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study : work : settle

...in New Zealand



2011 / 2012 Student Prospectus

NEWTON COLLEGE OF BUSINESS & TECHNOLOGY



welcome to...

Newton College of Business & Technology



study : work : settle

programme for international students

NCBT has been running this programme successfully for more than 8 years. Over 85% of students have settled with either permanent residence or long term work permits.

(As per the data collected in Jan 2011.)

Our strategy is simple...

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

After you graduate, you are eligible for a Job Search Visa for one year. We have designed our programme schedules to ensure you get opportunity to work either during corporate working hours or during weekends. You are eligible to work up to 20 hours per week during studies.

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

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

There are many owned and operated migrant businesses and services including television and radio stations.

Other New Zealand cities do not have the same concentrations of migrants.



You are warmly welcomed at NCBT.

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

A handwritten signature in black ink, appearing to read 'Paul Chalmers'.

Paul Chalmers
Principal Advisor, NCBT



2011 / 2012 prospectus

study

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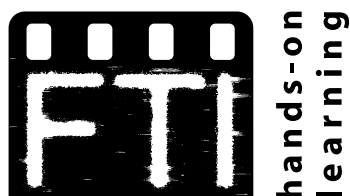
NCBT company group

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



Workplace Training Company

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



Film & TV Institute NZ

Film & Television Institute New Zealand (FTI)

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



Service Strategies Corporation Asia Pacific

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



EngagePlus

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

-
- **Introduction to NCBT**
-
-



“Excellent and well trained staff. They go out of their way to help at academic and personal level. All relevant facilities provided on time. Thanks to NCBT team for their ultimate support. Today I can say that they will go a long way.”

Sandhya Devi, Fiji

● Locations and Facilities

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

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

On site, NCBT has centrally air-conditioned facilities, a large reception and waiting area, fully equipped computer labs, theory classrooms and a good size student recreational area with student facilities. Light refreshments, along with, hot and cold drinks are available from vending machines. Kitchen facilities, including microwave are available for student use.

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



● Staff and Tutors

NCBT has qualified teaching staff.

All tutors have relevant degrees and experience working in the commercial sector - often in an international context. Their experience with real time projects ensures business environment and theoretical skills are introduced in class.

NCBT Staff

CEO	Mr Ashish Trivedi MBA
Principal Advisor	Mr Paul Chalmers BA, MPhil, Dip Tchg
Regional Manager (India & SE Asia)	Mr Kinnart Trivedi Mpharm, MBA
Technical Advisor	Mr Sanjay Kumar MTech
Business Relationship Manager	Ms Priya Kumar NatDipComp, TCA, PVTCA, Cert in SOC, SERV
Welfare Manager	Ms Jane Edwards PG Dip HR
Head of Department - IT / IT Manager	Mr Tushar Thaker DACSE, MCITP- Entp. Administrator, MCT, CCNA, NatDipComp
Head of Department - Business / Business Tutor	Mr Drazen Milosevic MPBS, BS (Eco.), MCP+I,
Business Tutor	Gabriel Brett Kelly BA, DipTchg, Dip ELT
IT Tutor	Mr Tanmay Vaidya DACSE, MCSA, MCT
Business Tutor / Marketing Co-ordinator	Mr Amrit Melant BHM, MBA
Business Tutor / Communications Co-ordinator	Ms Suchika Khullar BA, NatDipComp, MCP
Systems Administrator / IT Project Co-ordinator	Mr Atit Pathak NatDipComp
Business Tutor	Chris McDonald
FTI Staff	
Director / Head of Institute	Devesh Singh
Tutors	
Camera and Lighting	Fred Goldring
Audio / Sound	Diana Byrami
Scriptwriting and Direction	Clinton Phillips
Media Culture, Production and Post Production / Edit	Arik Reiss



“NCBT has 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, Philippines

study



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• Introduction

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

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

qualification	level	duration
Diploma in Computer Networking and Security	Level 6	40 Week Programme
National Diploma in Business	Level 6	41 Week Programme
National Diploma in Computing	Level 5	41 Week Programme
National Diploma in Business	Level 5	41 Week Programme
Diploma in Film and Television (Production)	Level 5	40 Week Programme
Certificate in Management	Level 3	36 Week Programme
Global Assessment Certificate (GAC)	Level 3	36 Week Programme

more information

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NCBT also offers the following Vendor / NCBT certification

- MYOB Certification
- Accent Reduction Courses for speakers of English as a second language
- IT International Certification Preparation Courses (Microsoft and Cisco)

Programmes

All NCBT Diploma courses qualify for 55 points towards Permanent Residence application under the skilled migrant category.

Timetable

Supervised hours are: 9am to 4pm - Monday, Tuesday and Wednesday. Please note that supervised hours for Level 6 Diploma in Computer Networking and Security are from 9am to 4pm - Monday to Thursday.

This timetable enables students the best opportunity to manage their self study in addition to supervised hours.



“I have secured a managerial position at a large food retailer due to my studies at NCBT. My Diploma in Business and MYOB certification secured this fantastic opportunity. My manager promoted me as these NZ qualifications would help me add value to his business.” Roshni Patel, Choma, Zambia

● Quality Certifications



Ministry of Education Certificate (left)

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

NZQA Registration Certification (below)

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

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 has recently achieved highly confident in both areas of educational performance and organisational capability in self assessments. This means NCBT is a Category 1 provider.



Microsoft® IT Academy Program Member

Academic Programmes

- Diploma in Computer
- Networking & Security Level 6

Length of Course : 40 Weeks

- **Aim of the Course:** To provide students 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:

All of the following:

- Completion of secondary schooling or equivalent
- NZQA accredited Diploma in computing or Information Technology at Level 5 OR an equivalent international qualification
- An overall IELTS (Academic) band score of 5.5 OR should have English as a first language
- Minimum age of 18 years

* Computer Aptitude test will be administered in case where:

A student cannot provide evidence of Level 5 Diploma in Computing or equivalent but claims they have the skills through work experience in the computing field

It is difficult to assess the level of an unknown qualification

Intakes : February, April, July and October 2011 / 2012

Course Structure

Windows OS Client Operating System

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

Introduction to Windows Network Infrastructure

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

Network Fundamentals

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

Maintaining and Troubleshooting the Windows 7 Client Operating System

- Troubleshooting Methodology
- Troubleshooting Operating Systems and Hardware
- Troubleshooting Network and Security Issues
- Maintaining and Optimizing Windows Operating system
- Imaging and Deployment
- Troubleshooting Applications

“Networking and Security are the key disciplines of this course. As a trainer and a member of the development team, I can assure this course is 100% practical based, simulates your experience into the computer industry and prepares you for external vendor certifications.” Prem De Zoysa, Microsoft Certified Trainer

Course Structure ...continued

Windows Server 2008 Operating System

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

Routing Protocols and Concepts

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

Configuring Network Infrastructure

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

Configuring Active Directory Services in Windows Server 2008

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

LAN Switching and Wireless Technology

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

Network Security

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

Windows Server 2008 Administration

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

WAN Technology

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

Academic Programmes

- Diploma in Computer
- Networking & Security Level 6 ...continued

Length of Course : 40 Weeks

Career Opportunities

Server Administration

Network Security

Network Installation and Maintenance

Corporate Local Area Networks and

Network Administration

Intranets Support Technicians

Unit Standards for Diploma in Computer Networking & Security Level 6

Module	Unit Standard	Description	Level	Credits
Client Operating System	5101	Install, upgrade, and migrate to Windows 7 client. Configure Windows 7 client for network connectivity, security, maintenance, and mobile computing.	6	10
Introduction to Windows Network Infrastructure	5102	Fundamentals of an enterprise networking environment. Windows Infrastructure Services, Windows Application Platform Services, and Active Directory.	6	12
Network Fundamentals	5103	Introduction to the architecture, structure, functions, components, and models of the Internet and other computer networks. Using OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations.	6	12
Maintaining and Troubleshooting the Client Operating System	6201	Specialisation in desktop deployment, configuration, and management. Plan and deploy Windows 7 desktops in large organisations. Design, configure, and manage the Windows 7 client environment.	6	12
Server Operating System	6202	Manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2008 environment.	6	12
Routing Protocols and Concepts	6203	Describe the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Analyse, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognise and correct common routing issues and problems.	6	12
Configuring Network Infrastructure	6301	Configure and troubleshoot a Windows Sever 2008 network infrastructure. Implement and configure secure network access and implement fault tolerant storage technologies. Network technologies with Windows Server 2008 and IP-enabled networks. Secure servers and maintain update compliance.	6	12
Configuring Active Directory Services	6302	Configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.	6	12
LAN Switching and Wireless Technology	6303	Design and implement a converged switched network. Hierarchical network design model and how to select devices for each layer. Configure a switch and implement virtual LANs, VTP, and inter-VLAN routing in a converged network. Implement Spanning Tree Protocol in a converged network, and implement a WLAN in a small-to-medium network.	6	12
Network Security	6401	Security concepts, communication security, infrastructure security. Cryptography and operational/organisation security.	6	10
Server Administration	6402	Plan, manage, and maintain Windows Server 2008 servers.	6	12
WAN Technology	6403	WAN technologies and network services required by converged applications in enterprise networks. Cisco Network Architecture to introduce integrated network services and how to select the appropriate devices and technologies to meet network requirements. Implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Detect, troubleshoot, and correct enterprise network implementation issues.	6	12

TOTAL CREDITS

140



Academic Programmes

National Diploma in Business Level 6

Length of Course : 41 Weeks

- **Aim of the Course:** To provide international students with the 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.

Student Outcomes

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

Entry Requirements:

All of the following:

- Have successfully completed NZQA accredited Diploma in Business at Level 5. **OR**
- An equivalent international qualification. **AND**
- The applicant also needs to have an IELTS (Academic) band score of 6.0 OR equivalent score in an internationally recognised English language test. However an IELTS score of 5.5 is acceptable for students who have already completed a level 5 National Diploma in Business or equivalent.
- Minimum age of 18 years
- Intakes : February, April, July and October 2011 / 2012

Course Structure

Financial Management

This module enables students to use the accounting tools to analyse financial statements in order to understand, and apply financial analysis in a business operation and to report to management to assist in the decision making process.

Marketing Management

Students will be able to develop and implement operations marketing plans, including specific plans for direct marketing activities, for relevant business opportunities.

Students will also be able to determine the specific marketing mix for different business environments.

Small Business

In this module students will develop their own franchise proposals and as part of the learning programme, evaluate standard businesses, franchisers and franchisees across a range of case studies. As a component of the development of their franchise, students will be able to develop a comprehensive business proposal.

Human Resource Management

Students will be able to implement remuneration reviews in relevant organisations as requested.

Occupational Health and Safety Management Practice

Students will be able to analyse H&S systems and manage the introduction of improvement strategies.

Business Relationship Management

Students will be able to effectively review customer service and satisfaction against specific standards and develop and implement plans to enhance customer relationships.

Strategic Management

This module prepares the student to contribute and prepare a formal strategic plan, monitor and review it for organisational strategy development and analyse factors contributing to organisational purpose, direction and values.

“NCBT is a place for people who are serious about their careers. It gives a great platform for the NZ workplace. Good facilities and very helpful approachable staff, gives you that personal touch, which is much needed when you are away from home and family.” Rohit Gulati, Delhi, India

● **Career Opportunities**

- Sales and Marketing Manager
- HR Advisor
- Business Development Manager
- Pathways leading to further education
- Business Analyst

● **NZQA Unit Standards for National Diploma in Business Level 6**

Module	NZQA Unit Standard	Description	Level	Credits
Strategic Management	23913	Implement, monitor, and review a strategic plan	7	10
	23914	Identify strategic options and produce a strategic plan for an organisation	7	10
Occupational Health and Safety Management Practice	5615	Develop systems for occupational health and safety management practice	6	20
Financial Management	11624	Demonstrate and apply knowledge of financial analysis	5	10
	8503	Interpret and use financial data reports for decision making	5	5
Small Business	6412	Investigate and evaluate small business options	6	10
	6411	Identify and assess business development opportunities for a small business enterprise	7	10
Marketing Management	2931	Produce operational marketing plans	5	8
	2935	Determine the marketing mix	5	10
	2941	Produce and coordinate direct marketing strategies	5	10
Human Resource Management	25686	Introduce a remuneration system into an organisation	6	10
Business Relationship Management	7455	Develop and strengthen customer relationships and services	6	10

Level 7: Credits 30 ; Level 6: Credits 50 ; Level 5: Credits 43
TOTAL CREDITS 123

Academic Programmes

National Diploma in Computing Level 5

Length of Course : 41 Weeks

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

Student Outcomes

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

Entry Requirements:

All of the following:

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

* Computer Aptitude test will be administered in case where:

A student cannot provide evidence of Level 4 Certificate in Computing or equivalent but claims they have the skills through work experience in the computing field

It is difficult to assess the level of an unknown qualification

Intakes : February, April, July and October 2011 / 2012

Course Structure

Computer Hardware

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

Networking

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

Software Engineering

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

Database Fundamentals

- Introduction to Database
- Microsoft Access Database

Programming in GUI Environment

- Programming using Visual Basic

Object Oriented Programming

- VB.Net

ASP.NET

IT Industry

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

Course Project

- Application development based on the knowledge gained throughout the course

“There’s an old adage, ‘If you don’t know where you’re going, you’ll end up somewhere else’. NCBT guided me to choose my correct career path and today I am working with one of the biggest telecoms and growing professionally after completing my Diploma in IT.” Chetan Sood, Punjab, India

● **Career Opportunities**

Programming

Junior programmer / Analyst Programmer

Hardware Support

Hardware Technician

Networking Support

Network Support Technician / Maintenance

Others

Computer Help Desk Support Technician / Technical Sales

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

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

● **NZQA Unit Standards for National Diploma in Computing level 5**

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

Level 5: Credits 84 ; Level 6: Credits 38

TOTAL CREDITS

122

Academic Programmes

National Diploma in Business Level 5

Length of Course : 41 Weeks

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

Student Outcomes

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

Entry Requirements:

All of the following:

- Ability to speak English (requirements of IELTS of 5.5 overall or equivalent or interview with qualified NCBT staff member)
- Completion of secondary schooling to year 12
- Minimum age 18
- Intakes : February, April, July and October 2011 / 2012

Course Structure

Financial Management

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

Business Economics

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

Business Administration and Project Management

- Introduction to project management. Participants will learn self management and teamwork skills through planning and implementing a project of their choice
- Enables participants to plan, organise and conduct formal business meetings

First Line Management

- Plan, implement, and maintain a business operation

Marketing Management

- Participants will concentrate on developing a marketing plan

Human Resource Management

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

Small business

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

Strategic Management

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

Presentation Skills

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

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

● Career Opportunities

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

● NZQA Unit Standards for Diploma in Business level 5

Module	NZQA Unit Standard	Description	Level	Credits
Self - Management	8495	Develop self to improve performance	4	5
Teamwork	9678	Conduct formal meetings	5	4
	1987	Develop strategies to establish and maintain positive workplace relationship	4	5
	8496	Develop and maintain a safe and supportive working environment	5	5
Strategic Management	9732	Explain and apply strategic management concepts for organisational planning	5	10
Financial Management	11624	Explain the objectives and apply the processes of financial analysis	5	10
	1853	Analyze and interpret financial statements	6	4
	8503	Interpret and use financial data reports for decision making	5	5
Marketing Management	2931	Produce operational marketing plans	5	8
	2935	Determine the marketing mix	5	10
Small Business	6412	Investigate and evaluate small business options	6	10
	1991	Produce establishment plans for small business	5	5
Presentation Skills	9692	Present information orally to an audience	5	4
Business Administration	11648	Plan and organise business meetings and complete meeting administration	5	8
	11649	Manage and coordinate business meetings to achieve outcomes	5	5
Writing	9703	Write job procedures	5	3
Business Economics	26012	Analyse the behaviour and performance of firms in different market structures	5	6
	8420	Demonstrate knowledge of monetary policy and evaluate its effectiveness	5	3
First Line Management	19021	Plan, implement, and maintain a business operation	5	12

Level 6: Credits 14 ; Level 5: Credits 100; Level 4: Credits 10

TOTAL CREDITS

124

• Academic Programmes

- Diploma in Film
- and Television (Production) Level 5

Length of Course : 40 Weeks

- **Aim of the Course:** To provide students with intense hands-on Film & TV Production course based on high level industry standards. This course will equip graduates with all skills and techniques required to become internationally work-ready professionals.

Student Outcomes

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

Entry Requirements*:

- Completion of secondary schooling or equivalent
- An overall IELTS (Academic) band score of 5.5 OR equivalent
- Minimum age of 18 years

*Previous work experience or a demonstrated interest in the field of Film and Television Production would be an advantage. All applicants to the course will be required to complete an application form which demonstrates their interest in the subject matter of this course and may be interviewed to assess their suitability for the course.

Intakes : February, April, July and October 2011 / 2012

Course Structure

Media Culture

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

Scriptwriting

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

Direction

- Directors role in a production
- Introduction to Film, TV & Video formats and techniques and practical experience at, working with the essential production equipment, facilities, materials and supplies
- Responsibilities and duties of each crew member and their work inter-relates with the work of the Director

“Producing graduates with all the elements to become award winning professionals.”

Devesh Singh, Director FTI

Course Structure ...continued

- Practical working skills required in pre-production planning
- Practical experience in use of camera angles, framing, compositions, sequences, etc
- Production planning with Producer in realising and completing the project

Production

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

Camera

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

Lighting

- Lighting man/gaffers role in a production
- An introduction to the Film, Video and Television Industry and the work of Directors of Photography, Camera/Lighting operators and Gaffers

- Knowledge of operating Lighting equipments, facilities and material supplies
- Practical experience at, creating dramatic lighting effects using Key, Back, Fill, Soft, Bounce and Special Effects lighting techniques
- Coordination, pre-production planning and liaising with all relevant departments

Audio

- Soundie/technicians role in a production
- Audio recording & mixing styles/techniques in the Film, Video and TV Industry
- Practical working skills/knowledge/techniques to set up and operate equipments
- Theoretical knowledge of the nature and physical properties of human hearing, sound and acoustics
- Coordination, pre-production planning and liaising with all relevant departments

Post Production/Edit

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

- **Academic Programmes**

- **Diploma in Film and Television (Production) Level 5**

Length of Course : 40 Weeks

- **Career Opportunities**

Assistant to Scriptwriter / Director / Producer

Assistant to Editor

Assistant to Cameraman / Gaffer / Soundie (Audio)

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

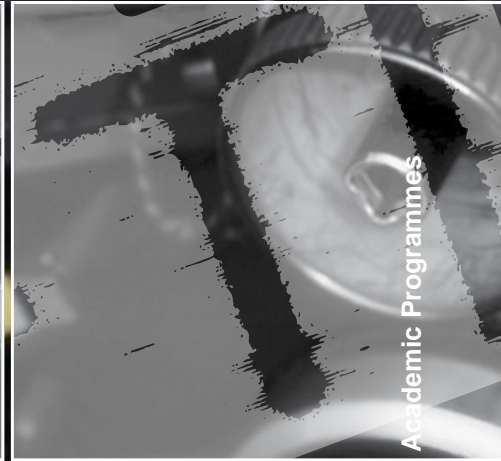
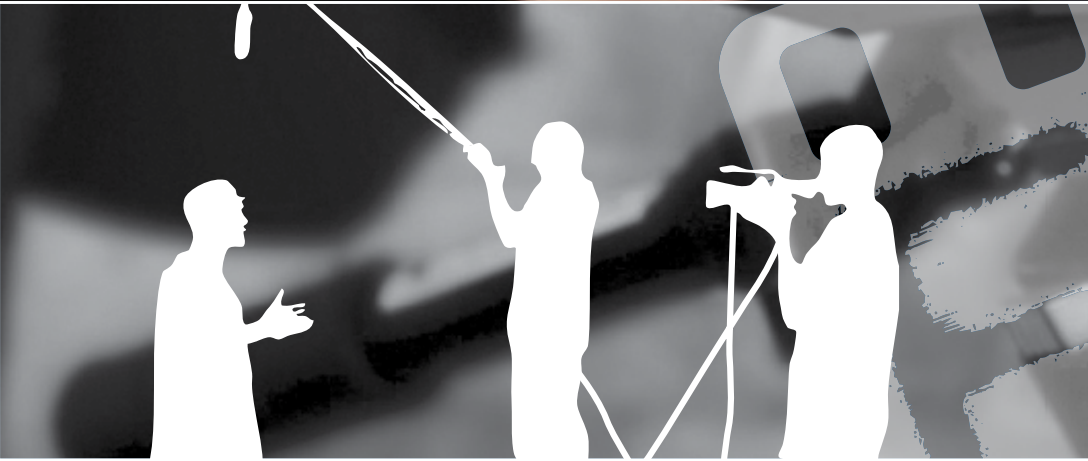
- **Unit Standards for Diploma in Film and Television (Production) Level 5**

Module	Unit Standard	Description	Level	Credits
Media Culture	501	Different forms and genres of media, evaluation of works of media and assessment of their relevance to contemporary New Zealand culture and the world in general	5	15
Scriptwriting	502	The art, the form and the process of writing of scripts for a range of different film and television genres	5	15
Direction	503	Technical and creative techniques, as well as the collaboration and communication skills. Leading to a number of gradated exercises to introduce the basic techniques of marshalling resources, talent and crew, placing the camera in the right spot, and achieving all the coverage needed to edit effective sequences	5	15
Production	504	An attuned understanding of the Director's vision and provide the equipment, locations, permits, cast and crew for a finished moving picture within the constraints of a production schedule and budget. To equip with comprehensive skills across the broad range of production tasks and the production department	5	15
Camera Operation	505	Camera operating skills & techniques to professionally use camera equipment and accessories (handling & maintenance) in a range of shooting scenarios, shot selection, composition, framing, depth of field, focusing, etc	5	15
Lighting Operation	506	The characteristics and logic of lighting design and the skills to creatively apply a variety of lighting styles/techniques, function of lighting equipment and accessories	5	15
Audio Recording	507	Theoretical knowledge and physical properties of sound and acoustics, practical work experience in sound recording techniques and setting up of equipment and knowledge in essential audio recording and mixing	5	15
Post Production/Edit	508	Range of equipment, materials and software used in the post production department, range of shots and demonstrate knowledge and skill in creative video editing from rough cut to final cut/end product	5	15

TOTAL CREDITS

120





Academic Programmes

Certificate in Management Level 3

Length of Course : 36 Weeks

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

Student Outcomes

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

Entry Requirements:

All of the following:

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

Course Structure

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

The certificate comprises three components:

English for Business

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

Management Principles and Practices

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

Career Planning

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

Academic Programmes

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

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

Student Outcomes

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

These include:

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

English Entrance Test:

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

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

Entry Requirements*:

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

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

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

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

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

Essential Information

Attendance

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

Qualifications

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

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

Assessment of Students Work

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

Recognition of Prior Learning (RPL)

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

Immigration

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

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

Health and Travel Insurance

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

Eligibility for health Services

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

Accident Insurance

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

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

Definitions

Personal Information: All personal information collected by NCBT from the application process or any time subsequently, will be stored and used for the purpose of administration, result processing. This information will not be disclosed to other institutions or authorities. Photographs taken during class activities may be used for publicity purposes.

Code of Conduct: Students agree to abide by the Student Code of Conduct published by NCBT. Breach of any condition, rule or regulation or failure to comply with any New Zealand law, may result in suspension or termination of the student and forfeiture of fees.

Rights Reserved: NCBT reserves the right to change the price or any terms and conditions.



Student Welfare and Support Services

Student Support

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

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

We also provide the following:

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

Arrival Services

NCBT provides a complimentary pick up service from Auckland Airport - please indicate on the application form if you require this service and confirm 2 weeks prior to your arrival.

This Service Includes:

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

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

Complaints Procedure

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

Students are also able to lodge a complaint with the International Education Appeal Authority
C/- Ministry of Education, Private Bag 92644, Symonds St, Auckland, New Zealand

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

Accommodation

Home Stay

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

Some of the highlights of home stay are:

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

Cost: Approx. NZ\$150 – NZ\$200 per week (includes meals, exact amount will depend on the type of stay you choose).

Rental Accommodation

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

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

Please Note:

NCBT can recommend a range of accommodation options. NCBT has not audited these options. It is your responsibility to assess the suitability of the accommodation that you choose.



Fees and Refund Policy

Fees and Additional Costs

Diploma in Computer Networking and Security Level 6

Fees cost per academic year \$14,520.00
Duration: 40 Weeks

National Diploma in Business Level 6

Fees cost per academic year \$15,000.00
Duration: 41 Weeks

National Diploma in Computing Level 5

Fees cost per academic year \$13,520.00
Duration: 41 Weeks

National Diploma in Business Level 5

Fees cost per academic year \$13,520.00
Duration: 41 Weeks

Diploma in Film and Television (Production) Level 5

Fees cost per academic year \$18,600.00
Duration: 40 Weeks

Certificate in Management Level 3

Fees cost per academic year \$13,520.00
Duration: 36 Weeks

Global Assessment Certificate (GAC) Level 3

Fees cost per academic year \$13,520.00
Duration: 36 Weeks

Compulsory Medical & Travel Insurance

per 12 months (approximately) \$300.00

TOTAL FEES PAYMENT

To calculate your total fees payable, combine **Course Fees costs** with compulsory **Medical & Travel Insurance costs**.

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

Conditions

- The minimum fee is one semester (half of the total)
- Fees shall be paid into the Trust Account established for this purpose at least 3 weeks prior to programme commencement, unless agreed otherwise
- Failure may result in cancellation of your offer of place

- If students have difficulty paying fees they should approach the Operations Manager as soon as possible to discuss payment options, if applicable

Code of Practice for the Pastoral Care of International Student

New Zealand educational providers have an important responsibility for student's welfare. This responsibility is supported by the '**Code of Practice for the Pastoral Care of International Student**' administered by the Ministry of Education of New Zealand. To read more about the Code of Practice please visit: www.minedu.govt.nz

Protection of Student Fees

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

Fee Refund and Withdrawal Conditions

Withdrawal or learner within the first eight days of course commencement	Full refund less 10% of the payment or \$500 (whichever is less)
Visa applications declined by NZIS	Full refund less 10% of the payment or \$500 (whichever is less)
Cancellation by the provider of a course before or during the course	Full refund less 10% of the payment or \$500 (whichever is less)
Insolvency, regulatory closure or withdrawal of accreditation of NCBT	As per Public Trust policies
Withdrawal and refunds from courses after eight days of course commencement	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

Expression of Interest form (EOI)

Complete this form, detach it along the perforated edge and post, scan and email or fax it to NCBT to register your expression of interest in your preferred course.

● Instructions Please read the following instructions carefully

1. Complete all sections of the form (total of 2 pages)
2. Answers all questions in pen using BLOCK LETTERS (enclose additional sheets if required)
3. Enclose the Corresponding Supporting documents listed on **page 35** when submitting your EOI 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 Number				

SECTION B: EDUCATION BACKGROUND Qualifications Gained (please start from most recent qualification)		
Institute	Qualifications	Year
1.		
2.		
3.		

IELTS / TOEFL SCORE	Please write your IELTS/TOEFL score here
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SECTION C: WORK EXPERIENCE Job roles you have held (please start with your most recent job)			
Company	Designation	Location	Year
1.			
2.			
3.			

SECTION D: COURSE INTAKE Please tick the preferred course, add course fee and tick intake date and year								
		Fee	Feb	April	July	Oct	2011	2012
TICK HERE	Diploma in Computer Networking & Security Level 6	\$14,520.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
TICK HERE	National Diploma in Business Level 6	\$15,000.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
TICK HERE	National Diploma in Computing Level 5	\$13,520.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
TICK HERE	National Diploma in Business Level 5	\$13,520.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
TICK HERE	Diploma in Film & Television (Production) Level 5	\$18,600.00	---	---	TICK HERE	TICK HERE	TICK HERE	TICK HERE
TICK HERE	Global Assessment Certificate (GAC) Level 3	\$13,520.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE
TICK HERE	Certificate in Management Level 3	\$13,520.00	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE	TICK HERE

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

Expression of Interest form (EOI)

INSTRUCTIONS Page 2 of 2 - complete all sections on this page

PAYMENT DETAILS All fees are quoted in NZ\$ and include Goods and Services Tax (GST)

Tuition Fee (refer to SECTION D)		Method of payment (refer to Offer of Place for Trust account details)			
Medical and Travel Insurance (approx)	\$300.00	<input type="checkbox"/>	Cash	<input type="checkbox"/>	Telegraphic Transfer
Total Payment Enclosed		<input type="checkbox"/>	Bank Cheque	<input type="checkbox"/>	Bank Draft

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

ACCOMMODATION AND ARRIVAL SERVICES

Do you want NCBT to assist you in arranging accommodation and arrival services?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

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

ENROLMENT CHECKLIST Before sending your EOI form, check you have completed ALL the below requirements

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

HOW DID YOU HEAR ABOUT US Please tick ALL options which apply

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

DECLARATION AND SIGNATURE

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

Name Signature Date

Office Use only:

Comments

.....

.....

Name of Agent / Enrolment Co-ordinator Signature

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

Vivat Rungrattanapasert, Thailand

● Enrolments Procedure

1

Students complete an Expression of Interest (EOI) form which is available:

- on **page 33** 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 enrolments at:

PO Box 8078 **email: info@ncbt.ac.nz**
Symonds Street **f: +64 9 303 1935**
Auckland, New Zealand

2

NCBT will assess the application and respond to the student with either an Offer of Place or a Decline letter

3

Student then applies for a pre-visa in his or her own country

4

Upon acceptance of pre-visa the student sends fees to NCBT's Independent Trust Account (Bank details are supplied with the Offer of Place). 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 installments each semester

5

A Fee Receipt / Confirmation of Enrolment letter is issued to the student confirming their placement in the programme. This letter also includes details of the course start dates, arrival / pick-up services, and accommodation information, if applicable

6

Student sends 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 Agent prior to sending the fees).

Application for a Student Visa

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

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

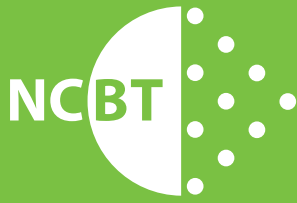
You must allow sufficient time for your local INZ office to process your application.

More information about visa and Permits:

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

www.immigration.govt.nz

Please Note: The Enrolments Procedure mentioned above may vary from country to country.



“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 optimised 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

work

- pg 38 ● Introduction to the NZ workforce
- pg 38 ● NCBT workforce preparation workshops
- pg 39 ● Employment Preparation

● Introduction to the NZ workforce

● Working in NZ

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

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

A new immigrant needs to learn the New Zealand workplace culture, employer expectations, and the current job market, while studying toward NZ qualifications.

Students are met with regularly during the year, to ensure a career goal is being steadfastly worked towards.

Various interactive workshops* are provided 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!

Throughout the course of full time study and after graduation, students will receive immigration information / advice by NCBT staff / authorised advisor.

NZ Employment Skills Workshops

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

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

Communication / Language Workshops

NCBT runs accent reduction classes as and when required. These classes enable students to improve their communication skills.

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

Work experience volunteer programme

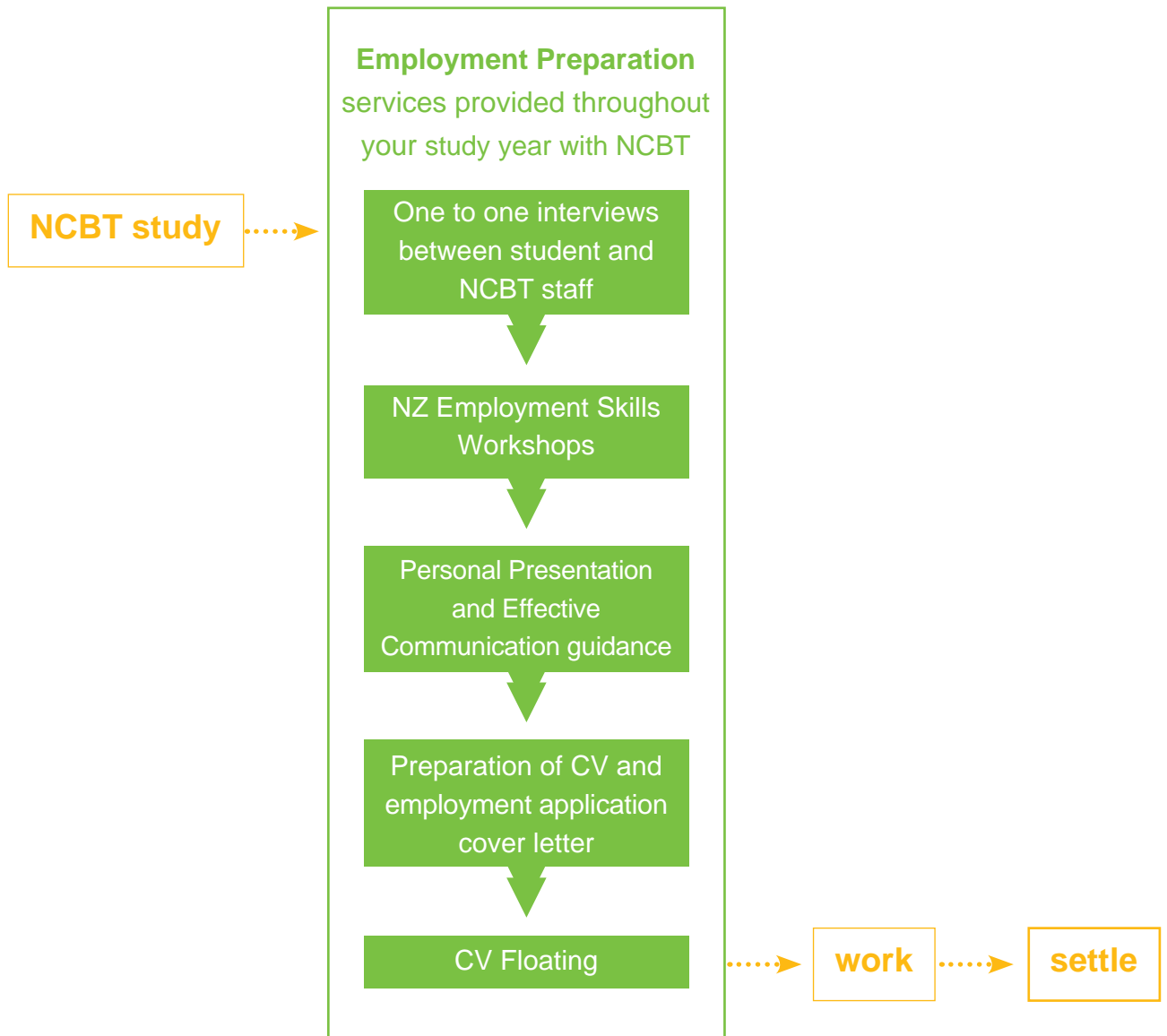
NCBT manages a work place volunteer programme. This voluntary scheme is aimed to help you assimilate into the NZ work place so you can gain real work place experience.

This gives you more opportunities when applying for full time

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

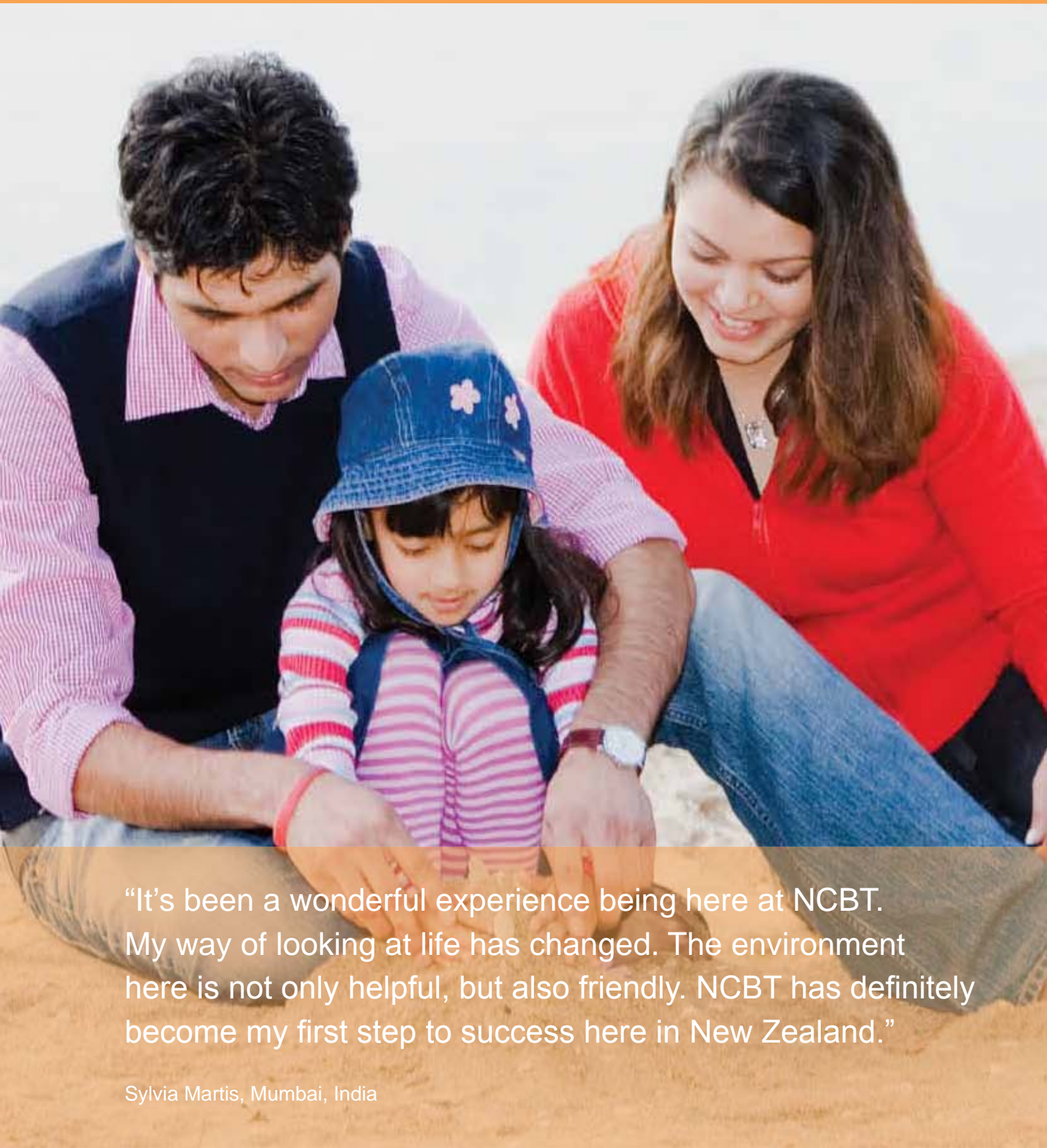
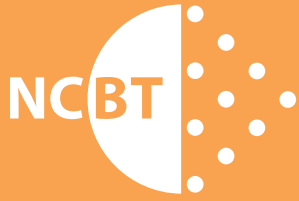
*Some of the NCBT programmes are charged separately from vocational programmes.

“Participating in the work place is very different from being in a classroom. During work experience you gain knowledge and skill base necessary to move forward in your career. It is the perfect platform for students who are willing to put in the effort. Everything I have learnt at NCBT has been relevant.” David Gujjari, Visakhapatnam, India



Employment success for NCBT students

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



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

Sylvia Martis, Mumbai, India



- pg 42 ● An Overview
- pg 42 ● Why Settle in New Zealand (NZ)
- pg 43 ● About New Zealand

An Overview

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

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

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

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

Payment for this service is not included in your Tuition Fee. You may be charged separately for these services by a service provider.

Why Settle in New Zealand

- The people bound in a culture that blends European and Maori ancestry are resourceful, helpful and friendly. New Zealanders love to travel and enjoy meeting people from other cultures. They are famous for their warm hospitality to immigrants. A wide variety of ethnic communities reside in New Zealand - it is one of the most multicultural societies in the world
- English is the everyday language of New Zealanders and there is strong English language support for immigrants
- World class education in New Zealand offers an attractive and stimulating academic environment
- A great variety of recreational and cultural experiences are available in a country renowned for its natural beauty. The climate is pleasant with little seasonal change especially in the north - conducive to study and recreation
- The cost of living in New Zealand compares favourably with other countries
- Numerous surveys* show Auckland city as one of the top 5 cities to live in the world. Some other New Zealand cities are also among the worlds most popular travel destinations

* 2010 Trip Advisor, 2007/2008/2009/2010 Mercer Consulting Survey



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

Monisha Wylie, Dehradun, India

● About New Zealand

Geography

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

Mountain ranges and hill country dominate New Zealand's landscape.

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

In the North Island, the volcanic interior contains New Zealander'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 countries largest recreational zones.

Climate

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

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

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

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

Discovery

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

Population

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

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

Currency

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

There is no restriction on the amount of foreign currency that can be brought in or taken out of New Zealand. However, every person who carries more than NZ\$10,000 in cash in or out of New Zealand is required to complete a Border Cash Report.

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

All major credit cards can be used in New Zealand. Travellers Cheques are accepted at hotels, banks and some stores.

Time Zone

New Zealand is one of the first places in the world to see the new day, 12 hours ahead of GMT (Greenwich Mean Time). In summer New Zealand uses Daylight Saving which commences on the last Sunday in September, when 2.00am becomes 3.00am, and ends on the first Sunday in April the following year, when 3.00am becomes 2.00am.