

EXPLORE YOUR FUTURE



SCHOOL
CO-ORDINATOR
DETAILS:

Useful Websites

Top of the South Trades Academy
www.tradesacademy.ac.nz

NMIT
www.nmit.ac.nz

Whenua Iti Outdoors
www.whenuaiti.org.nz

Electrical Training Company
www.etc.co.nz

Head to our
website
tradesacademy.ac.nz
for more
information



>> partnership IN EDUCATION



office@tradesacademy.ac.nz
tradesacademy.ac.nz

**TOP OF THE
SOUTH
TRADES
ACADEMY**

WELCOME

Welcome to the **Top of the South Trades Academy**. You will be joining students from 18 other secondary schools across the top of the south 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:

Te Pūkenga NMIT Budge St, Blenheim	Te Pūkenga NMIT Hardy St, Nelson	Whenua Iti Outdoors Lower Moutere Nelson
<ul style="list-style-type: none">• Automotive Engineering• Beauty• Hairdressing• Cellar Operations	<ul style="list-style-type: none">• Automotive Engineering• Mechanical Engineering• Beauty• Hairdressing• Hospitality• Creative Design for Hair and Make Up• Sport and Exercise• Joinery• Carpentry• Gamification• Arts and Design	<ul style="list-style-type: none">• Adventure Tourism Leadership• Manaaki Tāpoi• Environmental Sustainability• Uniformed Services
Te Pūkenga NMIT Woodbourne		Te Pūkenga NMIT Lower Queen St, Richmond
<ul style="list-style-type: none">• Aeronautical Engineering		<ul style="list-style-type: none">• Carpentry
		Electrical Training Company (ETCO), 750 Lower Queen Street, Richmond
		<ul style="list-style-type: none">• Electrical

When is my Trades Academy programme?

Trades Academy programmes have been structured to fit into the school year. Courses based at Te Pūkenga 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 2024, Trades programmes will operate on the following days:

 Nelson programmes (Te Pūkenga NMIT and ETCO)	 Starting 24th February Finishing 27th October
	 Fridays 9am to 2.30pm
<hr/>	
 Marlborough programmes (Te Pūkenga NMIT)	 Starting 23rd February Finishing 26th October
	 Thursdays 9am to 2.30pm

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 2024.

For Te Pūkenga NMIT and ETCO programmes there will be a Powhiri welcome at the beginning of the year for all students enrolled in Nelson, Blenheim and Richmond. There will also be an Awards Ceremony at the end of the year for these Trades Academy students.

For students attending programmes based at Whenua Iti Outdoors, there will be a welcome at the beginning of Week 1 of the course. A graduation will be held on the last day of Week 4 of the programme.

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.

Programme outlines can also be downloaded from the Trades Academy website: www.tradesacademy.ac.nz. 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.

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.

ETCO students will have half an hour for lunch and lunch is provided in Term 1.

Student reports

Students enrolled in Te Pūkenga NMIT and ETCO 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 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.

Whenua Iti Outdoors programmes

All Whenua Iti Outdoors programmes are run as 4 day x 4 week residential block courses.

Trades Academy programmes based at Whenua Iti Outdoors are scheduled as residential block courses and have designated intake dates during the year. For specific dates for 2024 talk to your school Trades Coordinator or go to the Whenua Iti Outdoors website: www.whenuaiti.org.nz

2024 Trades Programmes

ATA
GLANCE

Te Pūkenga NMIT Marlborough

THURSDAYS 9am - 2.30pm

Automotive Engineering

Beauty

Hairdressing

Cellar Operations

Te Pūkenga NMIT Nelson

FRIDAYS 9am - 2.30pm

Automotive Engineering

Mechanical Engineering

Beauty

Hairdressing

Hospitality

Creative Design for
Hair and Make Up

Sport and Exercise

Joinery

Carpentry

Gamification

Arts and Design

ETCO Nelson

FRIDAYS 9am - 2.30pm

Electrical

Te Pūkenga NMIT Woodbourne

FRIDAYS 9am - 2.30pm

Aeronautical
Engineering

Whenua Iti RESIDENTIAL BLOCK COURSES

Adventure Tourism
Leadership

Manaaki Tāpoi

Environmental
Sustainability

Uniformed Services

Notes: Programmes based at ETCO and Te Pūkenga NMIT Blenheim and Nelson will commence late February 2024. 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.

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

STUDENTS
IN MARLBOROUGH
CAN ENROL FOR
NELSON BASED
PROGRAMMES

Top of the South Trades Academy Staff



Shaaron James

Manager

Email: shaaron@tradesacademy.ac.nz

Phone: 027 802 0104



Carolyn Pudney

Marlborough Coordinator

Email: carolyn@tradesacademy.ac.nz

Phone: 021 0279 8778



Vicki Seager

Administrator

Email: vicki@tradesacademy.ac.nz

For general enquiries please email:
office@tradesacademy.ac.nz

Te Pūkenga NMIT Key Contacts

Partnership coordinator

Georgia Thompson

Georgia.Thompson@nmit.ac.nz

Te Pūkenga NMIT phone

03 546 9175

Website

www.nmit.ac.nz

Whenua Iti Outdoors Key Contacts

General Manager

Mark Bruce-Miller

mark@whenuaiti.org.nz

Education Partnerships Manager

Liana Crofskey

liana@whenuaiti.org.nz

Office phone

03 526 7842

Website

www.whenuaiti.org.nz

Electrical Training Company (ETCO)

Partnership coordinator

Nick Burrows

NickB@etco.co.nz

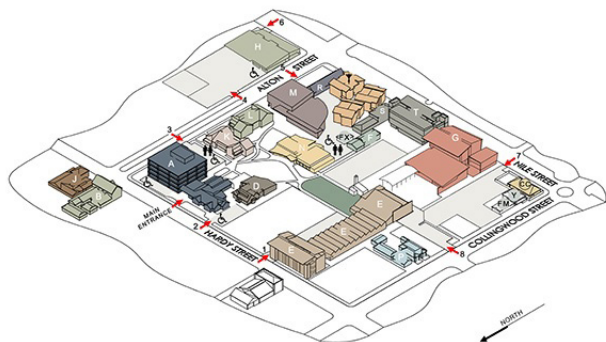
ETCO phone

03 379 8102

Website

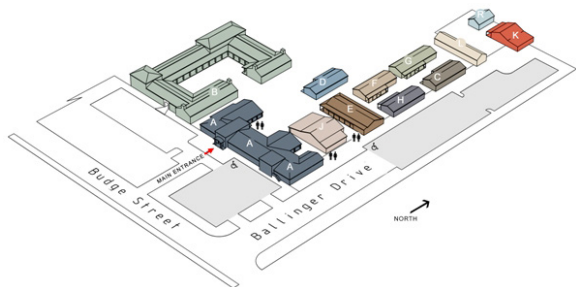
www.etco.co.nz

Campus Maps



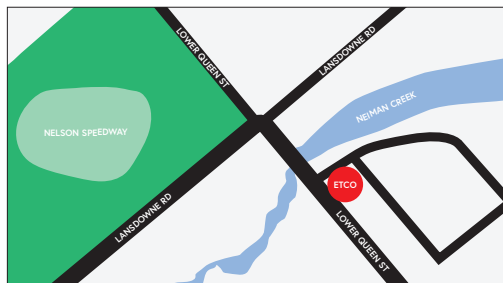
Te Pūkenga NMIT NELSON Campus Map

- A** Information and Enrolment Centre and Trades Academy Social and Community Services
- B** Trades Academy Sport & Exercise
- E** Trades Academy Building & Joinery, Mechanical Engineering, Automotive Engineering
- T** Trades Academy Hospitality, Beauty, Hairdressing and Creative Design for Hair and Makeup
- M** Library
- G** Trades Academy Arts and Design



Te Pūkenga NMIT BLENHEIM Campus Map

- A** Reception and Enrolment Centre
- D** Trades Academy Beauty
- J** Student Cafeteria
- K** Trades Academy Automotive and Carpentry and Joinery



ETCO (Electrical) Location

750 Lower Queen Street,
Richmond

Te Pūkenga NMIT RICHMOND Campus Map



- | | | | |
|------------------------------|--|----------------------------|------------------|
| B Student Centre | G Water Tanks | L Horticulture | Mobility Access |
| C C102, C103 | H Training Store | M M102, M103 | Toilets |
| D D102, D103 | I Practical Firefighting | N N102, N103 | P Parking |
| E Trainee Ranger Shed | J J102, J103, J104 | O Construction Barn | Entry Points |
| F Firefighting Shed | K K102, K103
Technician Storeroom/Office | Plant Nursery | Main Entrances |

WHAT OUR STUDENTS SAY...

“IT'S PRACTICAL AND HANDS-ON,
WHICH I REALLY LIKE.
IT'S NOT ALL JUST THEORY.”

“THE TUTORS ARE EASY TO TALK TO.
THEY SEE THE POTENTIAL IN US.”

“THIS COURSE HAS
GIVEN ME A SENSE
OF DIRECTION.
I RATE IT 10/10!”

“THIS COURSE HAS
SURPASSED MY
EXPECTATIONS.
I LOVE IT HERE!”

“I'M LEARNING HEAPS
IN A RELEVANT WAY
AND IN A JOB I WANT TO DO.”

Start training now for a real job!

The Top of the South Trades Academy is opening doors for students like you, who want to stay at school but are ready to start training for a real job.

If you're accepted into the Trades Academy, you'll be able to stay at school completing NCEA, while at the same time working towards a qualification in a trade of your choice.

**TOP OF THE
SOUTH
TRADES
ACADEMY**



office@tradesacademy.ac.nz
tradesacademy.ac.nz