *Support self-paced learning by delivering a mix of practical and theoretical activities.*

Our Goals and Objectives are to:

- *Provide an innovative and stimulating learning environment*
- *Maintain a range of quality training programmes delivered by well-qualified, motivated tutors*
- *Meet the needs of individual learners with an agreed programme that supports them to reach their full potential*
- *Be inclusive and welcoming to all cultures.*

Advanced Training Academy (ATA) is registered and accredited by the New Zealand Qualifications Authority (NZQA). The quality of ATA courses is guaranteed. ATA specialises in both National Diploma and Certificate level qualifications and all of the ATA courses are externally moderated by NZQA. We pride ourselves on meeting the learning needs of both domestic and international students.

As one of the more successful private training establishments in New Zealand, we pride ourselves on meeting the learning needs of our students. We offer computer and business administration, and several trade training courses and have 2 campuses; one in Manukau City and one in Hamilton. The prime purpose of ATA is to develop and deliver courses that provide training based on industry needs and/or employment.

As one of the leading training institutions in New Zealand we...

- provide a professional learning environment that meets individual needs,
- offer a good mix of practical work and theory,
- have modern and safe workshops with state-of-the-art facilities and technology,
- offer national and international qualifications,
- have professional tutors with a high quality standard of teaching skills and qualifications.

The Academy represents a number of special features. We are a multicultural organisation with an ability to communicate in a variety of languages including Te Reo Maori, Samoan, Cook Island, Tongan, Arabic, Farsi, Chinese and Hindi as well as English. We are a member of the Microsoft IT Academy Program ensuring that our students are given opportunities to gain internationally recognised qualifications. The Academy also has a formal and good relationship with higher education providers and universities throughout New Zealand. All inquiries should be made to the Administration Officer at the campus that you attend.

ATA staff profiles are available to view on the website – www.ata.ac.nz

ATA Course List

➤ Youth Training for Domestic Students (Conditions Apply)

COURSE/QUALIFICATION	DURATION	INTAKES ¹	LOCATION
<i>Computer Assisted Learning Programme</i> National Certificate in Computing Level 2 & National Certificate in Employment Skills Level 1	48 Weeks	Flexible	Manukau
<i>Employment, Technology Communication</i> National Certificate in Computing Level 2 & National Certificate in Employment Skills Level 1	48 weeks	Flexible	Hamilton

➤ Foundation Focused Training Opportunities Programme

FFTO is a 26 weeks TEC programme incorporating workplace Health & Safety. Students will have the opportunity to study trades disciplines, gaining theory and practical experience

COURSES	DURATION	INTAKES ¹	LOCATION
Welding & Engineering	26 Weeks	Flexible	Manukau
Furniture Making (Upholstery)	26 Weeks	Flexible	Manukau
Automotive	26 Weeks	Flexible	Manukau

➤ Training for Work – Multi Service

TFW is a 13 weeks MSD programme incorporating workplace Health & Safety. Students will have the opportunity to study specific subjects, gaining theory and practical experience

COURSES	DURATION	INTAKES	LOCATION
Welding & Engineering	13 Weeks	Flexible	Manukau
Furniture Making (Upholstery)	13 Weeks	Flexible	Manukau
Automotive	13 Weeks	Flexible	Manukau
Business Admin Retail & Computing	13 weeks	Flexible	Hamilton

➤ Fee-Paying Courses for Domestic and International Students

COURSE/QUALIFICATION	DURATION	INTAKES	LOCATION
National Certificate in Computing Level 3	19 weeks	Flexible	Manukau
National Certificate in Computing Level 3	19 weeks	Flexible	Hamilton
National Diploma in Computing Level 5	40 weeks	February	Hamilton

Enrolment and Assessment Information

Enrolment Procedure

When selected to enrol on a course

- You will need to complete an enrolment form for tuition.
- Should you meet the entry requirements, you will receive a formal offer of a placement on the course.

Please note: Those enrolling on the FFTO, TFW or Youth Programme will initially fill in a pre-enrolment form. At the end of observation period, if accepted onto the course, they will then fill in an official enrolment form.

Before you start the course

You must read the Student Handbook and sign the Learner Contracts to show that you understand and accept the contents of the document and agree to abide by the rules.

Orientation

Orientation takes place during the first week of your course. You will meet tutors and will be introduced to all the staff and to fellow students. You will be shown the facilities, evacuation procedures and told the requirements for training. Documents are signed and the Student Handbook is explained and agreed upon.

Change of Address and/or phone contact

If you move house or change any of your contact details while studying at ATA you must notify the Academy immediately. Give the Administration Office at reception the details of the change so that your student record can be amended.

Recognition of Prior Learning (RPL)

Recognition of prior learning (RPL) gives due recognition to prior knowledge and skills and/or previous qualifications.

RPL Principles:

- The student's individual NZQA Record of Learning is given recognition for qualifications (Framework and non-framework) and unit standards listed and may be used to meet entry requirements or as credits towards a qualification offered by ATA.
- RPL is available to students who have knowledge and skills that can be validated within the accreditation scope of ATA.
- The process should be fair, valid and consistent.
- Support and guidance should be available throughout the RPL process.
- RPL can be assessed from diverse sources of evidence.
- The RPL is subject to the same principles and requirements required under the assessment and moderation policy.

RPL Procedure:

- Student requests RPL service in writing to their Tutor.
- Student provides NZQA record of learning and evidence of non-framework qualifications awarded and discusses with Manager the area of prior learning that will be assessed.
- If the Manager decides that there is a viable opportunity to assess prior learning, the student is referred to an appropriate tutor to assess prior learning.
- The tutor briefs the student on what evidence is required to make a valid assessment.
- The student presents to the tutor their portfolio of evidence.

- The tutor assesses the evidence against the unit standard requirements and makes an assessment decision.
- The tutor may decide that there is not sufficient evidence available and conduct a challenge assessment using an existing assessment.
- The assessment decision is recorded and communicated to the student
- The established systems of assessment, moderation and reporting apply.

Assessment Appeals

If you disagree with a tutor's assessment of your performance, you may appeal that tutor's assessment decision. You may approach the tutor first with your concerns, then if the issue can't be resolved to your satisfaction, follow the procedure for complains/grievances or assessment appeals listed in this handbook. The Assessment Appeals form can be made available on request.

Support Information

Student Guidance and Support

The management and the tutors will work with you to see what your needs are. They will also help you with any problems that you may have. Should they be unable to help you, they will endeavour to find someone who can.

Job Search Assistance

ATA staff can assist student to:

- Compile and put together students CV and/or covering letters for job applications.
- Make copies of situation vacancies from the newspaper.
- Allow students to use the telephone for job enquiries free of charge.
- Issue an Academic Record to indicate completed units up to the time of job application.

List of External Support Available:

- | | |
|--|---------------------|
| • Work and Income NZ (WINZ) Auckland | |
| • Work and Income NZ (WINZ) Auckland | Phone 0800 559 009 |
| • WINZ Hamilton City, 317 Victoria Street, PO Box 3050 | Phone (07) 957 0399 |
| • Emergencies (Fire, Police, Ambulance) | Phone 111 |
| • Local Police | |
| ○ Manukau | Phone (09) 259 1200 |
| ○ Hamilton | Phone (07) 858 6200 |
| • Child Youth and Family Services | Phone 0508 326 459 |
| • Accident Compensation Corporation – ACC | Phone 0800 101 996 |
| • Occupational Safety and Health – OSH, PO Box 63 010 | Phone 0800 20 90 20 |
| • Citizens' Advice Bureau | |
| ○ Auckland, 305 Queen Street | Phone (09) 377 3314 |
| ○ Hamilton | Phone (07) 839 0395 |
| • CRISIS Mental Health Services (24hrs) | Phone (09) 366 4287 |
| | Phone 0800 505 050 |
| • Domestic Violence Centre, 33 Wyndham Street | Phone (09) 303 3938 |
| • Women's Refuge | Phone (07) 855 1569 |
| • Family Planning Association, | |
| ○ Auckland, 5 Short Street, Newmarket | Phone (09)522 0120 |
| ○ Hamilton | Phone (07) 839 4061 |

- Sexual Health Service
 - Hamilton Phone (07) 839 8732
- Elections, 181 Vivian Street, PO Box 190, Wellington Phone 0800 367 656
- Community Law Office
 - Hamilton Phone (07) 839 0770
- Youth Transition Services Phone 0800 696 884
- Youth Help Line Phone 0800 376 633
- NZ Income Support Service (general inquiries) Phone 0800 559 009
- Housing New Zealand Corporation (all inquiries) Phone 0800 739 717
- Relationship Services
 - Hamilton Phone (07) 839 3267
- New Zealand Qualifications Authority (NZQA) Phone 0800 697 296
- Studylink Phone 0800 889 900
- Student Loan inquiries Phone 0800 377 774

Rules and Regulations of the Academy

Being on Time

You are required to be on time for learning and classes will start on time. If you are going to be late, you are expected to ring \email\IM\txt and leave a message at reception.

Attendance

- A student MUST inform the Administrator of an absence and the reasons why.
- A Student cannot take a break that is not catered for by normal Academy holiday periods.
- Your tutor will make contact with you to discuss the reasons why you have been absent and will endeavour to assist you to enable you to continue to attend and meet your achievement requirements.
- Should the tutor be unable to contact you for more than 5 days, documented discussions will be held with at least two members of the management team who will decide if you are to be withdrawn. External agencies (Studylink, Immigration) may need to be contacted regarding your welfare.
- Students must maintain at least 95% level of attendance. An un-notified absence of more than two consecutive weeks will result in withdrawal from the course.
- An attendance roll is taken each day, a hard copy and a computer database is retained with this information.

Student Discipline Procedures

Situations where student disciplinary action would be used:

- Being uncooperative and disruptive in class
- Frequent absences from class – students must maintain a minimum of 95% attendance
- Frequent lateness to class – at beginning of the day and after breaks
- Not meeting agreed assessment deadlines
- Low output/low credit achievement
- Causing mental or physical harm to any member of the staff or student(s) while attending the course depending on the seriousness of the incident

Disciplinary Procedure:

The student is given two verbal and one written warning before being dismissed from the course. The standard of behaviour required from the student must be clearly communicated and support given to the student to develop solutions to the problem.

The following are reasons for instant dismissal:

- Wilful destruction of property
- Fighting or theft
- Bringing alcohol and/or non-prescriptive drugs onto the premises and/or being under the influence of alcohol and/or illegal drugs whilst on the premises
- Causing mental or physical harm including all form of harassment to any member of the staff or student(s) while attending the course depending on the seriousness of the incident
- Any kind of harassment
- Chronic absence

The liability for student misconduct must be clearly established by admission or witnesses. The process of student discipline is carried out by the Tutors and the Manager. The recommendation to dismiss a student is made to the Management who makes the final decision. All stages of the procedure are documented and filed in individual students file.

Eating and Drinking

Only water is allowed to be consumed during class times. Time is allocated throughout the day for tea, coffee and/or food breaks. Water is not allowed to be near the computers, except when contained in sipper-bottles.

Smoking and Fire

In an emergency, for example fire, you must follow the instructions of your tutor. The assembly point will be told to you by your tutor or administrator. ATA campuses are NON SMOKING areas. If you need to smoke please smoke outside the building *away* from the entrance doors. You MUST dispose of any cigarette butts in suitable rubbish bins or receptacles, NOT on the footpath. Smoking is banned in all commercial buildings in New Zealand.

Complaints – Policies and Procedures

Internal and External Complaints Procedure

We know that you will enjoy your training with the Academy and we welcome any opportunity to make improvements for our students. The Academy will help you as much as possible, therefore if something is wrong, please let us know and we will endeavour to put it right.

If you feel unhappy or have a problem, with your tutor, firstly speak to them so that the issue can be resolved. If you feel that you cannot talk to your tutor, you can speak to the CEO. Personal grievances and problems with other students should be resolved outside training hours.

Complaints/Grievance/Appeals Procedure

If you have a complaint you will need to take the following procedure:

Step	Responsibility
1. Students should bring any concerns/ problems first to the tutor who may respond immediately or consult with the Manager to facilitate a solution that can be negotiated with the student. At any stage of the process the student may have a support person.	Tutor with support from the Manager.
2. The Administrator may receive complaints only if the student does not want to go directly to the tutor. The Administrator may follow up the complaint immediately giving due consideration to the student and the tutor or consult with the Manager.	Administrator with support from the Manager when needed
3. A copy of a file note describing the issue/concern and the outcome should be kept in student folder.	Tutor completes file note and appropriate filing completed.
4. If the issue/concern cannot be resolved at Tutor or Administrator level the student may submit in writing to the Manager either personally or via the student representative. This should be done within fourteen (14) days of the occurrence of the concern. The Manager may deal with the issue immediately or consult with the CEO or Management Team to facilitate a solution that can be negotiated with the student.	Manager with support from the Director or CEO
5. A copy of a file note describing the issue/concern and the outcome should be kept in student folder. The Manager should communicate to the Director and the CEO the nature of all complaints and outcomes that are received in writing.	Manager completes file note and appropriate filing. Communicates to the Director and the CEO
6. The Manager will review all complaints to identify areas of improvement in annual course reviews carried out by Course Review Teams.	Manager
7. If the matter cannot be resolved internally the student is able to contact NZQA directly at PO Box 160, Wellington, or by telephone on 0800 697 296. Website: www.nzqa.govt.nz	The Student.

External Bodies

Students may contact the following agencies for advice:

- The local Tertiary Education Commission (TEC) Office
- The local Work and Income (W & I) Office or their Case Manager
- Ministry of Education (MOE), 45-47 Pipitea Street, PO Box 1666, Wellington
- The Human Rights Commission (0800 4 YOUR RIGHTS)
- OSH (Occupational Safety & Health), PO Box 63 010, Manukau, Phone 262 5300
- Language Line – Free interpreting Service for Amharic, Arabic, Assyrian, Bengali, Bosnian, Cantonese, Cook Island Maori, Croatian, Dari, Farsi, Gujarati, Hindi, Japanese, Khmer, Korean, Kurdish, Lao, Mandarin, Maori, Myanmar, Niuean, Pashto, Punjabi, Russian, Samoan, Serbian, Sinhalese, Somali, Tamil, Thai, Tokelauan, Tongan, Tuvaluan, Ukrainian, Urdu, and Vietnamese languages. Service available Monday- Friday 9am to 6pm. To access the service, call or visit a participating agency, ask for language line and your language. An interpreter is usually on the line within two minutes and will help.

List of participating agencies:

Accident Compensation Corporation	0800 10 19 96
Commerce Commission	0800 94 36 00
Department of Internal Affairs	
Office of Ethnic Affairs	09 362 7981
Births, Deaths, and Marriages	0800 22 5252
Citizenship	0800 22 5151
Passports	0800 22 5050
Department of Labour	
Employment Relations Service	0800 80 08 63
New Immigration Service	0508 55 88 55
Housing Corporation of New Zealand	0800 80 16 01
Ministry of Economic Development	
Electrical Workers Licensing Group	0800 66 10 00
Insolvency and Trustee Service	0508 46 76 58
Measurement and Product Safety Service	0508 62 77 74
Ministry of Consumer Affairs – Consumer Line	(04) 474 2750
New Zealand Companies Office	0508 26 67 26
Ministry of Social Development	
NZ Superannuation	0800 55 20 02
Study Link.....	0800 88 99 00
Work and Income.....	0800 55 90 09
National Poisons Centre	0800 76 47 66
New Zealand Police	Local Police Station
Tertiary Education Commission – English for Migrants	0800 37 65 69

Withdrawal, Cessation of Enrolment Procedures

Withdrawal

Students will be withdrawn from the course if they are absent for more than two consecutive weeks (fee-paying) or 5 consecutive days (fully funded) without making contact or if they write a letter requesting to be withdrawn. International students must maintain a minimum of 80% attendance rate, failure to do so may mean that the student is withdrawn from the course and NZ Immigration Service notified.

Cancellation of Training by the Academy

The Academy reserves the right to cancel training courses due to insufficient demand, unavailability of suitable training staff or facilities or similar major problems. In all cases, if you are enrolled on the cancelled course, you will be offered alternative training dates or a full refund (fee-paying courses).

General Student Information

Visitors and Friends

Visitors and friends are welcome to enter the Academy after teaching hours provided you make arrangements with the Administration Officer. If your relatives or guardians wish to meet the staff, please ask the Administration Officer to make an appointment within normal business hours.

Self-Directed Study

To help you get the most from your studies at the Academy, you are encouraged to undertake some self-directed study. To help you with this, the Academy is available for you to continue your studies in your own time after the scheduled teaching times. Teaching staff will also be available for answering questions and to help you access learning aids. You may also have homework to complete in the evenings. We will help you to make the best use of the internal and external library and other resources.

Medical Problems

If you are too sick to come to the Academy, you will need to get a doctor's certificate that verifies that you are sick and says how many days you will be absent. Please ring the Academy and tell the Administration Officer that you are ill and how many days that you will not be attending. You will need to bring the medical certificate with you when you return to class. If you do this you will be recorded as sick, otherwise you will be recorded as absent and may not meet the attendance requirements of the course.

Valuables

Do not leave any of your valuable possessions in the Academy unattended, they may be lost or stolen. The Academy cannot take responsibility for the theft or loss of your property.

Phone

Use of Academy telephones is not permitted without prior approval. If it is necessary to use it for very quick calls, there is a charge of 50 cents.

Health and Safety Procedures

Display and Evacuation Notices

Notices will be displayed in the building explaining the procedures and the exit routes to be followed in the event of an evacuation.

Trial Evacuations

Trial evacuations are conducted in educational buildings once a term except when a real emergency evacuation has already taken place during that term.

Assembly Point

The assembly point for your campus will be told to you by either your tutor or the administrator.

Hazards

If you see anything that you think is a hazard you must report it to reception immediately. The Administration Officer will fill in a report form and inform the Manager who will take the appropriate action.

First Aid Kits

First aid kits are kept at the reception area of the Academy. If in doubt ask your tutor. If you are ill and need to leave class, tell your tutor who will make sure that you can get to a doctor if necessary. Whenever the first aid kit is needed, details of the reasons are to be written into the 'first aid' register.

If you have an accident that is too serious for staff to treat, arrangements will be made for you to be taken to an emergency centre or for an ambulance or doctor to be called. All accidents including minor ones are to be entered into the 'accident register'.

Safety rules

Everybody on the Academy premises must observe the following safety rules:

- Do not run, only walking is permitted.
- Use handrails, if provided, when going up and down the stairs.
- You are not allowed to have alcohol or non-prescription drugs on the premises.
- If you spill something, you must clean it up immediately.
- Always clean and store workshop tools and equipment after use.
- Always wear protective clothing (where applicable) and any oil, grease or coolant spilt on the floor must be cleaned immediately.
- Obey all workshop/classroom signs and container labels.
- Take all practical steps to ensure that you and other people are not harmed when using any tools or applications in the workshop.
- Rectify or report any situation or action that may cause harm to you or to anyone else at your workplace.
- Any accident or injury must be reported either to your tutor and/or the Administration Officer.

Fire and Safety Compliance

- Smoking is not allowed at any of ATA's premises.
- Matches or fire lighting equipment must not be used within the premises.
- You must not tamper with the fire extinguishers.
- Make sure that you know where the fire extinguishers are located.

Emergency Procedures

The following procedures are to be followed in the case of an emergency:

Fire and/or Explosion

- Sound the alarm
- Inform the nearest staff member
- Initiate site emergency evacuation procedure
- Call fire service 111

Serious Injury

- If machinery is involved, stop machinery.
- Call for assistance
- **Call for an ambulance on phone 111**
- Give appropriate first aid and comfort the person
- Do not put yourself or other people in unnecessary danger
- Report the situation to the Managing Director

Bomb Threat

- Stay calm and listen carefully to the caller. Write down all that is said; ask the caller where the bomb is located
- **Call police 111**
- Act according to advice from the police
- If advised by the police, instigate emergency evacuation plan

Earthquake

- Stay calm, keep a clear head.
- Take cover – move quickly and quietly to the nearest area considered to be safe (e.g. shelter under a table, in a strong doorway or in a corner away from windows.
- Watch for falling debris and other overhead objects.
- Do not attempt to run outside.
- Do not attempt to use the phones. These may be needed to contact civil defence, police, etc.
- After the earthquake, check if anyone has sustained injuries. When the premises can be safely evacuated, the alarm should be sounded. Staff members present should assess the damage as it is their role to determine whether evacuation is necessary.

Electrocution

- Switch off the power supply.
- Follow 'serious injury' procedure referred to above.

Robbery

- Co-operate with the robber.
- Remain calm.
- Take no personal risks.
- Observe persons features, height, build, clothing, etc
- When you can, ring the police
- Notify management.

Gas Leak

- Notify management who will then notify gas engineers.
- If necessary, follow the fire and explosion procedure set out above.



Learner Induction Check List

Learner's Name _____

This is to be carried out at Orientation for all new enrolled students. Make sure you read through carefully and understand every point before signing this checklist.

- First Aid Kit location and use explained
 - Accident Register explained
 - Fire Evacuation Procedure explained
 - Hazard Identification and Register explained
 - Smoking Policy explained
 - Common facilities location explained
 - Tutor and classroom/workshop location explained
-

Class Tutor -

- Contracts explained and signed
- Handbook issued
- Timetable issued

Tutor's Signature

Learner's Signature

Date

Training Programme Name



Learner-Tutor Contract

Learner's Name: _____

I agree to abide by the Policies, Procedures, Rules and Regulations of the Advanced Training Academy.

I agree to be ready to start at the correct time. I will advise the Administration Officer or a staff member in advance or as soon as practical if I am going to be late or unable to attend.

I will be honest in my dealings with the other learners/students and with the teachers.

I fully understand that if I am absent from the course and do not comply with the requirements I will accept the consequences as listed below:

- I may be withdrawn from the course and Tertiary Education Commission will be informed which will result in my travel allowance being cancelled.
- Work and Income New Zealand (WINZ) will also be informed which could result in my Training Benefit being cancelled.

I agree to commit myself to fully attend the training programme to the best of my ability and will make every endeavour to gain employment or further education once I complete the course.

I agree to make a 100% commitment to follow and abide by all Workshop Safety Procedures.

I agree to try hard to complete any assignments on time and to work on them to the best of my ability.

I will ask for 1 to 1 sessions when I need them.

I will try to be cooperative and sensitive to the needs of the teachers and other students.

I will cooperate with any "house keeping" rules of the group and our training room (ie. doing my own dishes, keeping the room clean, etc).

I have received a copy of the Student handbook and have read, understand and agree to abide by the COURSE Training Rules.

Tutor's Signature

Learner's Signature

Date

Training Programme Name

APPENDIX A

Learner Assessment Appeal Form

Learner Complaint Form



Learner Assessment Appeal Form

This form is to be used when you wish to contest an assessment result. It must be handed in to your tutor within two weeks of receiving your assessment results. Further forms can be requested from you tutor.

Name of the Learner:	
Course Name:	
Course Number:	
NZQA ID Number:	
Skill NZ ID Number: (if applicable)	

Name of the Assessor/Tutor:	
Branch:	
ITO Assessor Registered Number: (if applicable)	

BASIS OF APPEAL	
Contested Assessment Unit Standard Number:	
Contested Assessment Unit Standard Name:	
Date of Assessment:	
Reason for Appeal:	

Learner's Signature: _____ **Date of Appeal:** _____

Assessor's/Tutor's Comments:

APPENDIX B

Fire Evacuation Procedure

Notes

FIRE EVACUATION PROCEDURE

If the fire alarm sounds:

- Follow the instructions given to you by the floor warden.
- You will be directed to walk quietly, but quickly out through the nearest fire exit. Take only what you have on you. **DO NOT** return to any areas that the floor warden has cleared.
- Use the stairs, **NOT THE LIFT**, to get out of the building.
- **ASSEMBLE** in outside the building keeping clear of the building and the entrances. **DO NOT** go to the shops or visit with friends passing by.
- The floor warden will check their designated areas for personnel before they leave the building.
- Once out of the building, **DO NOT** attempt to re-enter the building. (Nothing inside is worth risking your life for and professionals are there to take care of things).
- **DO NOT** leave the assembly area until the all clear is given.

DIAL 111

STAFF AREAS OF RESPONSIBILITY

Hamilton Campus

Ngarama – Building Warden			
Ground Floor		Second Floor	
<i>Name</i>		<i>Name</i>	<i>Duty</i>
Current Tenants		Kevin	Floor Warden
Third Floor		Fourth Floor	
<i>Name</i>	<i>Duty</i>	<i>Name</i>	<i>Duty</i>
Mala	Floor Warden	Matt	Floor Warden

Manukau Campus

Roya – Building Warden			
Reception\Admin & L3		Upholstery & CALP	
<i>Name</i>	<i>Duty</i>	<i>Name</i>	<i>Duty</i>
Receptionist	Area Warden	Amza	Area Warden
Welding & Student Area		Upstairs Admin	
<i>Name</i>	<i>Duty</i>	<i>Name</i>	<i>Duty</i>
Ranjit	Area Warden	Jasmine	Area Warden
Unit B Workshop		Unit B Classroom	
<i>Name</i>	<i>Duty</i>	<i>Name</i>	<i>Duty</i>
William	Area Warden	Inoke	Area Warden

During Orientation you will be taken on a tour of the building by your Tutor and shown all the Emergency Evacuation Routes, locations of Fire Alarms, Hoses and Extinguishers as well as the Evacuation Assembly Point.

Please make sure you know where all of these are.

