



2025 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

office@tradesacademy.ac.nz

 Find us on Facebook

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 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.



NMIT Marlborough

Budge St, Blenheim

- Automotive Engineering
- Salon Skills
- Hospitality (TBC)



NMIT Nelson

Hardy St, Nelson

- Mechanical Engineering
- Automotive Engineering
- Aeronautical Engineering
- Aquaculture and Marine Conservation
- Hospitality
- Beauty
- Hairdressing
- Sport and Exercise
- Arts and Design
- Gamification



NMIT

Lower Queen St, Richmond

- Joinery
- Carpentry



Whenua Iti Outdoors

Lower Moutere, Nelson

- Adventure Tourism Leadership
- Manaaki Tāpoi
- Adventure Skills Development and Kaitiaki Leadership
- Uniformed Services
- Environmental Sustainability



Electrical Training Company (ETCO)







143 Rutherford Street, Nelson

- Electrical

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 2024, Trades programmes will operate on the following days:

 Nelson programmes (NMIT and ETCO)	 Starting 21st February Finishing 24th October
	 Fridays 9am to 2.30pm
 Marlborough programmes (NMIT)	 Starting 20th February Finishing 23rd 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 2025.

For NMIT and ETCO programmes there will be a Mihi Whakatau 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. 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

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.

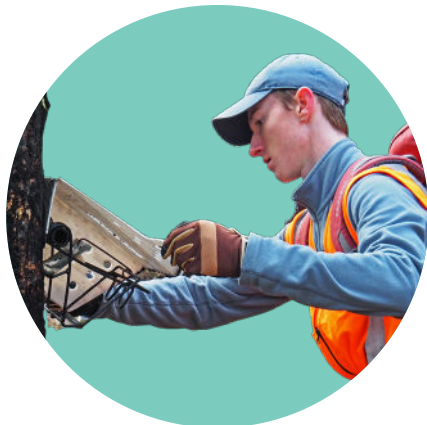
It is your responsibility to look after any clothing or safety equipment you are given and to return it at the end of the year in a neat and tidy condition.

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 and Joinery students have a 30 minute lunch break.

Student reports

Students enrolled in 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 2025 talk to your school Trades Coordinator or go to the Whenua Iti Outdoors website: www.whenuaiti.org.nz.

Trades programmes at a glance

NMIT Marlborough

Thursdays 9am – 2.30pm

Automotive Engineering

Salon Skills

Hospitality (TBC)

NMIT Nelson

Fridays 9am – 2.30pm

Mechanical Engineering

Automotive Engineering

Aeronautical Engineering

Aquaculture and Marine Conservation

Hospitality

Beauty

Hairdressing

Sport and Exercise

Arts and Design

Gamification

NMIT Richmond

Fridays 9am – 2.30pm

Joinery

Carpentry

Whenua Iti

Residential block courses

Adventure Tourism Leadership

Manaaki Tāpoi

Adventure Skills Development and Kaitiaki Leadership

Uniformed Services

Environmental Sustainability

ETCO Nelson

Fridays 9am – 2.30pm

Electrical

Key points:

- ➔ Programmes based at **NMIT Blenheim and Nelson** will commence late February 2025.
- ➔ 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.

Pathway Key

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

Key contacts

Top of the South Trades Academy Staff



Shaaron James
Manager

Email: shaaron@tradesacademy.ac.nz

Phone: 027 243 9886



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



NMIT

Ferne Cribb-Williams

Tertiary Pathways Coordinator

NMIT phone: 03 546 9175

nmit.ac.nz



Whenua Iti Outdoors

Mark Bruce-Miller

General Manager

mark@whenuaiti.org.nz

Liana Crofskey

Education Partnerships Manager

liana@whenuaiti.org.nz

Office phone: 03 526 7842

whenuaiti.org.nz

etco™ the electrical
training experts

**Electrical Training
Company (ETCO)**

Nick Burrows

Partnership coordinator

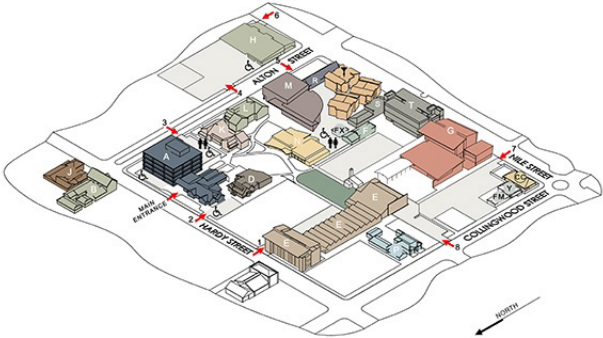
NickB@etco.co.nz

ETCO phone: 03 379 8102

etco.co.nz

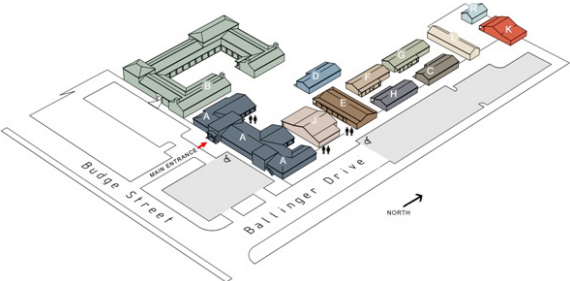
Campus Maps

NMIT Nelson Campus Map



- A** Information and Enrolment Centre
- B** Trades Academy Sport and Exercise
- E** Trades Academy Mechanical Engineering, Automotive Engineering, Aeronautical Engineering
- T** Trades Academy Hospitality, Beauty, Hairdressing
- M** Library
- G** Trades Academy Arts and Design and Gamification

NMIT Blenheim Campus Map



- A** Reception and Enrolment Centre
- D** Trades Academy Salon Skills
- J** Student Cafeteria
- K** Trades Academy Automotive
- TBC** Trades Academy Hospitality



ETCO (Electrical) Location

143 Rutherford Street, Nelson

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
Trades Academy
Joinery and Carpentry | Entry Points |
| F Firefighting Shed | K K102, K103
Technician Storeroom/Office | | Main Entrances |

Travel maps

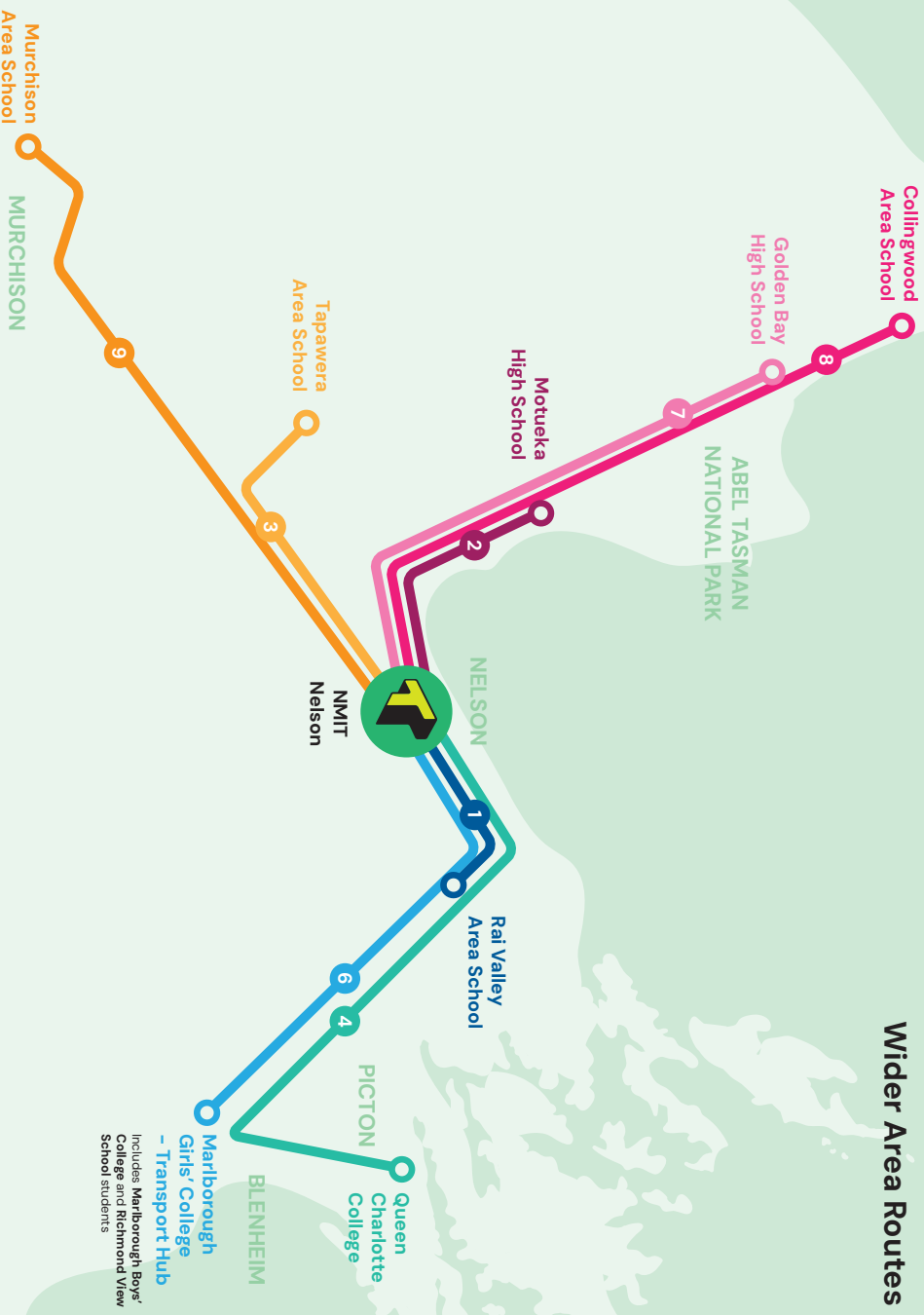
Estimated departure times for the Top of the South Trades Academy travel routes. Please be at your pick-up point 10 minutes before the times listed.

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	Friday's	8.00am	2.35pm
2	Motueka High School ↔ NMIT Nelson	Friday's	7.45am	2.35pm
3	Tapawera Area School ↔ NMIT Nelson	Friday's	7.20am	2.35pm
4	Queen Charlotte College ↔ NMIT Nelson	Friday's	6.30am	2.35pm
6	Marlborough Girls' College Transport Hub* <small>Includes Marlborough Boy's College and Richmond View School students</small>	Friday's	7.00am	2.35pm
7	Golden Bay High School ↔ NMIT Nelson	TBC	am	pm
8	Collingwood Area School ↔ NMIT Nelson	TBC	am	pm
9	Murchison Area School ↔ NMIT Nelson	Friday's	6.55am	2.35pm

Wider Area Routes



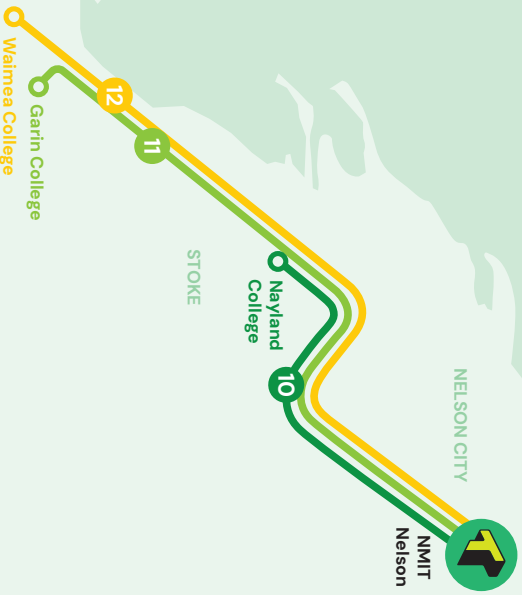
Nelson City Routes

No.	Route	Day	Departure	Return Departure
10	Nayland College ↔ NMIT Nelson	Friday's	8:30am	2.35pm
11	Garin College ↔ NMIT Nelson	Friday's	8:30am	2.35pm
12	Waimea College ↔ NMIT Nelson	Friday's	8:30am	2.35pm

Blenheim City Routes

14	Queen Charlotte College ↔ NMIT Blenheim	Thursday's	8.15am	2.30pm
16	Marlborough Girls' College Transport Hub* ↔ NMIT Blenheim	Thursday's	8.40am	2.30pm
Includes Marlborough Boy's College and Richmond View School students				

Nelson City Routes



Blenheim City 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.



office@tradesacademy.ac.nz

Find us on Facebook

tradesacademy.ac.nz

