



2026 Student Handbook

tradesacademy.ac.nz

School co-ordinator details:

Useful websites

Top of the South Trades Academy
tradesacademy.ac.nz

NMIT
nmit.ac.nz

Whenua Iti Outdoors
whenuaiti.org.nz

Electrical Training Company
etco.co.nz

Papa Taiao Earthcare
papataiaoeearthcare.nz

office@tradesacademy.ac.nz

 Find us on Facebook
 and Instagram

tradesacademy.ac.nz



Top of the South
**Trades
Academy**

PARTNERSHIP IN EDUCATION

Welcome

Welcome to the **Top of the South Trades Academy**. You will be joining students from 17 other secondary schools across the top of the south region and taking that next step into the tertiary training world.

Please keep this handbook so you can refer to it during the year.

Trades Academy training sites

Trades Academy programmes are offered at various sites throughout the region. You will be told by your school Trades Coordinator where your course will be. This year, our courses are offered at the following sites.

- **NMIT Marlborough**
Budge St, Blenheim
- Automotive Engineering
 - Salon Skills
 - Mechanical Engineering (Woodbourne)

- **NMIT Nelson**
Hardy St, Nelson
- Mechanical Engineering
 - Automotive Engineering
 - Aquaculture and Marine Conservation
 - Hospitality
 - Beauty
 - Creative Design for Hair and Makeup
 - Hairdressing
 - Sport and Exercise
 - Arts and Design
 - Gamification

- **NMIT Richmond**
Lower Queen St, Richmond
- Carpentry

- **Whenua Iti Outdoors**
Lower Moutere, Nelson
- Adventure Tourism Leadership
 - Manaaki Tāpoi
 - Adventure Skills Development and Kaitiaki Leadership
 - Uniformed Services
 - Outdoor Emergency Response
 - Environmental Sustainability

- **Electrical Training Company (ETCO)**
143 Rutherford St, Nelson
- Electrical

- **Papa Taiao Earthcare**
Golden Bay and Marlborough locations
- Future Farming

When is my Trades Academy programme?

Trades Academy programmes have been structured to fit into the school year. Courses based at NMIT and ETCO start at the beginning of Term 1 and continue once a week during term time until the beginning of Term 4. These programmes finish before the start of end of year exams.

In 2026, Trades programmes will operate on the following days:

| | |
|---|--|
|  Marlborough programmes (NMIT) |  Starting 19th February Finishing 22nd October |
| |  Thursdays 9am to 2.30pm |
|  Marlborough (Papa Taiao) | Future Farming will run as a 4 x 5-day block course. Your Trades Coordinator will provide you the dates for 2026. |
|  Nelson programmes (NMIT and ETCO) |  Starting 20th February Finishing 23rd October |
| |  Fridays 9:10am to 2:20pm |
|  Golden Bay (Papa Taiao) | Future Farming will start 19th – 20th Feb with an overnight camp, then every Friday until 25th of September 9am – 2:30pm (finish times may vary due to farm locations) |
| Whenua Iti Outdoors programmes are run as 4 x 4 day residential block courses (including overnight). Intakes are held at different time during the year. Contact your school Trades Coordinator for specific dates for 2026. | |

For NMIT and ETCO programmes in Nelson/Richmond there will be a Mihi Whakatau welcome at the beginning of the year at NMIT Nelson campus. For NMIT programmes in Blenheim and Woodbourne there will be a Mihi Whakatau welcome at the beginning of the year at NMIT Marlborough campus. For students attending programmes based at Whenua Iti Outdoors and Papa Taiao, there will be a welcome at the beginning of each course, and a graduation will be held at the end of each course.

There will also be an Awards Ceremony at the end of the year for all Trades Academy students held on 22 October at the Marlborough campus and 23 October at the Nelson campus.

What will my Trades Academy programme cost me?

The great news is that Trades Academy will cost you nothing! Transport to and from school is also provided as needed, as are all the tools, equipment, uniforms or safety gear you will need.

What will I learn at my Trades Academy course?

All our programmes are practical and hands-on.

At the beginning of the year, your school Trades Coordinator will provide you with a course outline for your Trades programme.

Course outlines can also be downloaded from the Trades Academy website. This will show all the unit standards you could achieve during your programme.

Attitude and behaviour

Trades Academy is a fantastic opportunity and you will gain practical skills and credits towards NCEA. For this reason, places at Trades Academy are in high demand. As a student transitioning from secondary school to the tertiary and work environment you will be treated as a young adult and expected to behave in a mature and responsible manner. The more you put into your Trades programme, the more you will get out of it!

Transport

Students travel across the region to attend Trades Academy. Bus transport is provided to and from Trades programmes, except in cases where students can easily walk from their school to their Trades campus. Your school Trades Coordinator will advise you of the transport arrangements for your course.

Students enrolled on programmes based at Whenua Iti Outdoors will be collected by bus or van from their school and returned there at the end of each week.

Check out the transport maps and timetables on pages 10 – 13 of this handbook.

Want to know more?

For more information on what you will learn and the credits you can achieve in this programme, go to the Trades Academy website and follow the course information links.



Scan the QR code to head to our website

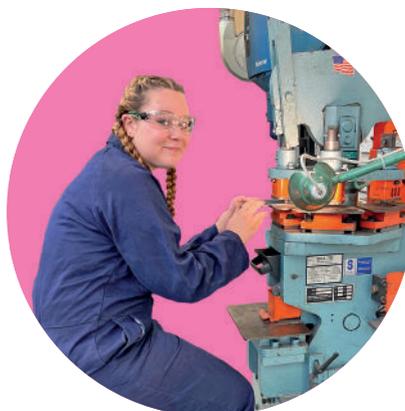
tradesacademy.ac.nz

Weather warnings from MetService

WATCH: A weather watch should not disrupt Trades Academy transport or programmes. In this situation it is up to the school to decide if they will send students to Trades Academy.

ORANGE: MetService suggests driving is okay. Best to check weather forecast AND conditions. In this situation it is up to the school to decide if they will send students to Trades Academy.

RED: Due to the geographical range of schools and where providers are located, it will depend on who the warnings impact. Therefore, if there is a red weather warning where your Trades Academy programme is located or where your school is located, then you are NOT to travel for Trades Academy programmes. Communication will come from TOTSTA via text or your school coordinator.

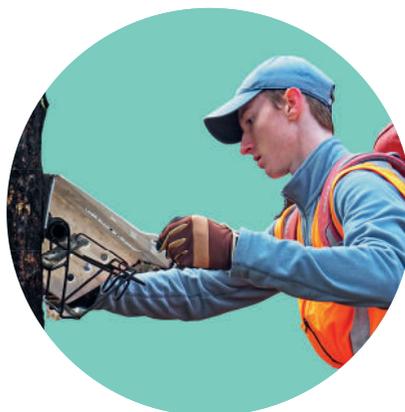


Clothing and uniforms

In general, students wear casual clothing to their Trades Academy programme, but are required to be dressed suitably for the course they are enrolled in. No offensive slogans on clothes are permitted. Tutors will advise students of appropriate clothing and footwear requirements at the beginning of the programme.

Many of our programmes require students to wear uniforms, overalls or appropriate safety gear (including safety boots). If you are issued with a uniform, safety equipment or other clothing, you must wear it when you are at your Trades course.

It is your responsibility to look after any clothing or safety equipment you are given and to return it at the end of the year in a neat and tidy condition.



Students completing programmes based at Whenua Iti Outdoors will be issued with a gear list by their school Trades Coordinator prior to the commencement of their programme. This will show all the gear that students will need to bring with them. Whenua Iti can provide gear to students who don't have all the items listed.

Attendance

There is strong demand by students for places at Trades Academy. If you are accepted into a Trades course you are expected to attend regularly each week. You must be on time and ready to start class at the beginning of the day and after break times.

Schools are advised of student attendance each week. If you are not able to attend your Trades programme for any reason you must let your school know, via the normal school absence procedures. If you know in advance that you will be away, then you should also let your Trades tutor know.

If you have school assessments, camps or other school activities that clash with your Trades course you need to talk to your school Trades Coordinator straightaway so that Trades Academy can be notified.

Lunch and other breaks

At Trades Academy you will have free time during lunch and other breaks. Any inappropriate behaviour will result in students not being allowed to leave the campus at all during the day. If a student is continually late to class or behaves in an inappropriate manner during break times they may be removed from Trades Academy.

Please note: Carpentry students have a 30 minute lunch break.

Student reports

Students enrolled in NMIT, ETCO and Papa Taiao Golden Bay programmes will receive three reports during the Trades Academy year. These reports will show the student's attitude, level of engagement and progress in the programme. Reports issued in July and October will record the unit standards and credits that the student has achieved.

Students enrolled in programmes based at Whenua Iti Outdoors and Papa Taiao Marlborough will receive a final report following the completion of their programme which will show all the unit standards and credits achieved. Weekly tutor reports will also be sent to schools showing a students progress, attitude and level of engagement.

Trades programmes at a glance

NMIT Marlborough

Thursdays 9am – 2.30pm

Automotive Engineering

Mechanical Engineering

Salon Skills

Papa Taiao Marlborough

Block course

Future Farming

Key points:

- ➔ For start and finish dates, please see page 2 of this Handbook
- ➔ Programmes based at Whenua Iti run at different times throughout the year. Please refer to the website for specific block course dates.
- ➔ Programmes can only be run when sufficient enrolments are received. A programme may be cancelled if there are insufficient enrolments. Students will be advised of this as early as possible.
- ➔ Students in Marlborough can enrol for Nelson based programmes.

Note: If circumstances change there could be mixed models of delivery e.g online, face to face one day per week or block options.

NMIT Nelson

Fridays 9.10am – 2.20pm

Carpentry

Mechanical Engineering

Automotive Engineering

Aquaculture and Marine Conservation

Hospitality

Beauty

Hairdressing

Creative Design for Hair and Makeup

Sport and Exercise

Arts and Design

Gamification

Pathway key:

- Construction and Infrastructure
- Manufacturing and Technology
- Primary Industries
- Services Industries
- Social Services
- Creative Industries

Whenua Iti

Residential block courses

Environmental Sustainability

Kaitiaki Leadership

Adventure Tourism Leadership

Adventure Skills Development

Manaaki Tāpoi Cultural Tourism

Uniformed Services

Outdoor Emergency Response

ETCO Nelson

Fridays 9.10am – 2.20pm

Electrical

Papa Taiao Golden Bay

Fridays

Future Farming

Key contacts

Top of the South Trades Academy staff



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Miriam Sherratt
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Campus maps



NMIT Nelson Campus Map

- A** Reception and all enquiries
- B** Trades Academy Sport and Exercise
- E** Trades Academy Mechanical Engineering, Automotive Engineering
- G** Trades Academy Arts and Design and Gamification
- H** Trades Academy Aquaculture and Marine Conservation
- M** Library
- N** Ake Ake Café
- T** Trades Academy Hospitality, Beauty, Hairdressing, Creative Design for Hair and Makeup



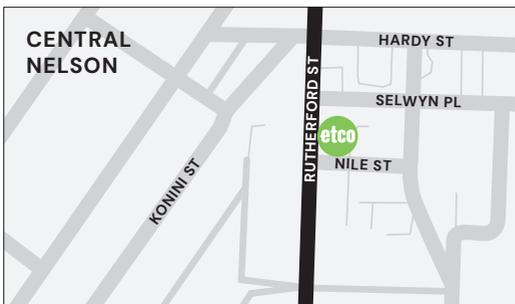
NMIT Blenheim Campus Map

- A** Reception and all enquiries
- E** Trades Academy Salon Skills
- J** Ginkgo Café
- K** Trades Academy Automotive, Mechanical Engineering



NMIT Richmond Campus Map

- A Reception and all enquiries
- O Carpentry



ETCO (Electrical) Location

143 Rutherford Street, Nelson

Travel maps

Estimated departure times for the Top of the South Trades Academy travel routes. Please be at your pick-up point 10 minutes before the times listed.

Note: All Blenheim based Trades Academy Students need to get themselves to the Marlborough Girls College Transport Hub.* Please talk with your school Trades Academy coordinator if clarification is needed.

Wider Area Routes

| No. | Route | Day | Departure | Return Departure |
|-----|--|---------|-----------|------------------|
| 1 | Rai Valley Area School ↔ NMIT Nelson | Fridays | 8.00am | 2.30pm |
| 2 | Motueka High School ↔ NMIT Nelson | Fridays | 7.45am | 2.30pm |
| 3 | Tapawera Area School ↔ NMIT Nelson | Fridays | 7.20am | 2.30pm |
| 4 | Queen Charlotte College ↔ NMIT Nelson | Fridays | 6.30am | 2.30pm |
| 6 | Marlborough Girls' College Transport Hub* <small>Includes Marlborough Boy's College and Richmond View School students</small> | Fridays | 7.00am | 2.30pm |
| 7 | Golden Bay High School ↔ NMIT Nelson | Fridays | 6.55am | 2.30pm |
| 8 | Collingwood Area School ↔ NMIT Nelson | Fridays | 6.30am | 2.30pm |
| 9 | Murchison Area School ↔ NMIT Nelson | Fridays | 6.55am | 2.30pm |
| 10 | Nelson (Location TBC) ↔ Takaka (Future Farming) | Fridays | 6.45am | ** |

Carpentry transport will be communicated by your school coordinator.

** Takaka return departure will be between 2:15pm and 3pm depending on location of departure.

Wider Area Routes



Nelson City Routes

| No. | Route | Day | Departure | Return Departure |
|-----|-------------------------------|---------|-----------|------------------|
| 11 | Nayland College ↔ NMIT Nelson | Fridays | 8:30am | 2:30pm |
| 12 | Garin College ↔ NMIT Nelson | Fridays | 8:30am | 2:30pm |
| 13 | Waimea College ↔ NMIT Nelson | Fridays | 8:20am | 2:30pm |

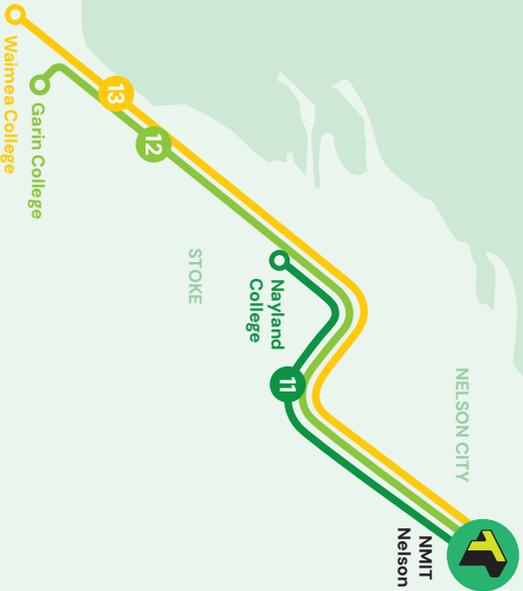
Blenheim Routes

| | | | | |
|----|---|-----------|--------|--------|
| 14 | Queen Charlotte College ↔ NMIT Blenheim | Thursdays | 8.15am | 2.30pm |
| 15 | Marlborough Girls' College Transport Hub* ↔ NMIT Woodbourne*** <small>Includes Marlborough Boy's College and Richmond View School students</small> | Thursdays | 8.40am | 2.30pm |
| 16 | Marlborough Girls' College Transport Hub* ↔ NMIT Blenheim <small>Includes Marlborough Boy's College and Richmond View School students</small> | Thursdays | 8.40am | 2.30pm |

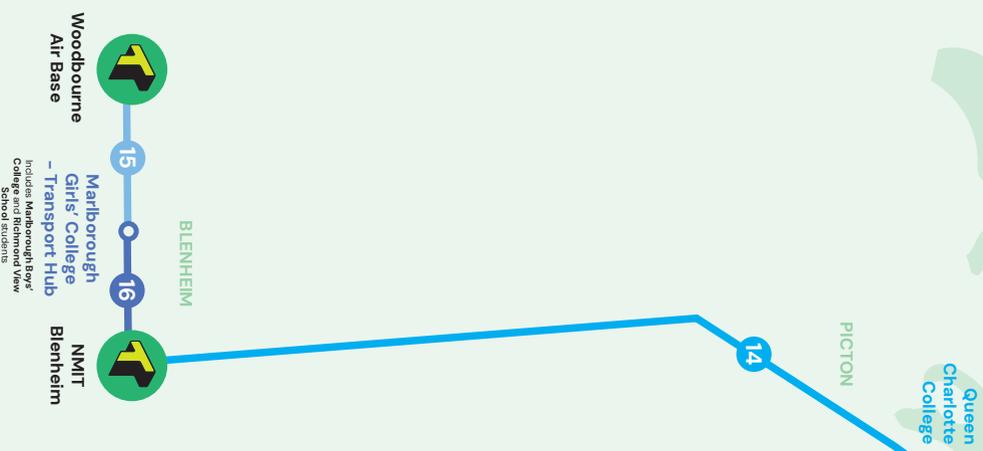
Note: All Blenheim based Trades Academy Students need to get themselves to the Marlborough Girls College Transport Hub.* Please talk with your school Trades Academy coordinator if clarification is needed.

***Due to the security at the Air Base students are unable to take their own vehicles or get dropped off at the security gate.

Nelson City Routes



Blenheim Routes



If you think you know what Trades is... **Think again!**

We give students great reasons to stay in school, and help them gain trades skills for successful, satisfying careers.



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