

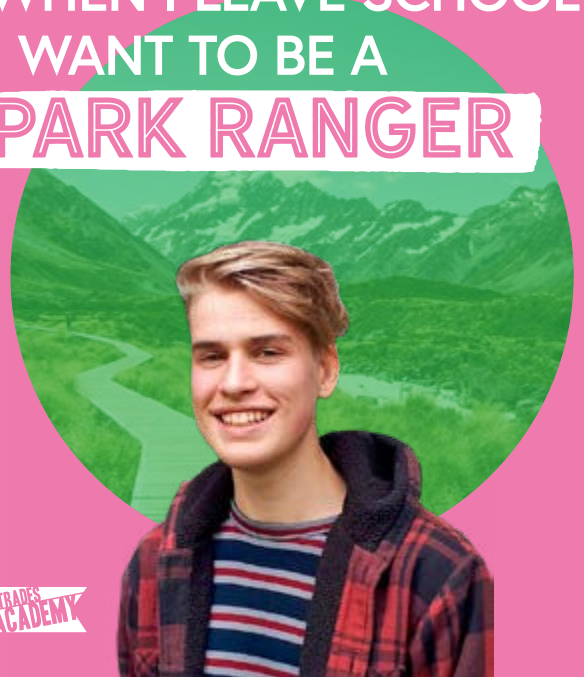
WHEN I LEAVE SCHOOL  
I WANT TO BE A  
**DESIGNER**

TOP OF THE  
SOUTH  
TRADES  
ACADEMY



WHEN I LEAVE SCHOOL  
I WANT TO BE A  
**PARK RANGER**

TOP OF THE  
SOUTH  
TRADES  
ACADEMY



WHEN I LEAVE SCHOOL  
I WANT TO BE A  
**FIRE FIGHTER**

TOP OF THE  
SOUTH  
TRADES  
ACADEMY



WHEN I LEAVE SCHOOL  
I WANT TO BE A  
**NURSE**

TOP OF THE  
SOUTH  
TRADES  
ACADEMY



TOP OF THE  
SOUTH  
TRADES  
ACADEMY

# Programme Guide 2021

Start training  
now for a real job!

[tradesacademy.ac.nz](https://tradesacademy.ac.nz)

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IF YOU THINK  
YOU KNOW  
WHAT  
TRADES IS...  
THINK AGAIN!



TOP OF THE  
SOUTH TRADES  
ACADEMY



[office@tradesacademy.ac.nz](mailto:office@tradesacademy.ac.nz)  
[tradesacademy.ac.nz](http://tradesacademy.ac.nz)

# 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 Trades Academy, you'll be able to stay at school completing NCEA, while at the same time working towards Level 2 or 3 credits and/or a NZ recognised qualification in a trade of your choice.

Trades Academy training is practical and hands-on and there are lots of options to choose from. You can learn anything from mechanical engineering and building, to hairdressing and hospitality. You'll learn heaps of useful skills to help you go on to further study or get a job right out of school. **The best part is, it's free!**

Training is either one day a week at one of the Nelson Marlborough Institute of Technology's (NMIT) campuses in Nelson and Blenheim; or in residential blocks at Whenua Iti Outdoors.

**What are you waiting for? Apply now and get going places.**

## HOW TO APPLY...

### It's easy to apply for the Top of the South Trades Academy!



Download an application form at [www.tradesacademy.ac.nz](http://www.tradesacademy.ac.nz)



Talk with your school's Trades Academy coordinator - and we'll take it from there.

### Who can apply?

The Trades Academy has no fees and is open to year 11, 12 and 13 students, who have or are working towards gaining credits in numeracy and literacy. We're looking for students who are focused, committed to learning and keen to work towards a career in their chosen vocational pathway.

If this sounds like you, contact us today.

[office@tradesacademy.ac.nz](mailto:office@tradesacademy.ac.nz)  
[tradesacademy.ac.nz](http://tradesacademy.ac.nz)



Some courses are available in Nelson and some in Marlborough. Students may choose to travel to Nelson or Marlborough to attend their programme of choice. **ALL TRANSPORT IS FREE!**

# Employability Skills

## Get work ready and get going places!

Employability skills or "soft skills" are a set of skills or competencies that help you get, and then keep, a job.

Your employability skills help give a potential employer "proof" that you will be a great addition to their company. It can show them you have a good attitude and are reliable, that you are willing to learn new skills, that you can work in a team, and that you can talk professionally to customers and so on.

New Zealand and international employers tell us these skills are essential for getting and keeping a job.

**TIP!**

Having great employability skills and being work ready is incredibly important to employers. Getting these skills right, will help you get a job!

Check out the following website for more useful information:  
[www.youthguarantee.net.nz](http://www.youthguarantee.net.nz)

**TOP OF THE SOUTH TRADES ACADEMY**

## What are the Employability Skills? What do Employers Want?



### 1. Positive attitude

This means you are positive, optimistic, honest and have a "can do" attitude; you're also happy, friendly and enthusiastic and motivated to work hard towards your goals.



### 2. Communication

You are a good communicator who speaks, listens and shares ideas appropriately; you ask questions when you're unsure and you understand how important it is to communicate well with customers, other employees and your employer.



### 3. Team work

You work well with others to complete tasks and meet goals; you contribute to developing new ideas and you work well with others from different backgrounds, genders or beliefs. You also follow directions and respect the authority of supervisors and managers.



### 4. Self-management

This means you arrive at work on time, with appropriate clothing and equipment to complete a work day. You're dependable, follow instructions, act responsibly and show commitment. You also take responsibility for your own health and wellbeing, and follow health and safety guidelines in the workplace.



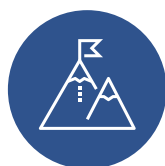
### 5. Willingness to learn

You are willing to learn new tasks, skills and information and you're curious and enthusiastic about the job, organisation and industry. You accept advice, learn from feedback and look for opportunities to work more effectively to make the business better.



### 6. Thinking skills

You can recognise problems and use initiative to find solutions; you think about consequences and assess options before making a decision. You also recognise when you need to seek advice.



### 7. Resilience

You are adaptable and flexible in new and changing situations; you can handle challenges and setbacks and don't give up. You also seek help and support when needed and learn from your mistakes.

# 2021 Trades Programmes

AT A  
GLANCE

NMIT Blenheim  
THURSDAYS  
9am - 2.30pm

Automotive Engineering

Beauty

NMIT Nelson  
FRIDAYS  
9am - 2.30pm

Automotive Engineering

Mechanical Engineering

Beauty

Hairdressing

Hospitality

Creative Design for  
Hair and Make Up

Sport and Exercise

Art and Design  
Digital Technology

Health and Support Services

Building and Construction

Whenua Iti  
RESIDENTIAL BLOCK  
COURSES

Adventure Tourism Leadership

Manaaki Tāpoi

Tourism Operations

Service Industries Internships

Environmental Science

Predator Control  
and Conservation

Emergency and Response



STUDENTS  
IN MARLBOROUGH  
CAN ENROL FOR  
NELSON BASED  
PROGRAMMES

**Notes:** Programmes based at NMIT Blenheim and Nelson will commence late February 2021. 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 a mix models of delivery e.g online, face to face one day per week or block options.*

# Building & Construction



This hands-on building and construction programme is the first rung on the ladder of a great career that can really take you places.

Working in NMIT's carpentry barn and enclosed construction yard, you'll learn heaps of useful skills like making pre-framed walls, installing windows, hanging doors and much more. Develop your skills using hand and power tools, learn how to interpret plans and create drawings for building projects; and gain an insight into joinery manufacturing.

From here you can go into employment, a trades course at NMIT or further study at university. One day you could end up running your own company!

► *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](#).*

## TRAINING PATHWAYS

### TRADES ACADEMY TRAINING

Industry Employment/  
Apprenticeships and ITO Training

Tertiary pre-employment training at  
NMIT in Carpentry and Construction  
Trades Skills

University Studies:

- Civil Engineering
- Project Management
- Architecture
- Resource Management
- Engineering
- Building Science

## EMPLOYMENT OPPORTUNITIES

- Carpenter
- Concrete Contractor
- Landscape Construction
- Joiner
- Construction Site Foreman
- Designer and Draughtsperson
- Builder
- Residential Building
- Construction Worker
- Retail Shop Fit-Out
- Building Supplies Sales
- Labourer/Hammer Hand
- Quantity Estimator
- Commercial Building
- Construction Project Manager

“Being part of the Trades Academy gave me the confidence to enrol at NMIT to study full time in an area where I want to work in the future.”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

- Demonstrate knowledge of lines and symbols, and drawing and sketching methods required for BCATS projects, establish job requirements and create sketches, and convert sketches to instrumental drawings for BCATS projects.
- Identify, describe, select, maintain, and use portable power tools for the construction of BCATS projects.
- Calculate quantities and prepare an order, set out and construct a non-consent timber framed utility building, and complete work operations.

*Some unit standards may change. Final information on the standards specific to your course will be available prior to starting your programme.*

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



**NCEA:** Level 2



**Starts:** February 2021



**Time:** 9am to 2.30pm  
Fridays



**Location:** NMIT Nelson

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



# Mechanical Engineering



If you're into making and fixing things and like working with your hands, then chances are you'll make a really good mechanical engineer.

This challenging programme will see you working in NMIT's Mechanical Engineering workshops learning how to machine, weld and fabricate with metal. During the year you'll design, build and race a grass kart with your team mates. Training is pretty much hands-on, so be prepared to get stuck in.

► *For more information on what you will learn and the credits you can achieve in this programme, go to the [Trades Academy website](https://www.tradesacademy.ac.nz) and follow the course information links.*

Head to our website [tradesacademy.ac.nz](https://www.tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



## TRAINING PATHWAYS

### TRADES ACADEMY TRAINING

Industry Employment/  
Apprenticeships and ITO Training

Tertiary Pre-Employment Training  
at NMIT L3 in Engineering

University Studies:

- Engineering Degrees in Mechanical, Civil, Structural, Design
- Metallurgist

## EMPLOYMENT OPPORTUNITIES

- Business Owner
- Machinist and Toolmaker
- Marine Engineer
- Welder
- Refrigeration Engineer
- Sheet Metal Fabricator
- Heavy Fabrication Engineer
- CAD Operator
- Architect or Civil Drafter
- Civil Engineer
- Mechanical Engineer
- Hydraulics Engineer
- Structural Steel Engineer
- Heating, Ventilation, Air Conditioning
- Maintenance and Diagnostics Engineer

“The facilities here at NMIT are really big, with heaps of equipment.”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

#### Year 1

- Demonstrate knowledge of workplace health and safety requirements on engineering worksites.
- Demonstrate knowledge of safety on engineering worksites.
- Demonstrate knowledge of MIG welding in the motor industry.
- Perform basic fabrication operations under supervision.
- Assemble mechanical components under supervision.

#### Year 2

- Produce simple engineering component drawings using CAD software.
- Produce components by performing basic engineering turning operations.

Some unit standards may change. Final information on the standards specific to your course will be available prior to starting your programme.



**NCEA: Level 2**  
This programme offers two year levels



**Starts:** February 2021



**Time:** 9am to 2.30pm  
Fridays



**Location:** NMIT Nelson

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

# Automotive Engineering



If you enjoy working on cars and problem-solving then Automotive Engineering could be just the career for you.

This programme will give you a real taste for the industry. You'll spend your time getting your hands dirty in NMIT's automotive workshops learning how cars and engines work and finding out about fault-finding and what automotive engineers do in their jobs. You'll have the opportunity to pull apart and reassemble car engines, change tyres and balance wheels, while learning about the location and function of vehicle systems and components.

Give it a go and see if Automotive Engineering is for you!

► *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.*

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.





## TRAINING PATHWAYS

TRADES ACADEMY TRAINING

Industry Employment/  
Apprenticeships and ITO Training

Tertiary Pre-Employment Training at  
NMIT in L3 Automotive Engineering

University Studies:

- Engineering
- Energy and Fuel Research

## EMPLOYMENT OPPORTUNITIES

- Small Engine Mechanic
- Vehicle Groomer or Sales
- Automotive Dismantler
- Automotive Electrician
- Motorcycle Mechanic
- Brake Service Technician
- Powerboat Technician
- Fuel Injector Engineer
- Wheel Alignment Technician
- Hydraulic Engineer
- Marine Engineer
- Automotive Engineering (light, heavy, diesel, marine, road)

“ I enjoy the hands-on style of learning where we get to operate machinery in a safe and controlled learning way. ”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

#### Year 1

- Identify emergency procedures in the motor and related industries.
- Identify the general locations and functions of motor vehicle systems and main components.
- Demonstrate knowledge of petrol and diesel engines.
- Disassemble and reassemble a single cylinder or multi-cylinder four stroke engine under supervision.
- Demonstrate knowledge of interchanging and balancing road wheels in the motor industry.
- Balance, remove and replace road wheels and replace vehicle lamps.

#### Year 2

- Demonstrate knowledge of motor vehicle documentation and primary systems of a vehicle.
- Bleed a hydraulic brake system.
- Demonstrate knowledge of brake systems, clutches, manual transmissions and tools and equipment used in the motor industry.
- Select and use hand tools and workshop equipment for an automotive application.

Some unit standards may change. Final information on the standards specific to your course will be available prior to starting your programme.



**NCEA:** Level 2 and 3  
*This programme offers two year levels*



**Starts:** February 2021



**Time:** 9am to 2.30pm  
Thursday (Marlborough)  
or Friday (Nelson)



**Location:** NMIT Nelson  
and Marlborough

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

# Environmental Science



If you're interested in the environment and the world around you, but would rather be in the outdoors than in the classroom, then this is the programme for you.

The level 3 Environmental Science programme is designed to bring science to life through a series of field-based, environmental investigations. The programme focus is on developing an understanding of environmental science, environmental management and traditional Maori environmental management practices. Students will carry out practical activities and investigations at sites throughout the top of the south.

Students will have the opportunity to investigate the ecological niches of local animals and plants, as well as exploring the habitats of native freshwater and marine fish and shellfish.

You do not need to have taken Level 1 or 2 Science options at school to be eligible for this programme.

► *[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.](#)*

“The tutors are easy to talk to.  
They see the potential in us.”

TRADES ACADEMY STUDENT



## TRAINING PATHWAYS

TRADES ACADEMY  
TRAINING

- Certificate in Conservation (Operations)
- Certificate in Horticulture
- Diploma in Aquaculture
- Diploma in Applied Science
- Diploma in Environmental Management
- Bachelor of Science
- Bachelor of Environmental Science
- Bachelor of Aquaculture and Marine Conservation

## EMPLOYMENT OPPORTUNITIES

- Conservation Ranger
- Aquaculture Farmer
- Environmental Scientist
- Fishery Officer
- Biosecurity Officer
- Fishing Skipper
- Marine Biologist
- Arborist
- Field Technician
- Horticulturalist

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



### On completion of this course you will be able to:

- Describe the ecological niche of an animal species.
- Investigate and report a variable of an animal species' ecological niche.
- Describe the ecological niche of a plant species.
- Investigate and report a variable of a plant species' ecological niche.
- Explain kaitiakitanga in terms of how Māori interact with the natural environment.
- Explain the use of tikanga Māori as part of exercising Kaitiakitanga.
- Plan a local Kaitiakitanga activity.
- Evaluate and carry out a local kaitiakitanga activity.
- Describe a native freshwater and a native marine fish or shellfish species.
- Describe the use of a native freshwater and a native marine fish or shellfish species as kai.
- Explain harvesting and processing of a native freshwater and a native marine fish or shellfish species.



**NCEA:** Level 3



**Starts:** Term 1 and 3 intakes



**Time:** 4 x four day block courses (includes overnight)



**Location:** Whenua Iti Outdoors

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

# Predator Control & Conservation

If you enjoy being outside, being active and learning in a hands-on, practical way, then come and join our efforts to protect New Zealand's unique biodiversity!



The Level 3 Predator Control and Conservation programme is designed to introduce students to predator control programmes and the important role they play in protecting New Zealand's biodiversity.

Students will complete a number of field-based trapping and conservation projects in a range of environments. The programme focus is on developing an understanding of environmental management practices and the technical and personal skills required to effectively participate in field-based environmental management programmes. Learning will be active, students will need to be physically fit and prepared for practical work in remote environments.

► *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.*

“It's practical and hands-on, which I really like. It's not all just theory.”

TRADES ACADEMY STUDENT



## TRAINING PATHWAYS

TRADES ACADEMY TRAINING

- New Zealand Certificate in Pest Operations - Urban Pest Control (L3)
- New Zealand Certificate in Conservation (Operations) (L4)\*
- Kaitiaki Whenua Trainee Ranger\*
- New Zealand Diploma in Environmental Management (L5)
- Bachelor of Environmental Management

\* Available locally at NMIT

## EMPLOYMENT OPPORTUNITIES

- Hunter/trapper
- Pest Control Technician
- Park Ranger and other roles with the Department of Conservation (DOC)
- Biosecurity Officer
- Environmental Scientist

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



### On completion of this course you will be able to:

- Communicate in a team or group which has an objective.
- Fit and remove vehicle chains.
- Demonstrate knowledge of river dynamics and hazards.
- Cross rivers safely.
- Prepare for the trapping of pest animals.
- Set traps, and place baits and lures for pest animal control.
- Check traps and clear them of pest animals and non-target species. Process and store or dispose of carcasses.
- Clean, store and maintain equipment, materials and records.
- Plan and engage in an activity intended to benefit the community.



**NCEA:** Level 3



**Starts:** Term 1 and 3 intakes



**Time:** 4 x four day block courses (includes overnight)



**Location:** Whenua Iti Outdoors

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



# Hospitality



Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



Hospitality is a career full of opportunities. You could start out serving coffees, become a chef or restaurant manager and one day even end up running your own business.

This practical introduction to the industry will see you working in NMIT's state-of-the-art kitchen and restaurant training facility where you'll be preparing, cooking and serving some of our region's finest produce.

The Hospitality programme is available at both Level 2 (Hospitality Year 1) and Level 3 (Hospitality Year 2). The focus of the first year is on developing knowledge and skills in various areas of hospitality, including cooking, café service, introductory barista (coffee-making) and front-of house. Students in the Year 2 programme, have the opportunity to further develop their cooking skills in the commercial kitchen; learning how to put together ingredients and flavours to come up with mouth-watering local and international dishes.

► *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.*

## TRAINING PATHWAYS

TRADES ACADEMY TRAINING

Industry Employment/  
Apprenticeships and ITO Training

Tertiary Pre-Employment Training  
at NMIT in Culinary Arts, Food and  
Beverage Service

University Studies:

- Food Nutrition
- Food Technology

## EMPLOYMENT OPPORTUNITIES

- Chef or Cook
- Baker
- Cruise Ships or Oil Rigs
- Caterer
- Hospitals
- Function Centres
- Pastry Chef
- Restaurants
- Food and Beverage Manager
- Kitchen Assistant
- Short Order Cook
- Cafés, Bars and Hotels
- Food Development
- Restaurant Manager
- Super Yachts



“ This course has given me a sense of direction. I rate it a 10/10! ”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

#### Year 1

- Demonstrate safe food practices and methods in a commercial kitchen environment.
- Safely use and maintain knives.
- Prepare a range of food items and present a range of dishes for service.
- Prepare espresso beverages under supervision.
- Prepare and present a range of hot and cold non-alcoholic drinks.
- Provide table service in a café.

#### Year 2

- Prepare and cook jams, pickles, chutneys and preserves.
- Prepare and bake basic cakes, sponges, and scones in a commercial kitchen.
- Compare characteristics of international dishes and prepare and present international dishes.
- Prepare and cook pasta dishes.
- Prepare and present basic hot and cold canapes.

Some unit standards may change. Final information on the standards specific to your course will be available prior to starting your programme.



**NCEA:** Level 2 and 3

*This programme offers two year levels*



**Starts:** February 2021



**Time:** 9am to 2.30pm  
Fridays



**Location:** NMIT Nelson

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

# Beauty



Take the first step into the exciting world of the beauty industry and develop beauty skills in a practical and real world environment.

Working in the fully equipped training salon at NMIT, you will explore beauty trends, treatments and services and have the opportunity to develop the skills needed to provide basic treatments to clients. During this programme you will work towards credits in the NZ Certificate in Salon Services Level 2 and you will also have the opportunity to learn about:

- Skin health
- Customer service and retail
- Professional products
- Tinting
- Eyebrow shaping
- Hand, foot and nail care

This is a great opportunity to learn about a future career that will enable you to travel the world while working in the beauty, body and spa industry.

► *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.*

## TRAINING PATHWAYS

TRADES ACADEMY TRAINING

Tertiary Pre-employment Training

- NZ Certificate in Beauty Therapy L4
- NZ Diploma in Beauty Therapy L5

Qualified Beauty Therapist

## EMPLOYMENT OPPORTUNITIES

- Trainee Beautician
- Make-up Artist
- Massage Therapist
- Beauty Sales Representative
- Business Owner
- Image Consultant
- Health Resort Employee
- Industry Assessor/Tutor
- Make-up for TV/ Movie Industry/ Fashion/Events

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



“Our tutor guides us through what we need to learn, rather than telling us what to do.”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

- Demonstrate knowledge of the client journey in a salon.
- Provide client service and care and assist the operator to prepare for service in a beauty salon or clinic.
- Describe key concepts related to personal hygiene and presentation and maintain personal presentation and a positive image for a commercial beauty salon.
- Demonstrate knowledge of current fashion trends and analyse their influence on performing beauty therapy service
- Demonstrate knowledge of significant milestones in the history of beauty therapy services and related products.
- Describe the relevance of anatomy and physiology knowledge to performing facial treatments and massage treatments.
- Maintain the cleanliness and level of supplies in the beauty salon.

Some unit standards may change. Final information on the standards specific to your course will be available prior to starting your programme.



NCEA: Level 2



**Starts:** February 2021



**Time:** 9am to 2.30pm  
Thursday (Marlborough)  
or Friday (Nelson)



**Location:** NMIT Nelson  
and Marlborough

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

# Hairdressing



Take the first step into the exciting world of the hair industry.

Working in a fully-equipped training salon at NMIT, you will learn to:

- Develop a range of elementary hairstyling skills, including presenting fashion competition work
- Develop skills to support a stylist within the salon
- Provide service and care to clients in a salon
- Understand and document a client's journey within the salon environment
- Understand fashion trends to be able to present a personal fashion image

This is a practical introduction to a career that never goes out of fashion!

During this programme you will work toward credits in the NZ Certificate in Salon Services Level 2.

► *[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.](#)*

## TRAINING PATHWAYS

TRADES ACADEMY TRAINING

Tertiary Pre-employment Training

L3 Certificate in Hairdressing  
(Salon Support)

L4 Certificate in Hairdressing  
(Emerging Stylist)

## EMPLOYMENT OPPORTUNITIES

- Trainee Hairdresser
- Film/Theatre/TV
- Cruise Ships
- Image Consultant
- Senior Hair Stylist
- Salon Receptionist
- Self-Employed/  
Own Business
- Colour Technician/  
Hair Colourist

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



“The salon here is so new and is just like a real hair salon. There's never a shortage of dryers or other equipment that we need.”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

- Demonstrate knowledge of the client journey in a salon.
- Present a personal fashion image for work in a hairdressing salon environment.
- Prepare and protect the client for hairdressing services.
- Identify a salon operator's resource requirements for the day; and maintain the operator's schedule or work and resources throughout the day.
- Maintain the cleanliness, the tidiness of reception and client areas, the level of supplies, and the laundry for a salon.
- Give information to clients and respond to enquiries in a specified workplace.

Some unit standards may change. Final information on the standards specific to your course will be available prior to starting your programme.



**NCEA:** Level 2



**Starts:** February 2021



**Time:** 9am to 2.30pm  
Fridays



**Location:** NMIT Nelson

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

# Creative Design for Hair and Make Up



Do you have a flair and passion for creative design? This course can help you develop your creative design techniques in the hair and beauty industries.

This Level 3 programme has been designed to build on and extend skills gained in either the Trades Academy Hairdressing (Level 2) or Beauty (Level 2) programmes. Students will gain a sound understanding of the skills and attributes needed to work in any salon while also developing salon skills in both hairdressing and beauty therapy services.

This course is practical and experiential, with a strong focus on creative design. Students will develop and practice their skills in NMIT's hairdressing training salon and the beauty training clinic, working with clients where appropriate.

► *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.*



## TRAINING PATHWAYS

TRADES ACADEMY TRAINING

- L3 Certificate in Hairdressing (Salon Support)
- L4 Certificate in Hairdressing (Emerging Stylist)
- L4 Certificate in Beauty Therapy
- L5 Diploma in Beauty Therapy

## EMPLOYMENT OPPORTUNITIES

- Trainee Hairdresser/Beautician
- Senior Hair Stylist
- Makeup Artist
- Beauty Sales Representative
- Health Resort Employee
- Salon Receptionist
- Colour Technician/Hair Colourist Film/Theatre/TV/Fashion Events
- Image Consultant
- Cruise Ships
- Self-Employed/Own Business

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



“The things we are learning are very valuable and if you put the effort in, you're definitely going to get the rewards.”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

- Demonstrate knowledge of salon workplace requirements and procedures.
- Describe the skills and attributes required of an employee in a salon.
- Carry out client consultation in preparation for dressing long hair; and dress long hair using a range of techniques and styling aids.
- Describe, maintain and safely use tools and equipment used in make-up and skin care services.
- Demonstrate knowledge of facial features, shapes and underlying skin tones.
- Demonstrate knowledge of make-up colour and design, products, and styles for a range of occasions.

Some unit standards may change. Final information on the standards specific to your course will be available prior to starting your programme.



**NCEA:** Level 3



**Starts:** February 2021



**Time:** 9am to 2.30pm  
Fridays



**Location:** NMIT Nelson

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



# Sport & Exercise



If you are into sport and exercise and want to know more about how your body responds and adapts to exercise, then this is the programme for you.

Find out how your body reacts to training and what things you should be including in your training to improve your sports performance and fitness.

Have a look at some of the common training tools, fitness methods and models and apply these to yourself and others. Train in a different environment with up-to-date instructors and get a feel for the other options you could go on to study to be able to work in the sport, health and fitness industry.

The Sport and Exercise programme gives you a practical opportunity to develop your own sports training and fitness; while exploring the wide career opportunities in the fitness, sport and recreation sector.

► *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.*

## TRAINING PATHWAYS

### TRADES ACADEMY TRAINING

- Tertiary pre-employment training that includes the NZ Diploma in Sport
- Recreation and Exercise (L5 and L6) and Bachelor of Sport and Recreation at NMIT

#### University Studies:

- Health Sciences
- Physical Education

## EMPLOYMENT OPPORTUNITIES

- Sports Trainer
- Health Sector Teaching
- Personal Trainer
- Coach
- Business Owner

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



“This course is real life, focused learning.”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

- Develop knowledge and skills and the correct technique related to the use of gym equipment.
- Demonstrate knowledge of macro and micro nutrients and nutritional imbalances.
- Manage personal physical fitness with guidance.
- Explain the purpose and structure of a fitness enterprise.

*Some unit standards may change. Final information on the standards specific to your course will be available prior to starting your programme.*



**NCEA:** Level 2



**Starts:** February 2021



**Time:** 9am to 2.30pm  
Fridays



**Location:** NMIT Nelson

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

# Adventure Tourism Leadership



Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.

Some of the very best learning in life comes through challenging your personal boundaries and training to work well in difficult situations.

Get outdoors, get active and have fun while you learn a wide range of outdoor skills. At the same time the Adventure Tourism Leadership programme allows you to develop your personal leadership style, enhance your communication skills, and determine your contribution to creating a high functioning team.

These personal and social skills are not only critical in today's world of work they are transferable to any career path you choose to take. During the Level 2 course you will experience mountain biking, caving, sea kayaking, rock climbing and camping, and in so doing, gain valuable credits at NCEA Level 2. The Level 3 course builds on existing outdoor skills allowing students to become more confident and skilled in different outdoor environments.

► *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.*

## TRAINING PATHWAYS

TRADES ACADEMY TRAINING

- Diploma in Adventure Tourism\*
- Health Science (Paramedicine)
- Royal New Zealand Police College
- Diploma in Applied Fitness
- Bachelor in Sport and Recreation\*
- New Zealand Armed Forces Training

## EMPLOYMENT OPPORTUNITIES

- New Zealand Army, Navy or Air Force
- New Zealand Police Force
- Outdoor Physical Education Teacher
- Outdoor Instructor
- Paramedic, Search and Rescue Emergency Management
- Adventure Tourism Guide

\* Available locally through NMIT  
NB - these are indicative career paths only. The leadership, technical and social skills focused on as a part of this Trades Academy option can complement many other career pathways.



“ I've developed my group communication and leadership skills which I'll be able to use in the future. ”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

#### Level 2

- Demonstrate the use of basic rope systems for top rope rock climbing and abseiling.
- Demonstrate basic rock climbing movement.
- Demonstrate sea kayaking skills on sheltered or slow moving water.
- Experience camping.
- Select, set up and maintain a mountain or cycle touring bike.
- Mountain Bike on intermediate to expert terrain.
- Demonstrate basic caving skills.

#### Level 3

- Prepare for, participate in, and evaluate an outdoor experience as a member of a group.
- Demonstrate bush survival skills.
- Explain search and rescue procedures.



**NCEA:** Level 2 and Level 3 options



**Starts:** Term 1 and 3 intakes



**Time:** 4 x four day block courses (includes overnight)



**Location:** Whenua Iti Outdoors

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

# Manaaki Tāpoi Cultural Tourism

Manaaki Tāpoi explores and celebrates the importance of Cultural Tourism within NZ and builds a deeper understanding of Te Āo Māori.



“ The Manaaki Tāpoi programme has helped me to expand my knowledge and understanding, and to see things from new perspectives. ”

*TRADES ACADEMY STUDENT*

Take a journey through the cultural history of Te Tau Ihu o Te Waka a Maui (the Top of the South). Learn from expert tutors and kaumatua, visit and stay on marae across the region and interact with Māori business leaders of the region.

This programme is designed to be experiential and active whilst embedding and reinforcing pride in Aotearoa's cultural heritage. You will learn the importance of strong connections to Te Ao Māori and the value these connections can bring to a wide range of career paths.

Manaaki Tāpoi (Introduction) at Level 2 focuses on whanaungatanga, kaitiakitanga, serving of kai and te reo greetings and farewells used in tourism. On completion of Manaaki Tāpoi (Introduction), students can pathway onto the Manaaki Tāpoi (Advanced) programme at Level 3. This course focuses on kaitiaki practices in Māori Tourism and the history of natural attractions and significant sites in our region.

This is a unique programme option within New Zealand.

► *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.*

## On completion of this course you will be able to:

### Level 2

- Explain kaitiakitanga in relation to a Māori environmental management system.
- Explain kaitiakitanga practices in relation to a local Māori environmental management system.
- Describe whanaungatanga in relation to the way Māori interact with the natural world.
- Describe whanaungatanga in relation to a local Māori environmental management system.
- Identify customary kai Māori and describe its gathering process.
- Prepare wharekai for service, as part of a team, in accordance with kawa and tikanga.
- Serve kai, as part of a team, in accordance with kawa and tikanga.
- Clear tables, as part of a team, in accordance with kawa and tikanga.
- Clear wharakai after service, as part of team, in accordance with kawa and tikanga.
- Explain the importance of Māori place names in tourism.
- List and use a range of te reo greetings and farewells in tourism.

### Level 3 Learning outcomes:

- Explain kaitiaki practices in a Tourism Māori context.
- Participate in a noho marae.
- Identify and explain the cultural significance of natural attractions in tourism Māori.
- Identify and explain the cultural significance of man-made attractions in tourism Māori.
- Explain the importance of respecting Māori customs and practices in Tourism Māori.
- Contribute within a team or group which has an objective.

## TRAINING PATHWAYS

TRADES ACADEMY TRAINING

- Certificate or Diploma in Adventure Tourism (NMIT)
- Certificate in Cultural Tourism – Sir George Seymour College
- Diploma in Tourism Management – Waiariki Institute of Technology
- NZ Certificate in Tourism Māori L3

### University Studies:

- Graduate Diploma of Teaching
- Business and Management Degrees

## EMPLOYMENT OPPORTUNITIES

- Tourism Guide
- Teacher
- Cultural Interpretation Specialists
- Maori and Indigenous Culture Studies
- Employment with: Prominent Māori Businesses and Iwi Trusts

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



**NCEA:** Level 2 and Level 3 options



**Starts:** Term 1 and 3 intakes



**Time:** 4 x four day block courses (includes overnight)



**Location:** Whenua Iti Outdoors

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

# Tourism Operations



Experience and learn about Aotearoa unique tourism attractions and how they are managed. Students will come away with knowledge of key skills required for working within the service industry.

New Zealand and the international tourism sector has undergone unprecedented change in recent times. Find out what this means for the New Zealand domestic and international tourism industry. This course provides students with an opportunity to meet leading operators and experience the services they offer. You will have the opportunity to learn about the unique attractions of different regions of Te Tau Ihu and to practice key skills required for this industry and the world of work.

This programme will appeal to students who respond well to experiential, hands on and fun learning.

► *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](#).*

## TRAINING PATHWAYS

TRADES ACADEMY TRAINING

- Tourism Industry Employment
- Diploma in Adventure Tourism
- NZ Certificate or Diploma in Tourism

University/Polytechnic Studies:

- Bachelor in Tourism Management
- Bachelor of Commerce\*
- Bachelor of Event Management
- Bachelor of Marketing

\* Available locally at NMIT

## EMPLOYMENT OPPORTUNITIES

- Tourism Business Operator
- Travel Consultant
- Hotel Receptionist
- Adventure Tourism Guide
- Flight Attendant
- Museum Guide
- Tour Guide
- Tourism Marketer

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



“This course has opened by my eyes to the possibilities available in the tourism industry.”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

- Demonstrate verbal communication skills in a wide range of tourism contexts.
- Communicate with people from other cultures.
- Define and describe culture in the context of the tourism industry.
- Apply cross-cultural communication skills with visitors to Aotearoa New Zealand.
- Demonstrate knowledge of methods applied to raise service levels to visitors from other cultures.
- Explain the importance of Māori place names in tourism.
- List and use a range of te reo greetings and farewells in tourism.
- Discuss Karakia tawhito as it applies to a tourism Māori event
- Examine contemporary karakia as it applies to a tourism Māori event.
- Recite a karakia in te reo appropriate to a tourism Māori event.
- Explain Tikanga in tourism Māori.

\*This course is under review and some outcomes may change.



**NCEA:** Level 3



**Starts:** Term 3 intake



**Time:** 4 x four day block courses (includes overnight)



**Location:** Whenua Iti Outdoors

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



# Service Industries Internship

The Service Industry Internship programme is designed for students who are looking to gain essential employment skills for the transition from school to the world of work.



The Service Industry Internship programme is a work placement apprenticeship-based programme. Students whilst working for a professional service operator will learn about unique local tourism attractions and practice key skills required for the service industry. As part of students work experience one on one mentoring is available as well as on-going training.

**Entry Requirements:**

Students are required to operate at a high level and be independent in their approach to learning. It is therefore recommended that students can demonstrate the following:

- Completion of a Whenua Iti Outdoors Trades Academy programme or equivalent with a teacher recommendation
- An ability to self-manage
- A high level of interest in developing work-ready skills

► *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.*

“ This course has surpassed my expectations. I love it here! ”

TRADES ACADEMY STUDENT



## TRAINING PATHWAYS

TRADES ACADEMY TRAINING

- Tourism Industry Employment
- Diploma in Adventure Tourism
- Bachelor in Tourism Management
- Bachelor of Commerce
- Bachelor of Event Management
- Bachelor of Marketing

## EMPLOYMENT OPPORTUNITIES

- Tourism Business Operator
- Travel Consultant
- Hotel Receptionist
- Adventure Tourism Guide
- Flight Attendant
- Museum Guide
- Tour Guide
- Tourism Marketer
- Event Manager
- Customer Service Consultant

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



### On completion of this course you will be able to:

- Provide customer service experiences in a tourism workplace.
- Work in a team on a tourism workplace project or task.

*In addition, depending on what standards chosen:*

- Explain the importance of Māori place names in tourism.
- List and use a range of te reo greetings and farewells in tourism.
- Describe key action areas of environmentally responsible tourism.
- Describe an environmentally responsible tourism workplace.
- Apply environmental principles in a tourism workplace.
- Explain Tikanga in tourism Māori.
- Discuss Karakia tawhito as it applies to a tourism Māori event.
- Examine contemporary karakia as it applies to a tourism Māori event.
- Recite a karakia in te reo appropriate to a tourism Māori event.

*\*This course is under review and some outcomes may change.*



**NCEA:** Level 3



**Starts:** Term 3 intake



**Time:** 4 x four day block courses (includes overnight)



**Location:** Whenua Iti Outdoors

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

# Health & Support



Are you interested in your own and other people's health? Do you like to assist others in the community? Then Health and Support Services might be for you!

You will be working on the NMIT campus developing the skills needed to work in the health and support services sector. You will gain knowledge of community services and resources, infection control practices, how to provide a safe environment, and gain insight into consumer rights in the health care setting.

You will also learn skills to appropriately communicate with consumers of health care, and support persons with disabilities. As part of this programme you will visit health providers throughout the region, including Nelson Hospital, rest homes and other support services.

Give it a go and see if Health and Support Services is for you!

► *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.*

## TRAINING PATHWAYS

TRADES ACADEMY TRAINING

### Employment within the industry

- NZ Certificate in Health and Wellbeing L3 and L4
- NZ Certificate in Study and Career Preparation L4

### University Studies:

- Bachelor of Nursing at NMIT

## EMPLOYMENT OPPORTUNITIES

- Medical Nursing
- Mental Health Paediatrics
- Forensics
- Aged Care
- Operating Theatre
- Health Education
- Community Nursing
- Disability Sector

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



“I'm learning heaps in a relevant way and in a job I want to do.”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

- Identify community support services and resources.
- Demonstrate knowledge of infection control requirements in a health/wellbeing setting.
- Describe procedures for reporting incidents in a health/wellbeing setting.
- Demonstrate knowledge of consumer's rights in a health/wellbeing setting.
- Describe techniques for managing personal wellbeing in a health/wellbeing setting.
- Maintain a safe and secure environment in a simulated health/wellbeing setting.
- Describe physical disability and the support needs of a person with a physical disability.
- Apply basic first aid concepts\*

\* Learning outcome not assessed by unit standard

Some unit standards may change. Final information on the standards specific to your course will be available prior to starting your programme.



NCEA: Level 2



Starts: February 2021



Time: 9am to 2.30pm  
Fridays



Location: NMIT Nelson

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

# Emergency & Response

If you want to pursue an active and exciting career path in the uniformed services but are not quite sure which service, then this is an ideal opportunity to try them out.



“ I would definitely recommend trades for other students. It's out of the classroom. ”

*TRADES ACADEMY STUDENT*

## Paramedics, Police, Fire Services, Search and Rescue and Civil Defence – these uniformed services all offer varied and exciting career opportunities.

You will have the opportunity to experience a simulated search and rescue exercise, gain bush survival skills and find out what it is really like to be a paramedic, police officer, or a firefighter. Learning is practical, active and engaging – this is a fun way to take a big step towards achieving NCEA Level 2 or 3 while gaining your basic first aid certificate and also refining your career path.

► *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.*

### On completion of this course you will be able to:

#### Level 2 Learning outcomes:

- Create a personal bush survival kit and demonstrate bush survival skills.
- Explain search and rescue procedures.
- Recognise a Civil Defence emergency and prepare for survival during a Civil Defence emergency.
- Communicate in the outdoors using two-way radio.
- Provide basic life support and first aid.
- Manage first aid in an emergency situation.
- Demonstrate knowledge of navigation tools and navigate in the outdoors in good visibility.
- Demonstrate knowledge of general purpose lines.
- Use general purpose knots and lines in an emergency situation.
- Demonstrate knowledge of the role and functions of Civil Defence general rescue at group level.
- Identify safety equipment, safety precautions and hazards in general rescue situations at ground level.
- Plan and carry out searches to locate simulated casualties within specified area at ground level.
- Move casualties to safe locations.

#### Level 3 Learning outcomes:

- Demonstrate an understanding of the uses and care of rock climbing and abseiling gear.
- Demonstrate skills and understanding of knots and harnesses.
- Demonstrate the setting up and operation of anchors and belays.
- Construct an abseil system and abseil on single pitches.
- Demonstrate abseil rescue techniques.
- Contribute within a team or group which has an objective.
- Demonstrate knowledge of river dynamics and hazards.
- Cross rivers safely.
- Explain long-term management requirements for an emergency care situation in an outdoor recreation environment.
- Assess and manage a patient's condition long-term in an outdoor recreation environment.

## TRAINING PATHWAYS

### TRADES ACADEMY TRAINING

- New Zealand Police College
- Bachelor of Health Science In Paramedicine
- New Zealand Fire Service Training
- The International Maritime Institute of New Zealand at NMIT
- New Zealand Defence Forces

## EMPLOYMENT OPPORTUNITIES

- Defence career options with NZ Army, NZ Airforce and NZ Navy
- New Zealand Land Search and Rescue Inc.

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



**NCEA:** Level 2



**Starts:** Term 1 and 3 intakes



**Time:** 4 x four day block courses (includes overnight)



**Location:** Whenua Iti Outdoors

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

# Art & Design

## Digital Technology



This Level 2 and 3 programme will introduce you to Art and Design Digital Technology in a practical and fun way.

You will get to spend time working in the NMIT art studio and graphics design department gaining skills for a start-up product design business, developing software controlled products. As part of this programme you will learn different arts and digital design techniques including print making, graphics, 3D or animation, photography and video.

This qualification could be the first step in a career or a spring board for further study into IT or Art and Design.

► *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.*

Head to our website [tradesacademy.ac.nz](http://tradesacademy.ac.nz) to read the personal accounts of our past graduates and students.



## TRAINING PATHWAYS

### TRADES ACADEMY TRAINING

- Certificate in Information Essentials (L4)
- Certificate in Design Studio (L5)
- Diploma in Arts and Design (L5)
- Diploma in Web Development and Design (L5)
- Diploma in Animation (L5)
- Bachelor of Information Technology
- Bachelor of Computer Generated Imagery
- Bachelor of Arts, Media and Design

## EMPLOYMENT OPPORTUNITIES

- IT Developer
- Photographer
- Database Administrator
- Illustrator
- Application Developer
- Printmaker
- Service Desk Administrator
- Web Content Manager
- Network Technician
- Social Media Manager
- Graphic Designer
- Marketing and Promotion

“ I enjoy it, like, heaps. I usually count down the school days for this Trades Academy days. ”

TRADES ACADEMY STUDENT

### On completion of this course you will be able to:

- Use the main features and functions of a presentation application for a purpose.
- Produce digital images for a range of digital media.
- Use the main features of an HTML editor to create a website/web-based app.
- Develop ideas in a related series of drawings appropriate to established printmaking practice.
- Produce artwork and demonstrate skills appropriate to a visual arts cultural context.
- Use advanced techniques to develop a digital media outcome.
- Implement complex procedures to produce a specified digital media outcome.

*Some unit standards may change. Final information on the standards specific to your course will be available prior to starting your programme.*



**NCEA:** Level 2 and 3



**Starts:** February 2021



**Time:** 9am to 2.30pm  
Fridays



**Location:** NMIT Nelson

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



So what would you like  
your 2021 to look like?

Is the Top of the South Trades  
Academy the place for you?

If so...

**IT'S SO EASY  
TO APPLY!**



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[www.tradesacademy.ac.nz](http://www.tradesacademy.ac.nz)



Talk with your school's Trades Academy  
coordinator - and we'll take it from there.



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TRADES  
ACADEMY**

WHEN I LEAVE SCHOOL  
I WANT TO BE A  
**HAIR DRESSER**



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SOUTH  
TRADES  
ACADEMY

WHEN I LEAVE SCHOOL  
I WANT TO BE A  
**BUILDER**



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ACADEMY

WHEN I LEAVE SCHOOL  
I WANT TO BE A  
**SPORT TRAINER**



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WHEN I LEAVE SCHOOL  
I WANT TO BE A  
**MECHANIC**



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**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.

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[office@tradesacademy.ac.nz](mailto:office@tradesacademy.ac.nz)  
[tradesacademy.ac.nz](http://tradesacademy.ac.nz)