

**SANITI**

**2018**

*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 INTERIM DIRECTOR  
OF LEARNING, TEACHING &  
QUALITY: 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 2018.

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Congratulations from NMIT's Interim Director of Learning, Teaching & Quality:  
Carole Crawford

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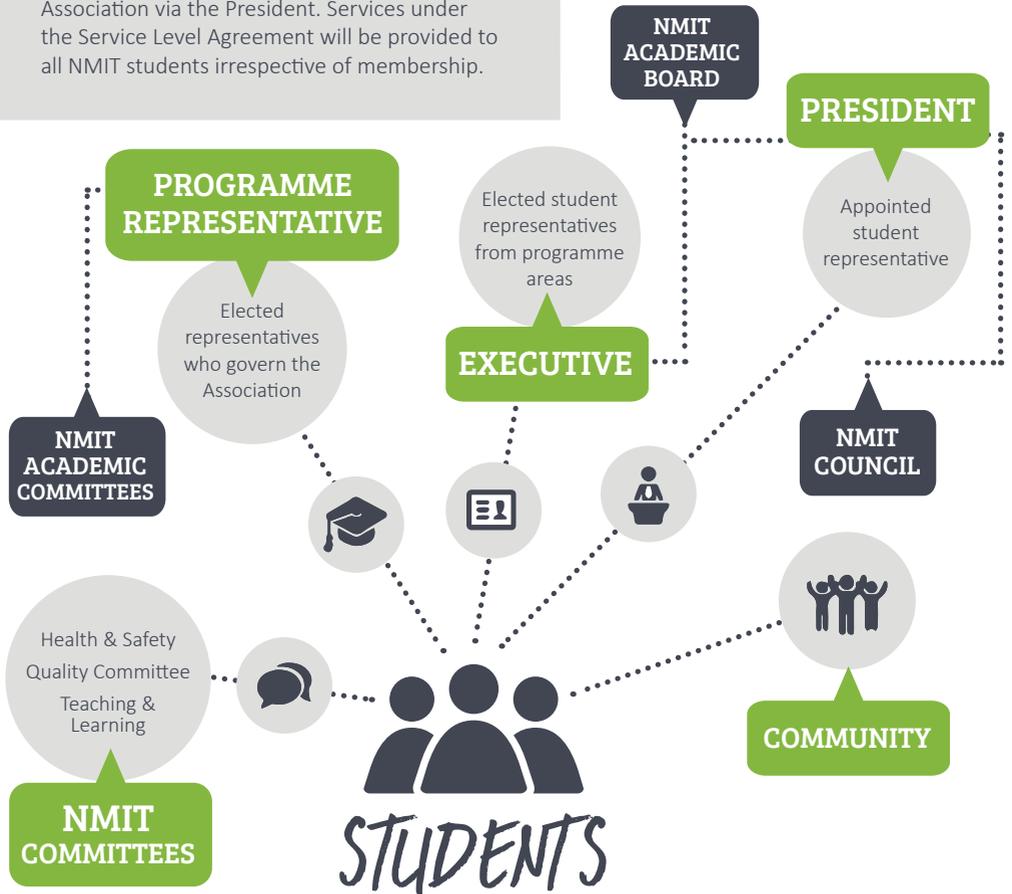
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GETTING INVOLVED WITH SANITI IS EASY!

# Student Voice

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**

If you haven't already, 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.
- You can 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 - passing these onto SANITI is important
- 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 and us

### **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 SANITI 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. Letting SANITI know means we can help resolve the issues along the way.

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

### Step One

- In the first instance, SANITI will seek resolution directly with the parties involved i.e. Course Tutor

### Step Two

- If a resolution is not found, SANITI will seek to agree a resolution with the Programme Area Leader or Manager responsible for the NMIT Programme Area involved in the issue.

### Step Three

- If a resolution is still not found, SANITI will seek resolution with the Director responsible for the area where the issue came from.

### Step Four

- If a resolution is still not found, SANITI will seek resolution with the Chief Executive of NMIT.

### Step Five

- If a resolution is still not found, SANITI will refer the issue to an external organisation which may include the Office of the Ombudsmen, International Authority.

**Please note: Students determined how their issues are managed.**

## 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 & Advocacy

**SUPPORT**

**STUDY  
SUPPORT**

**SPORTS  
EQUIPMENT**

**LOST &  
FOUND**

**PERSONAL CONCERNS**

**ADVOCACY**

**STUDYLINK  
IRD/COURT**

**HARDSHIP**

**CONFLICT  
RESOLUTION**

**BUDGET ADVICE**

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.

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.

HOW WE HELP YOU GET THROUGH YOUR STUDIES

# Employment Support

# em ploy ment

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](mailto:employment@saniti.co.nz)

☎ (03) 546 2425

📘 /SANITiEmploymentservices

🖥 [saniti.co.nz/employment](http://saniti.co.nz/employment)

CV'S

COVER  
LETTERS



ADVICE



WORK  
IN NZ

JOB  
SEARCH



JOB  
APPLICATIONS



INTERVIEW  
SKILLS



HOW YOU CAN GET INVOLVED

**SANITI**

# Events

O'WEEK

GRADUATION  
AFTER  
FUNCTIONS

EVENING  
BBQS

LIVE  
MUSIC

DIWALI  
MATARIKI  
MOON  
FESTIVAL

WRAPS  
BURGERS  
HOT DOGS  
NACHOS

COMPS  
GIVEAWAYS

PANCAKES  
ICE CREAM  
SUNDAES

*free*  
EVENTS

We hold regular events for students on Nelson, Marlborough, & Woodbourne 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.

CHECK OUT OUR  
UPCOMING EVENTS:

 /SANITINZ

 sanitinz

WWW.SANITI.CO.NZ

**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
- preparng 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, 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

### **Or email:**

studentsupporthelp@nmit.ac.nz

For more information go to:

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

## 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:	Cherie Baker	employment@saniti.co.nz

### NMIT:

Interim Director of Learning, Teaching & Quality	Carole Crawford
Interim Manager of Learner Services	Lara Topping
IT Manager	Stephen Tanner
Facilities Manager	Suz Fitch
Marlborough Campus Manager	Sarah Wheldale
Trades, Engineering & Aviation	Justin Carter

# NOTES:

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SANITI

SUPPORT  
EVENTS  
*employment*  
ADVOCACY  
*REPRESENTATION*

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

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