



2017

PROGRAMME REP BOOKLET



WELCOME FROM SANITI PRESIDENT

ABBEY PATERSON

Hi and welcome to your new role as a Programme Rep!

Thanks for putting your hand up - whether you were voted in or picked straight away – your classmates have chosen you as someone they can take their issues to throughout the year regarding any concerns about lectures, tutors etc.

But don't freak out – as a Programme Rep, you're part of creating improvements and you'll be the main link between your class, your tutor, SANITI and NMIT – so there is heaps of help around.

You get to meet a bunch of other people from a wide range of classes and there's even some training you can add to your CV.

I look forward to meeting you all!



STUDENT ADVOCATE TONI BAIGENT

I am a Student Advocate and also part of the Programme Reps. I am looking forward to the progress we can make together this year.

CONGRATULATIONS FROM NMIT'S DIRECTOR OF LEARNER SERVICES: CAROLE CRAWFORD

Programme Reps are a vital communication channel here at NMIT, so congratulations on being one. Well done!

As a Programme Rep, and by raising issues, concerns and new ideas from the classmates you represent, you enable the 'student voice' to be heard and listened to effectively. Working together we can take timely actions to more effectively meet student learner needs and consequently continue to improve the learner journey experience for everyone at NMIT.

I look forward to meeting and working with you during 2017.

CONTENTS

Welcome from SANITI President: Abbey Paterson

Congratulations from NMIT’s Director of Learner Services: Carole Crawford

Student Voice.....2

Registration - What’s Next?

1. Nomination.....3

2. Visibility and Contact3

3. Programme Rep Training.....3

4. Participation.....3

As a Programme Rep you can.....4

Issues addressed by Programme Reps.....4

SANITI Dispute Resolution Process.....5

Issues that should NOT be addressed by Programme Reps.....5

Get Involved. You are part of the student voice.....5

SANITI Privacy Policy.....5

Support and Advocacy.....6

Employment Support.....7

SANITI Events.....8

NMIT Learner Services.....9

Poster Board Responsibilities.....10

Key Contacts11

SANITI11

NMIT11

Notes Page.....12

Programme Representative Nomination Form.....13

GETTING INVOLVED WITH SANITI IS EASY!

STUDENT VOICE

◦ PROGRAMME REPRESENTATIVE

Elected student representatives from programme areas

◦ EXECUTIVE

Elected representatives who govern the Association

NMIT ACADEMIC BOARD

◦ PRESIDENT

Appointed student representative

NMIT ACADEMIC COMMITTEES

NMIT COMMITTEES

- Health & Safety
- Quality Committee
- Teaching & Learning

STUDENTS

NMIT COUNCIL

◦ COMMUNITY

Membership of Student Associations across NZ is voluntary. All students enrolled in NMIT are deemed to have the rights and privileges of our association membership.

A member may withdraw their membership at any time by giving written notice to the Association via the President. Services under the Service Level Agreement will be provided to all NMIT students irrespective of membership.

REGISTRATION – WHAT'S NEXT?

1. NOMINATION

Just fill out the nomination form at the back of this handbook with your correct contact details. Return your completed form to SANITI or your tutor (they will pass it on to SANITI), then you'll be put into the database of Programme Reps so we can contact you.

2. VISIBILITY AND CONTACT

- Get out there, introduce yourself to your tutors and Programme Manager's as the new Programme Rep and give them your contact details
- Organise a meeting with the other Rep's on your Programme and the Programme Manager to sort out the best way to work together during the year
- Figure out the best ways to collect suggestions from students and how you can address any issues together
- Your next step is to make yourself and your email contact details known to your classmates – stand up and introduce yourself – visibility and contact are your most important responsibilities!
- Once everyone knows who you are - keep up the momentum - make some more times during

the term for your class to talk to you. You can discuss with your tutors the best ways to do this and then feed information back to them

- Poster Boards; SANITI will contact you with information and event posters for the poster boards in your area to help promote events to your classmates.

3. PROGRAMME REP TRAINING

- To help you out and skill you up, SANITI will be holding training sessions each semester on Nelson, Marlborough and Woodbourne campuses
- These sessions are all about getting you up to speed to be the best Programme Rep you possibly can and we throw in a free lunch!

4. PARTICIPATION

Active Programme Reps will be eligible to receive a Programme Representative Participation Certificate to add to their CV. An active Programme Rep is one who attends meetings and trainings, participates and feeds back to SANITI/NMIT and takes part in focus groups if available. If you're not available to attend trainings or meetings, please contact the Student President.

AS A PROGRAMME REP YOU CAN:

1. Help resolve a wide range of issues for students
2. Inform NMIT about what the issues are so they can improve things
3. Keep SANITI 'in the loop' with issues so we can work on them, you're a key link between SANITI and your classmates
4. Be part of SANITI planning (our yearly plans, budgets, services we provide etc.)
5. Assist with the coordination and completion of NMIT Student Surveys for your Programme
6. Be involved in Academic Committees (facilitated by NMIT)
7. Be involved in Programme Advisory Committees (facilitated by NMIT)
8. Receive a certificate for your CV recognising your role as a Rep (conditions apply)
9. Meet other students at events and meetings
10. Develop valuable leadership skills, as you learn how to manage situations in the best interests of those you represent

ISSUES ADDRESSED BY PROGRAMME REPS

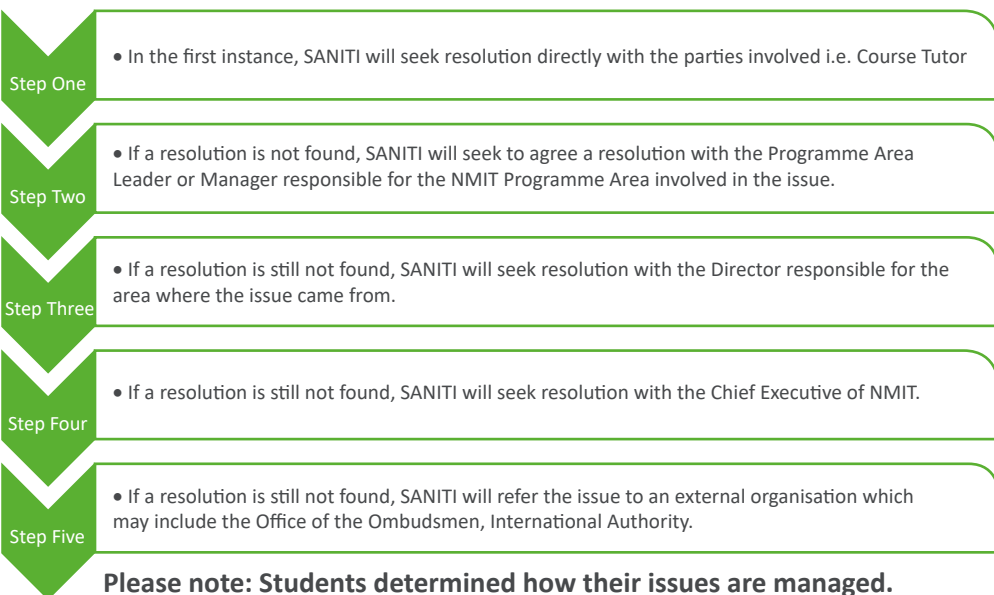
Generally, the issues to be addressed by Reps are systemic issues affecting the entire class.

Usually these issues are related to the following areas:

- Teaching and Learning
- Course Content
- Teaching methods
- Getting a class / assignment extension
- Feedback to your tutor about minor matters (ask for 'tips' from SANITI)
- Issues with NMIT Facilities
- IT Problems: take these issues directly to the IT helpdesk (and inform SANITI).
- Car parking: that these issues directly to NMIT Facilities.



SANITI DISPUTE RESOLUTION PROCESS



ISSUES THAT SHOULD **NOT** BE ADDRESSED BY PROGRAMME REPS

- Personal Issues/Complaints against other students, tutors, other NMIT staff
- Harassment / bullying
- Student failing and needing support
- Personal issues for students – trauma/financial
- StudyLink / WINZ issues
- Alcohol and drug support
- Counselling

Should a student approach you with any of the above issues please refer them directly to SANITI or NMIT Learner Services.

GET INVOLVED, YOU ARE PART OF THE STUDENT VOICE.

Reps can also be involved in issues directly related to SANITI's representation of students, by standing for SANITI's Executive position.

SANITI PRIVACY POLICY

SANITI is independent from NMIT. SANITI Support and Advocacy services are confidential. SANITI fully complies with the Privacy Act 1993 in relation to collection, use and disclosure of personal information.

HOW WE HELP YOU GET THROUGH YOUR STUDIES

SUPPORT AND ADVOCACY

Our primary focus is to help students survive whilst studying. If we can't help, we might know someone who can. If you need support, phone us (03) 546 2425 or drop into our office if you are on Nelson Campus.

Student life can be a lot of fun, but it can also be a lot of stress. Problems can arise, both in your studies, and in your life off-campus. When a student contacts SANITI, they are provided with a safe, supportive and confidential environment in which to discuss their issues.

SUPPORT

STUDY

SUPPORT

SPORTS

EQUIPMENT

LOST

&

FOUND

PERSONAL CONCERNS

ADVOCACY

STUDYLINK

CONFLICT

RESOLUTION

HARDSHIP

IRD/COURT

BUDGET

ADVICE

HOW WE HELP YOU GET THROUGH YOUR STUDIES

EMPLOYMENT SUPPORT

EMPLOYMENT



WORKING IN
NEW ZEALAND



EMPLOYMENT
ADVICE

JOB SEARCH



COVER LETTERS

APPLICATIONS

CV'S

INTERVIEW SKILLS

Preparation and planning is the key to successfully finding work. If you are transitioning from study to employment or looking for a job during your studies, our Employment Coordinator can help you with every step of the process. So contact the office and get started today!



employment@saniti.co.nz



(03) 546 2425



facebook.com/sanitijobguru



[sanitijobguru](https://www.instagram.com/sanitijobguru)



saniti.co.nz/employment

HOW YOU CAN GET INVOLVED

SANITI EVENTS

We hold regular events for students on Nelson, Marlborough, Woodbourne and Global campuses. If you study by distance, DON'T PANIC! We can help with social activities or link you in with events happening in your region.

O' WEEK

GRADUATION FUNCTIONS

MATARIKI

NACHOS

DIWALI

BURGERS

WRAPS

BBQ

FREE
EVENTS

HOT DOGS

MOON
FESTIVAL

PANCAKES

ICE CREAM SUNDAES

INTERNATIONAL EVENINGS

NMIT LEARNER SERVICES – BEFORE IT ALL GETS TOO MUCH, **TALK TO US.**

**We can help
you with:**

- computer skills
- maths and numeracy skills
- learning styles
- time management
- research skills
- writing styles and literacy skills
- referencing
- learning disability assessment
- planning essays and assignments
- exam strategies & revision techniques
- preparing your Curriculum Vitae

The Learner Services Team is here to help support you during your time as an NMIT student, and ensure you have the best possible chance of success.

You have access to staff at Nelson, Marlborough, Auckland Campus', who offer free, friendly advice and support to all NMIT students. It's a good idea to talk to Learner Services early on if you have any issues or problems that you think may impact on you completing your course or programme successfully.

Many students find themselves under some kind of stress during their study. Come and talk to us, whether it's just for a chat or in a crisis. You might be unique but your

problem isn't - visit or contact us, our doors are always open.

HOW TO CONTACT US

Nelson

Phone: 0800 422 733 or
(03) 546 9175 ext 655

Marlborough

Phone (03) 578 0215

Auckland

Phone: 0800 422 733 ext

Or email:

studentsupporthelp@nmit.ac.nz

For more information go to:

<http://www.nmit.ac.nz/support> and
follow the links

POSTER BOARD RESPONSIBILITIES:

Throughout the year SANITI runs events for NMIT students. These events are promoted through a number of channels, including: social media, email, flyers, and posters around campus.

From 2016 onwards, SANITI is keen for programme representatives to have the opportunity to take ownership of the poster boards in their respective areas. This is a great opportunity to help foster campus culture and to gain further exposure regarding these activities.

Listed below is a bit more info regarding poster etiquette on campus notice boards.

WEEKLY:

- Ensure SANITI event posters are up-to-date

MONTHLY:

- Review programme area notice board
- Remove out-dated information

EACH TERM (4 PER YEAR):

- Visit the SANITI office and collect the “poster kit”
- Suggest events that SANITI could look at running
- Relay information regarding event feedback
- Posters will be emailed to Marlborough and Woodbourne



KEY CONTACTS:

SANITI:

Office number (03) 546 2425

Student President:	Abbey Paterson	president@saniti.co.nz
Association Manager:	Alison Hart	manager@saniti.co.nz
Student Advocate:	Toni Baigent	advocacy@saniti.co.nz
Student Advocate:	Jaycob Brown	advocacysupport@saniti.co.nz
Marketing:	Alyssa Watson	marketing@saniti.co.nz
Employment Advisor:	Olivia Moir	employment@saniti.co.nz

NMIT:

Director of Learner Services	Carole Crawford
Director of Learning & Teaching	Liam Sloan
IT Manager	Stephen Tanner
Facilities Manager	TBC
Marlborough Campus Manager	Sarah Wheldale
Trades, Engineering & Aviation	Justin Carter
Global Campus Auckland	Nadia Tu'itahi



Forms may be:

Please print your details clearly – we would hate for you to miss any communications!

Programme Name and Level:

[illegible][illegible]

Name:

[illegible]

Student ID #:

--	--	--	--	--	--	--	--

Email:

[illegible]

Phone:

[illegible]

Address: (We send you a certificate at the end of the year)

[illegible]

NOMINATED BY:

Student Name:

[illegible]

Signature: _____

Student Name:

[illegible]

Signature: _____

SANITI

SUPPORT EVENTS ADVOCACY REPRESENTATION

SANITI is an independent, non-profit organisation, which provides services to all NMIT students.



[facebook/SANITINZ](https://www.facebook.com/SANITINZ)



www.saniti.co.nz



(03) 546 2425