



**TOP OF THE  
SOUTH TRADES  
ACADEMY**

**Student  
Handbook 2021**

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

SCHOOL  
CO-ORDINATOR  
DETAILS:

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 **partnership** IN EDUCATION



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tradesacademy.ac.nz



# 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 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:

<b>NMIT</b> Hardy St, Nelson	<b>NMIT</b> Budge St, Blenheim	<b>Whenua Iti Outdoors</b> Lower Moutere Nelson
<ul style="list-style-type: none"><li>• Automotive Engineering</li><li>• Mechanical Engineering</li><li>• Beauty</li><li>• Hairdressing</li><li>• Hospitality</li><li>• Creative Design for Hair and Make Up</li><li>• Sport and Exercise</li><li>• Art and Design Digital Technology</li><li>• Health and Support Services</li><li>• Building and Construction</li></ul>	<ul style="list-style-type: none"><li>• Automotive Engineering</li><li>• Beauty</li><li>• Hairdressing</li><li>• Cellar Operations</li></ul>	<ul style="list-style-type: none"><li>• Adventure Tourism Leadership</li><li>• Manaaki Tāpoi</li><li>• Tourism Operations</li><li>• Service Industries Internship</li><li>• Environmental Science</li><li>• Predator Control and Conservation</li><li>• Emergency and Response</li></ul>

## When is my Trades Academy programme?

Trades Academy programmes have been structured to fit into the school year. Courses based at NMIT 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 2021, Trades programmes will operate on the following days:



**Nelson  
programmes (NMIT)**



Starting 26th February  
Finishing 5th November



Fridays  
9am to 2.30pm



**Marlborough  
programmes (NMIT)**



Starting 25th February  
Finishing 4th November



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 2021.

*For NMIT programmes there will be a Powhiri welcome at the beginning of the year for all students enrolled in NMIT programmes in Nelson and Blenheim. 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](http://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 mufti 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 he or she may be removed from Trades Academy.

## Student reports

Students enrolled in NMIT 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 student's attitude, level of engagement and progress.

## 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 2021 talk to your school Trades Coordinator or go to the Whenua Iti Outdoors website: [www.whenuaiti.org.nz](http://www.whenuaiti.org.nz)

# 2021 Trades Programmes

## AT A GLANCE

NMIT Blenheim  
THURSDAYS  
9am - 2.30pm

NMIT Nelson  
FRIDAYS  
9am - 2.30pm

Whenua Iti  
RESIDENTIAL BLOCK  
COURSES

Automotive Engineering

Automotive Engineering

Adventure Tourism  
Leadership

Beauty

Mechanical Engineering

Manaaki Tāpoi

Hairdressing

Beauty

Tourism Operations

Cellar Operations

Hairdressing

Service Industries  
Internships

Hospitality

Environmental Science

Creative Design for  
Hair and Make Up

Predator Control  
and Conservation

Sport and Exercise

Emergency and Response

Art and Design  
Digital Technology

Health and  
Support Services

Building and Construction



STUDENTS  
IN MARLBOROUGH  
CAN ENROL FOR  
NELSON BASED  
PROGRAMMES

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.

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



## Top of the South Trades Academy Staff



**Shaaron James**

*Manager*

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**Carolyn Pudney**

*Marlborough Coordinator*

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**Vicki Seager**

*Administrator*

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

## NMIT Key Contacts

### **Business Support**

#### **Tertiary Pathways**

Jolene Theron

jolene.theron@nmit.ac.nz

### **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

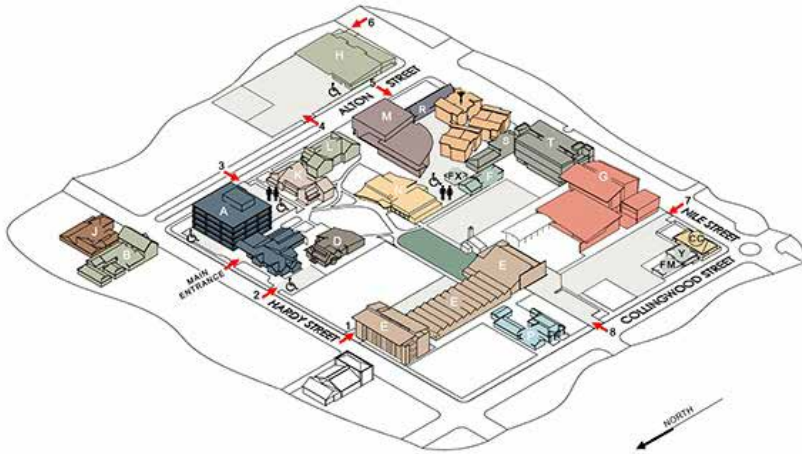
### **Website**

www.whenuaiti.org.nz

Head to our  
website  
[tradesacademy.ac.nz](http://tradesacademy.ac.nz)  
for more  
information



## NMIT NELSON Campus Map



### A Block

Information and Enrolment Centre  
Trades Academy Health & Support Services

### B Block

Trades Academy Sport & Exercise

### E Block

Trades Academy Building & Construction  
Mechanical Engineering  
Automotive Engineering  
Civil Infrastructure

### T Block

Trades Academy Hospitality  
Beauty  
Hairdressing  
Creative Design for Hair and Makeup

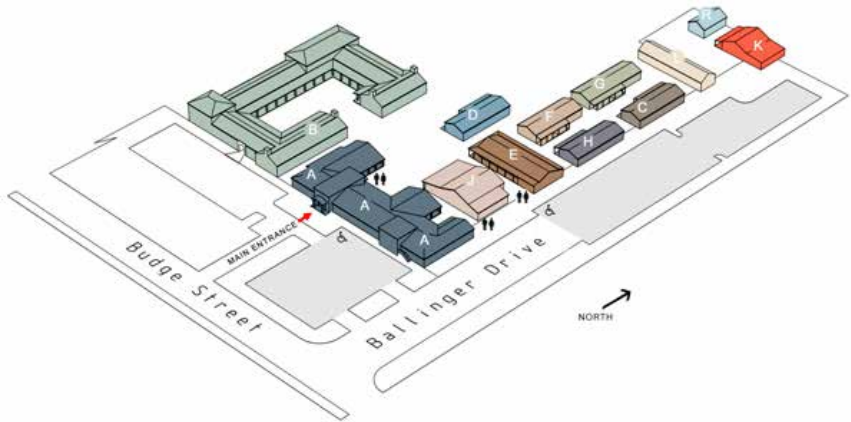
### M Block

Library

### G Block

Trades Academy Art and Design

## NMIT BLENHEIM Campus Map



### A Block

Reception and Enrolment Centre

### D Block

Trades Academy Beauty

### J Block

Student Cafeteria

### K Block

Trades Academy Automotive  
Building and Construction

# WHAT OUR STUDENTS SAY...

“

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

”

“

THIS COURSE HAS SURPASSED MY EXPECTATIONS.

I LOVE IT HERE!

”

“

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

”

“

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

”

“

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

”

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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