

SANITI

2019

*student rep*  
**BOOKLET**



*welcome from*

**SANITI PRESIDENT  
CORNELIUS PRINSLOO**

Welcome to you all as 2019 Student Reps!

To me personally, being a student representative meant having the chance to impact and enact change in my area of study and gave me the chance to be a voice to those who didn't have the confidence to speak up, often left forgotten. My hope is that you all will do the same.

Thank you for stepping up to the task. We will be right in there with you along the way and will support you on your journey as a rep. We are planning to hold a wine and cheese night once everyone has been elected, and hope to see you there!

I am both excited and pleased to have you on board.

tēnā rawa atu koe



**STUDENT ADVOCATE  
TONI BAIGENT**

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

**CONGRATULATIONS FROM  
NMIT'S EXECUTIVE DIRECTOR  
OF CUSTOMER EXPERIENCE &  
EXCELLENCE: SUE SMART**

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

As a Student 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 2019.

# CONTENTS

Welcome from SANITI President: Cornelius Prinsloo & Student Advocate: Toni Baigent  
Congratulations from NMIT's Executive Director of Customer Experience & Excellence:  
Sue Smart.

Student Voice \_\_\_\_\_ 2

Registration- What's Next?

1. Nomination \_\_\_\_\_ 3

2. Visibility and Contact \_\_\_\_\_ 3

3. Student Rep Training \_\_\_\_\_ 3

4. Participation \_\_\_\_\_ 3

As a Student Rep you can \_\_\_\_\_ 4

Issues addressed by Student Reps \_\_\_\_\_ 4

SANITI Dispute Resolution Process \_\_\_\_\_ 5

Issues that should NOT be addressed by Student 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

Key Contacts \_\_\_\_\_ 10

SANITI \_\_\_\_\_ 10

NMIT \_\_\_\_\_ 10

Notes Page \_\_\_\_\_ 11&12

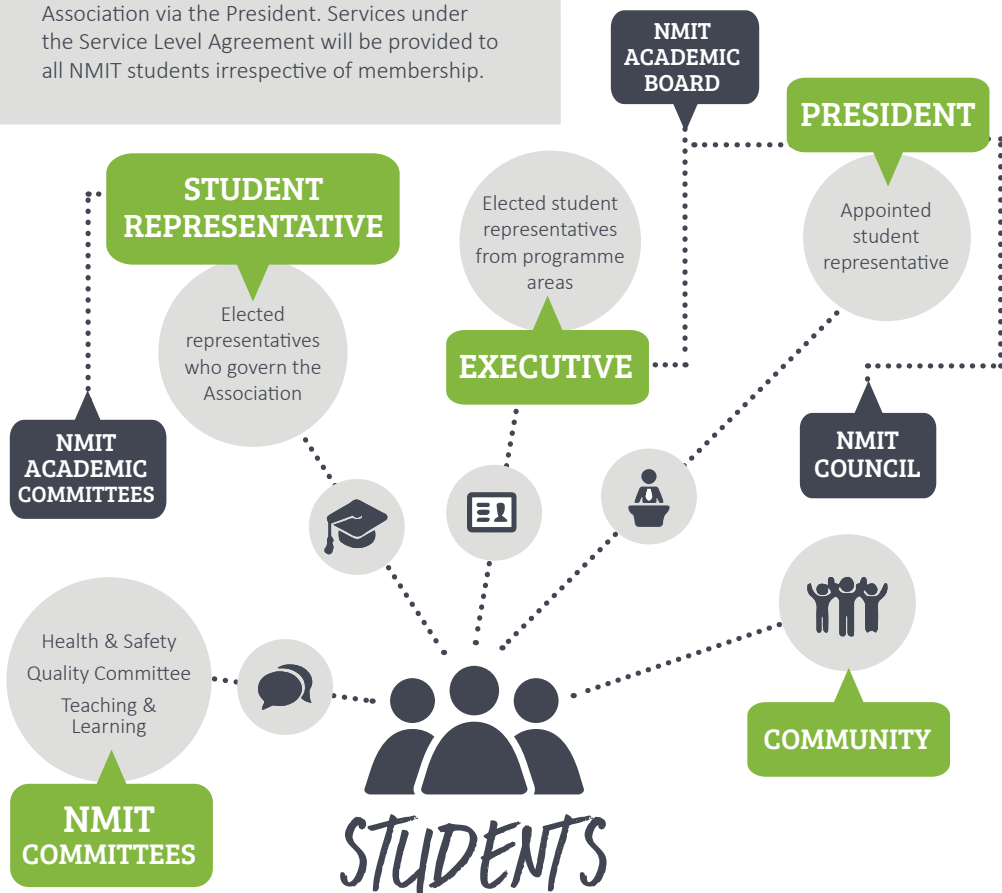
Student Representative Nomination Form \_\_\_\_\_ 13

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.



## NOMINATION

Welcome and thank you for your interest in becoming a Student Representative, below is some information about the role of a student rep within your programme area.

A student representative is a current student nominated by two other students enrolled in the same programme. If you would like to become a student rep, please complete a nomination form and return to SANITI. A form is attached at the back of this booklet (which is available on SANITI's website) or can be picked up from the SANITI office.

## WHAT DOES THE STUDENT REP ROLE INVOLVE?

As a student rep you can:

- Inform students of Student Rep activities and provide a channel for feedback.
- Communicate with SANITI around the issues students are currently facing, you are a key link between students and SANITI.
- Be involved with SANITI planning activities.
- Be involved in Industry Advisory and Academic Committees facilitated by NMIT.
- Be part of Focus Groups to ensure appropriate services are provided to students.
- Assist in co-ordination and completion of NMIT Student surveys for your programme area.
- You will receive a certificate recognising your role as a student rep, if you are an active rep (refer to participation).

- Meet and network with other students and student reps at events and meetings.
- You will develop valuable leadership skills, and learn how to manage situations in the best interests of the students you represent.

Issues addressed by student reps:

Generally, the issues addressed by student reps are systemic problems that affect many students rather than individuals alone.

Advising SANITI of these issues is crucial so we can address them as efficiently as possible. The areas they can be related to are:

- Teaching and learning
- Course content
- Teaching methods
- Class assignment extensions
- Providing tutors with feedback about minor issues (Advise SANITI so we can follow up)
- NMIT facilities
- Feedback regarding IT and Car parking problems.

Please remember you are the voice of your students, if at any time you do not feel comfortable raising any of these matters with staff directly, please seek advice from SANITI advocates, they are here to help.

You are not there to advise on any individual sensitive personal issues of students. If a student approaches you in regards to this, please refer them to SANITI or NMIT Learner Services. Also a reminder to be aware of SANITI's privacy policy in this situation.

## WHAT HAPPENS AFTER NOMINATION?

Congratulations on being nominated to Student Representative for your programme area. This will give you some information on what to do next. You have been added to our representative database, and we will keep you updated with student rep information. It is vital that contact details are kept current, so please ensure you advise us of any changes, so you don't miss out on any information.

## VISIBILITY AND CONTACT

Go and introduce yourself to your programme area manager, support staff and tutors as the new student rep.

Organising a meeting with other student reps in your area can be a good idea to find the best way to communicate and work together during the year, SANITI can put you in contact with other reps in your area.

Make yourself known to students in your area, and find the best way to communicate with them. Visibility and communication is the most important part of your position as student rep.

Speak to your tutors and request a small amount of class time to introduce yourself to students and advise them of your role as a student rep, this is important for students that are new to NMIT.

Keep the lines of communication open with your students and tutors during your time as student rep.

## STUDENT REP TRAINING

As part of being a student rep you will be given an opportunity to upskill. SANITI will hold training sessions every semester on Nelson, Marlborough and Woodbourne campuses.

These sessions will enable you to be the best student rep you can be, and the skills you learn will be transferable to entering the workforce at the completion of your studies at NMIT.

## PARTICIPATION

Active Student Reps will be eligible to receive a Student Representative Participation Certificate to add to your CV. To be an active Student Rep you will be available to attend meetings and training, and actively communicate feedback from students to SANITI/NMIT. There may also be a requirement to be part of focus groups at times. There is an expectation to communicate with the Student President if you are unavailable to attend these events. You are required to advise SANITI should you withdraw from your course, or feel you are unable to continue to fulfil your commitments as a Student Rep.



## 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 Curriculum 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 Curriculum 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 STUDENT 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 / MSD 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

LIVE  
MUSIC

WRAPS  
BURGERS  
HOT DOGS  
NACHOS

PANCAKES  
ICE CREAM  
SUNDAES

COMPS  
GIVEAWAYS

DIWALI  
MATARIKI  
MOON  
FESTIVAL

EVENING  
BBQS

*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**

[WWW.SANITI.CO.NZ](http://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
- 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, 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) 539 5978

### **Marlborough**

Phone (03) 577 2847

### **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:	Cornelius Prinsloo	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:	Adam Ftaya	employment@saniti.co.nz

**NMIT:**

Executive Director of Customer Experience and Excellence	Sue Smart
Manager of Learner Services	Julie Bytheway
IT Manager	Stephen Tanner
Facilities Manager	Sharon Robinson
Marlborough Campus Manager	Sarah Wheldale
Curriculum Director	Marja Kneepkens
Curriculum Director	Susannah Roddick

**NOTES:**

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**NOTES:**

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## NMIT and SANITI

### Student Representative Nomination Form

**Note for Tutors:** This form should be used in conjunction with the following documents:

- Student Representative Election Guidelines (for Teaching Staff)
- Student Representative Policy (for Teaching Staff and Students)

**Forms may be:** Dropped into the SANITI office  
 Sent to SANITI via Internal Mail  
 Faxed to: (03) 546 2426  
 Scanned and emailed to: [president@saniti.co.nz](mailto:president@saniti.co.nz)

#### PROGRAMME DETAILS:

Programme: ..... Level: .....

Campus: .....

#### STUDENT REPRESENTATIVE NOMINEE:

Name: .....

Student ID No: .....

Email: ..... Phone: .....

#### NOMINATED BY:

**Student 1 Name:** .....

Student ID No: .....

Signature: .....

**Student 2 Name:** .....

Student ID No: .....

Signature: .....

**SANITI**

**SUPPORT**  
*representation*  
**EVENTS**  
*employment*  
**ADVOCACY**

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](http://www.saniti.co.nz) • (03) 546 2425