

# International **Prospectus**

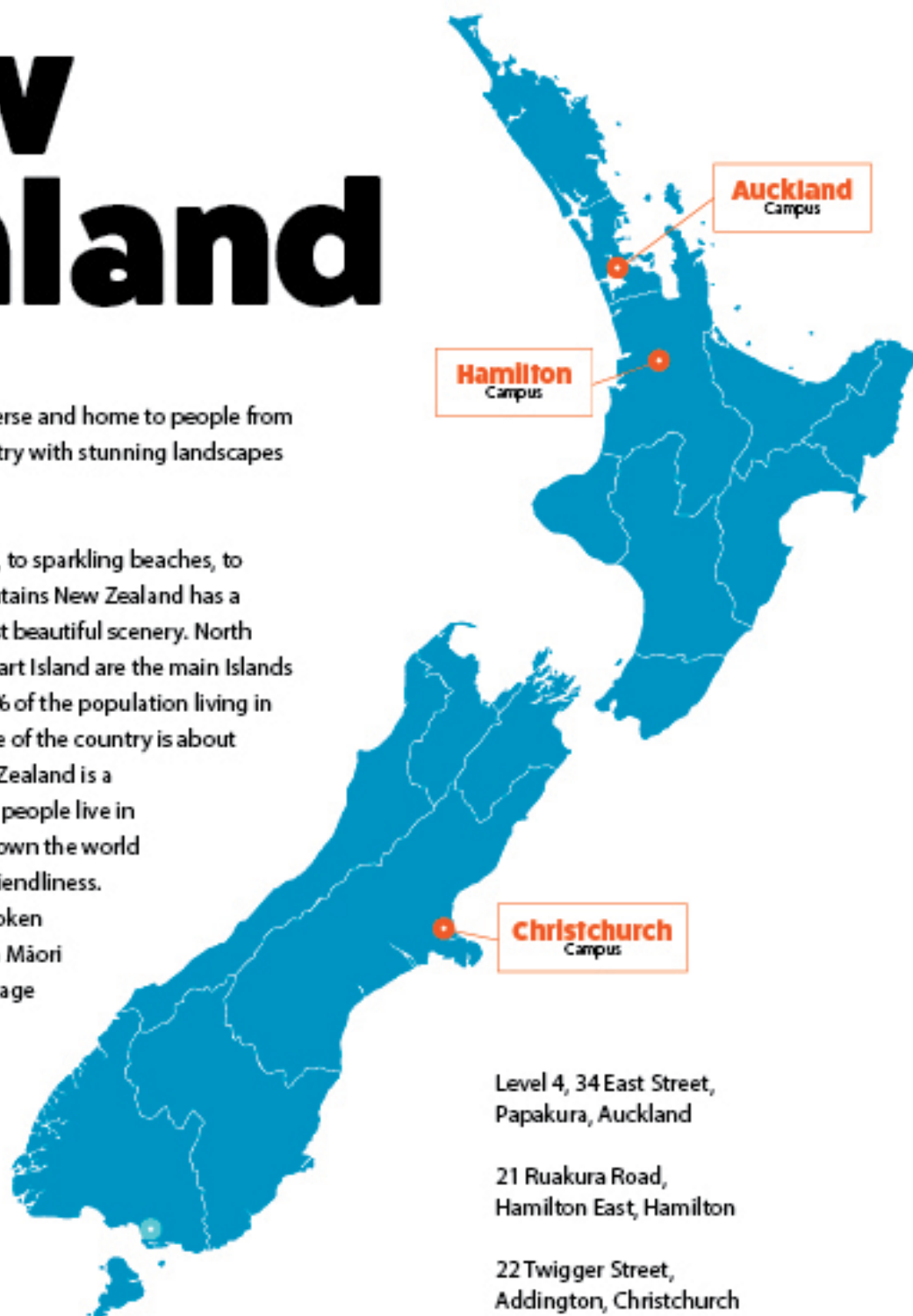
2023 - 2024



# New Zealand

New Zealand is culturally diverse and home to people from all over the world. It is a country with stunning landscapes and immense beauty.

From rolling green farmlands, to sparkling beaches, to majestic snow-covered mountains New Zealand has a reputation of the world's most beautiful scenery. North Island, South Island and Stewart Island are the main Islands in New Zealand with over 70% of the population living in the North Island. The land size of the country is about that of the UK or Japan. New Zealand is a developed country and most people live in cities. New Zealanders are known the world over for their creativity and friendliness. English is the most widely spoken language in the country, with Māori and New Zealand Sign Language as the official languages in Aotearoa New Zealand.



Level 4, 34 East Street,  
Papakura, Auckland

21 Ruakura Road,  
Hamilton East, Hamilton

22 Twigger Street,  
Addington, Christchurch





“

**I'm genuinley so glad  
I studied at Vision College.**  
I can't think of anywhere else that  
would have given me such an ideal  
foundation for what I do now.

Vision College Graduate

”



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*Disclaimer: The information contained in this prospectus is correct at the time of going to print. Vision College reserves the right to cancel or postpone any of the programmes. We recommend that you check the details of your desired programme by calling us or checking our website, as some things may have changed.*



# Haere Mai, Kia Ora

## Welcome to Vision College Ltd

Vision College is a charitable company born out of a desire to invest into the future of New Zealand and the world by growing people. Since 1984, thousands of people have benefitted from the dedication of our staff and their support for learners of all ages and backgrounds. Our staff enjoy the challenge and satisfaction of this mission, seeing changed lives and people growing toward their full potential.

### Our Mission

‘Changing lives through learning’ is what we are passionate about as an educational provider in New Zealand, offering programmes and services that make a positive difference in the lives of our learners.

Vision College has campuses located in Auckland, Hamilton, and Christchurch. Campuses are well-equipped with designated learning areas, computer suites, and student hubs.

Vision College offers a variety of programmes, ranging from Certificate to Degree level.

### The following areas of study are available at Vision College:

- Counselling
- Software Development (I.T.)
- Primary Industry Skills (Agriculture)
- Early Childhood Education and Care
- Study Abroad and Cultural Immersion

Our tutors are dedicated to helping students achieve, providing support with pastoral care, smaller class sizes, and quality academic teaching.

To find out more about our programmes and Vision College, please visit our website at [vision.ac.nz](http://vision.ac.nz)

### Our Values

#### God Honouring | Whakamānawatanga

Firstly, honouring God and then others – staff, students, stakeholders, and others we connect with.

*Tuatahi, ka whakamana i te Atua, tuarua, ka whakahōnore i te tangara, ahakoa ko wai, ahakoa nō whea*

#### Relational | Whakawhānaungatanga

Placing value on connection with people, over things. The essence of walking long term with people, iwi, organisations even through struggles.

*Ko te tangata te mea nui. Ka whakatairangahia te poipoi me te atawhai i te tangata i roto i ngā piki me ngā heke o ngā tau.*

#### Innovative | Auahatanga

The ability, desire and capacity to look for and see new and fresh ways of doing and approaching things, to improve outcomes and opportunities for others. This may be in small or big ways.

*Te āhei kit e titiro whakamua me te rapu i ētehi ara rerekē e uie kē atu ai ngā hua.*

#### Purposeful | Whaitake

Being focused and determined to reach a desired and shared outcome.

*Ka ū, ka ūpoko pakaru mātou ki te whakatutuki i ō mātou wawata.*

Our values express and embrace our Christian identity and our Māori and Pasifika cultural focus to facilitate and grow a vibrant and healthy environment that enables our four Key Strategic Elements, the means we use to create unique value. These are:

- Create and deliver outstanding learning experiences for students
- Champion the best in one another – our staff team
- Build strong stakeholder/industry relationships
- Academic integrity and Business excellence

Our approach is holistic, developing the whole person to enable our graduates to be effective leaders in both their employment and personal lives. We aim for excellence not only in providing qualifications, but in developing individuals.



# Our Campuses

## Hamilton

The campus is located in Hamilton East, a 5-minute drive from the centre of town. A cafeteria and kitchen is provided for students, together with outdoor areas. Student ID's enable access to computers, printers and a well-stocked library. Wi-Fi is available for students' own devices. There is free parking on-site and bus services available nearby.

## Auckland

The campus is located in the heart of Papakura, a short drive from Manukau. A student hub and kitchen are provided for students to gather and enjoy with friends, there are also shops and supermarkets close by. Student ID's enable access to student areas and printers. Wifi is available for student devices. There is free parking for students onsite with a train and bus station only a short walk away.

## Christchurch

The campus is located in a spacious and well-appointed building with shady trees and lawns welcoming visitors to our site. A cafeteria and kitchen are provided for students with a lovely courtyard also available. Christchurch Campus is a professional tertiary provider situated just a five minute drive from the CBD and only 15 minutes' walk from Hagley Park.

The campus provides several grassy areas and also a number of park-style benches where students can hang out and enjoy the beautiful Canterbury sunshine.

## Facilities

### Library

Our Hamilton campus digital library is well stocked with all the information needed to help students with their studies. Students also have a high-speed internet connection and access to a wide range of learning resources.

All students can access the Hamilton library through the online library catalogue.

### Cafeteria

Each campus has a cafeteria onsite with kitchen facilities stocked with tea and coffee. Students can heat and eat lunch, relax during class breaks, and meet new friends.

### Campus Events

To gather and build a sense of community among staff and students, we host regular campus BBQs/lunches to celebrate progress towards completing educational outcomes. From time to time we gather to support causes or raise money for charity e.g. raising funds for the Breast Cancer Foundation New Zealand.



# Our Programmes

Programme	Qual	Level	Length	Study Options*	Age	Fees	Location
<b>Counselling</b>	Bachelor of Counselling	7	3 years (Full-time) or 6 years (Part-time)	Full-time or Part-time	20+	\$50,022* (3 Years)	Christchurch
<b>ICT</b>	NZ Diploma in Software Development	6	2 year	Full-time	18+	\$34,812* (2 Years)	Auckland, Hamilton, & Christchurch
<b>Agriculture</b>	NZ Certificate in Primary Industry Skills	2	12 weeks	Full-time	18+	\$8,000	Hamilton
<b>ECE</b>	NZ Diploma in Early Childhood Education & Care	5	1 year	Full-time	18+	\$8081*	Auckland, Hamilton, & Christchurch
<b>Study Abroad and Cultural Immersion</b>	N/A	N/A	1-12 weeks	Full-time	Negotiable	Request a quote	Hamilton

Notes:

1. Subject to availability.

2. Students will need to bring their own device (BYOD), except for the Study Abroad and Cultural Immersion programme.

\*For additional fees, refer to our website.

Level	1	2	3	4	5	6	7
<b>Approximate Difficulty</b>	Year 11 at Secondary School	Year 12 at Secondary School	Year 13 at Secondary School	Between Secondary School & University	1st year at University	2nd year at University	3rd year at University

# Bachelor of Counselling

## LEVEL 7

<b>Programme Length:</b>	<b>3 Years (Full-time)</b>
<b>Campus:</b>	<b>Christchurch</b>
<b>Qualification:</b>	<b>Bachelor of Counselling (Level 7)</b>

Do you have a passion to work as a counsellor and make a difference in people's lives and in your community? If so, we have a quality programme in counselling to make your dream become a reality.

Our Bachelor of Counselling degree programme is designed for those who aspire to become an effective counsellor. This programme will deepen your understanding of human behaviour and broaden your skillset in assessing and explaining human behaviour.

The practical counselling experience is a significant element of this programme providing you with real hands-on experience. Vision College offers small class sizes and supportive tutors, which creates a personal and productive learning environment. A Person-Centred approach is developed within a Christian faith-based learning environment.

Graduates of the Bachelor of Counselling will have completed the requirements for provisional membership to the relevant professional bodies, New Zealand Christian Counsellors Association (NZCCA) and New Zealand Association of Counsellors (NZAC). Graduates will qualify to work in various social service positions such as counselling centres, churches, family and health support services, not-for-profit social service agencies (NGOs) and advocacy roles.

## What You Will Learn

### Year One – Core Papers

- Person-Centred Counselling
- Counselling Approaches
- Critical Thinking
- Introduction into Theology

- Personal and Professional Formation
- Aotearoa New Zealand Society
- Lifespan Human Development

### Year Two – Core Papers

- Person-Centred Counselling 2
- Personal and Professional Integration
- Supervised Professional Practice
- Working with Contextual Issues
- Cultural Competency for Counselling in Aotearoa New Zealand
- Working with Family Members

### Year Three – Core Papers

- Personal and Professional Integration 2
- Supervised Professional Practice 2
- Mental Health and Disorders
- Working with Contemporary Ethical Issues

### Year Three – Optional Papers (of which only 2 will be run in year three)

- Introduction to Research
- Creative Therapies
- Counselling Children and Young People
- Grief and Loss Counselling
- Alcohol, Drugs, and Addictions
- Abuse and Trauma Counselling
- Working with Couple Relationships



## Programme Structure

This programme is delivered full-time. Students will learn in both a classroom situation and through practical application.

Over the two final years, students need to complete a minimum of 200 hours of face-to-face supervised counselling practice within an approved agency, along with a minimum of one hour of external clinical supervision for every five hours of counselling practice. Students are also required to attend a minimum of 10 hours of personal counselling.

## Entry Requirements

- International students for whom English is a second language must have an IELTS Academic score of 6.5 with no individual band lower than 6.0, or a recognised equivalent test
- International students are required to obtain a police certificate from their country of origin because of the requirement to complete a practicum in an approved agency



“

**Their knowledge on theory was ‘top notch’, their anecdotes and stories impacted me during my learning.**

**Counselling Student Graduate**

# NZ Diploma in Software Development

## LEVEL 6

<b>Programme Length:</b>	<b>2 Years (Full-time)</b>
<b>Campuses:</b>	<b>Auckland, Hamilton, and Christchurch</b>
<b>Qualification:</b>	<b>New Zealand Diploma in Software Development (Level 6)</b>

Are you technologically minded and want to gain skills for software development? If so, why not train to become a software developer and learn how to write programs, develop apps, websites, and online games. We have a quality Software Development programme to make your dream become a reality in this exciting industry.

The New Zealand Diploma in Software Development is a two-year “Full-Stack” programme that will set you up for entry into the rapidly growing IT industry. You will learn core skills in a range of essential software developer areas.

The first year focuses on web development and design, giving you the skills to set your mark in this industry. The programme focuses on programming languages used in websites today: PHP, SQL, and JavaScript, developed within a responsive framework. In the second year, you will use Visual Studio 2022 and Visual Studio Code to create client-side and server-side software. You will use C#, ReactJS, and React Native to build innovative Web, Mobile, and API applications. You will learn to develop SQL, and SQLite databases. You will have more practical time learning and writing code than for most 3-year degrees. Vision College offers small class sizes, and supportive tutors, which creates a personal and productive learning environment.

Our programme provides a pathway for students to pursue further studies. You can apply to pursue your studies into the 3rd year of the Bachelor of Software Development programme (subject to availability) with other education providers in New Zealand. Some of our graduates have moved into software development roles

across a wide range of industries, such as education and e-learning, shipping and freight, healthcare, business and data management, and artificial intelligence.

## What You Will Learn

### Year One

- Web Design
- Web Development
- Database Concepts
- Cloud Based Systems and Support
- Systems Analysis
- Security and Testing
- Software Development 1
- Project 1

### Year Two

- Software Development 2
- Database Management
- Dynamic Web Technology
- Mobile Application Development
- Software Testing and Security
- Project Management
- Project

## Programme Structure

This programme is delivered full-time. Students will learn in both a classroom situation and through practical application. Attendance is compulsory. Students will spend 20 hours per week on campus spread over two full days and one half day.

## Entry Requirements

- International students are required to be at least 18 years old
- International Students for whom English is a second language must have an IELTS Academic score of 6.0 with no band score lower than 5.5 or a recognised equivalent test



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**Each day offers something different and that is something not a lot of other industries can offer you.**

Software Student Graduate



# NZ Certificate in Primary Industry Skills

## LEVEL 2

<b>Programme Length:</b>	<b>12 Weeks (Full-time)</b>
<b>Campus:</b>	<b>Hamilton</b>
<b>Qualification:</b>	<b>New Zealand Certificate in Primary Industry Skills (Level 2)</b>

Do you love the idea of working on a dairy farm and carrying out a range of dairy jobs? If you are unsure about what is involved and what this will be like, we have a quality programme to make your dream become a reality.

The New Zealand Certificate in Primary Industry Skills programme will give you a head start to begin your farming career journey. The knowledge and skills you gain will prepare you for a successful entry in this growing industry.

This programme is highly practical for work in an entry-level role on a farm. You will learn the skills and practices that all dairy workers need to embrace. Throughout this programme, you will learn practical skills such as tractor driving, safe use of quad bikes, fencing, and Health and Safety practices. Vision College offers small class sizes, and supportive tutors, which creates a personal and productive learning environment.

The dairy farming sector in New Zealand is looking for farm workers and the demand is expected to remain strong. Graduates can apply to further their studies with other education providers in New Zealand or go into work in a range of agricultural roles such as a dairy farmer or a farm worker.

### What You Will Learn

- Pasture control
- Dairy shed hygiene and milking
- Fencing training
- Animal health
- Use of farm vehicles
- Livestock feeding
- Injury and safety factors training

### Programme Structure

This programme is delivered full-time that runs from Monday to Friday.

Students will learn in both a classroom situation and through practical application. Attendance is compulsory.

Students will spend 3 weeks to complete their practicum on a farm.

## Entry Requirements

- International students are required to be between 18 - 40 years of age at the start date of the programme of study, not when they make the application
- Applicants are required to be proficient in the English language (both written and spoken) to at least a basic level. Applicants are required to submit a 2-3 minute video as proof of their English language proficiency
- Prospective students must have applied for, and been accepted on a study visa

## Homestay

We strongly recommend that students stay in a Homestay environment which Vision College Ltd is happy to arrange. Vision College has a person that is contracted to find Homestays that are safe and comply with the requirements of the Code of Practice 2021. If applicants wish to use this service they need to complete the Homestay Application form.

Homestay is important as a way of introducing applicants to the New Zealand way of life and also encouraging conversations in English.



**If you prefer  
hands-on learning,  
this is the place  
to come!**

**Agriculture Student  
Graduate**



# NZ Certificate in Early Childhood Education and Care

## LEVEL 3

<b>Programme Length:</b>	<b>20 Weeks (Full-time)</b>
<b>Campuses:</b>	<b>Auckland, Hamilton, and Christchurch</b>
<b>Qualification:</b>	<b>New Zealand Certificate in Early Childhood Education and Care (Level 3)</b>

Do you have a passion for working with children and want to make a difference in their lives? If so, why not train to become an Early Childhood Education (ECE) teacher? We have a quality ECE programme to make your dream become a reality.

The New Zealand Certificate in Early Childhood Education and Care programme will equip you with the foundation knowledge, valuable core skills, and attributes required for the education and care of infants and young children.

The work learning experiences in an ECE setting are integrated into your student experience from day one as you prepare to move towards teaching in an ECE centre. Throughout the 20 week programme, you will complete a minimum of 60 hours of placement time in an ECE centre, providing you with real hands-on experience. Vision College offers small class sizes, and supportive tutors, which creates a personal and productive learning environment.

Our programme provides a pathway for students to pursue further studies. Graduates can apply to progress onto the New Zealand Diploma in Early Childhood Education and Care (Level 5) or go into work in an ECE centre under the supervision of a registered teacher.

### What You Will Learn

- Child Development
- Communication
- Health and Safety
- Professional Practice
- Curriculum

### Programme Structure

This programme is delivered full-time with fun and interactive classes. Academic learning is delivered with a variety of teaching supports such as textbooks, handouts, slide shows, computer-based video training, Canvas Learning Management System, and direct lecture. The unit standards are delivered in an order designed to establish foundational knowledge. A practicum in an Early Childhood Education Centre will provide students with exciting learning experiences and prepares them for future work in a similar role.

### Entry Requirements

- International students are required to be at least 18 years old
- International students for whom English is a second language must have an IELTS Academic score of 5.0 with no band score lower than 5.0, or a recognised equivalent test
- International students are required to obtain a police certificate from their country of origin because of the requirement to complete a practicum in an Early Childhood Centre



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The tutors helped me to build my self-confidence, commitment, and passion towards ECE, which ultimately helped me succeed with my future studies in the industry.

ECE Student Graduate



# NZ Diploma in Early Childhood Education and Care

## LEVEL 5

<b>Programme Length:</b>	<b>1 Year (Full-time)</b>
<b>Campuses:</b>	<b>Auckland, Hamilton, and Christchurch</b>
<b>Qualification:</b>	<b>New Zealand Diploma in Early Childhood Education and Care (Level 5)</b>

Do you have a love for children and the passion to teach? If so, we have a quality Early Childhood Education (ECE) programme to make your dream become a reality.

The New Zealand Diploma in Early Childhood Education will set you up to become an effective teacher and open up further study and employment opportunities. This programme will develop your knowledge and skills as an educator, enabling you to provide the support and care in a range of ECE settings.

A practicum in an ECE centre is an integral part of this programme. Throughout the year, we will incorporate up to 200 hours of placement in an ECE centre, providing you with real hands-on experience to increase your employment opportunities. Vision College offers small class sizes, and supportive tutors, which creates a personal and productive learning environment. You can work in an ECE centre while you complete your studies.

The ECE sector is looking for teachers in New Zealand. Our Diploma provides a pathway for students to pursue further studies and gain employment opportunities. This Diploma is equivalent to the first year of a Bachelor of Teaching Degree. Following this Diploma, you can apply for entry into the second year of the degree with other education providers in New Zealand.

### What You Will Learn

- Research, Assessment, and Reflection
- Child Development
- Learning and Teaching
- Professional Practice
- Culture and Community
- Teaching in Aotearoa

### Programme Structure

Classes are fun and interactive, with up to 200 hours of placement in an early childhood centre that gives students the opportunity to work alongside children and qualified early childhood teachers to integrate their learning in relation to everyday teaching experiences.

### Entry Requirements

- International students are required to be at least 18 years old
- International students for whom English is a second language must have an IELTS Academic score of 5.5 with no band score lower than 5.0, or a recognised equivalent test
- International students are required to obtain a police certificate from their country of origin because of a practicum requirement in an Early Childhood Centre



“

**The most appealing features were their small class sizes, the support of the tutors, and the philosophy Vision College held.**

**ECE Student Graduate**



# Study Abroad and Cultural Immersion

<b>Programme Length:</b>	<b>1 - 12 weeks (negotiable)</b>
<b>Campus:</b>	<b>Hamilton</b>
<b>Qualification:</b>	<b>A Certificate of Completion will be issued at the end of the programme</b>

Vision College welcomes international groups from all parts of the world. We aim to provide visiting groups with a memorable and fun experience in New Zealand. We believe that Study Abroad and Cultural Immersion programme will provide an enriching experience that will make a real difference in the lives of our learners.

This customised programme is designed to support the needs of students, faculty members, government employees, and other interest groups. This programme will enhance learning journey and/or internship experience and expand worldview on the area of aspiration. We can cater for those needing specific assistance in English or other areas of interest.

This is an exciting programme where learners can experience how business is done and developed in this part of the world. Learners will have the opportunity to experience the cultural, environmental, economic, and political aspects of doing business in New Zealand. We provide training and opportunities to grow and develop in:

- The selected area of aspiration
- Cultural immersion experience
- Treaty of Waitangi
- Māori worldview and Tikanga
- Leadership & Wellbeing training

## What You Will Learn

### Education Experience

Explore Topics:

- Select your area of aspiration
- Explore a range of study options in New Zealand

Field Trips:

- Opportunity to participate in memorable experiential learning trips to build your confidence

Specialised Workshops or Projects:

- Participate in customised learning sessions and expand your worldview

### Cultural Immersion

Cultural Visits:

- Experience New Zealand culture and sites of historical significance

Māori Cultural Activities:

- Experience the customs, cultural practices and beliefs of the indigenous Māori people of Aotearoa
- Enrich your experience with opportunities to learn about Tikanga Māori (our indigenous custom and values)

Treaty of Waitangi and History of Aotearoa New Zealand:

- Learn about the founding document of New Zealand and the principles of the Treaty of Waitangi

### Explore New Zealand

Stunning Landscape and Welcoming People:

- There is so much on offer and so many places to explore in New Zealand. The surf beaches at Raglan are just 45 minutes from Hamilton; the white sand beaches of the Coromandel are 2 hours away; the winter skiing ski-fields are 3 hours away; the hot pools at Taupō with the largest freshwater lake in Australasia is just 2.5 hours away. Not far

from Hamilton are the world famous Waitomo Caves and the green pastures of Matamata - a location where some of The Lord of the Rings was filmed and now home to the world famous Hobbiton Movie Set, a must see for everyone

- New Zealand is a land of diverse cultures with people that welcome everyone to come and see its beauty. You will love the people of Waikato, which is the home to a melting pot of cultures from all corners of the world. One in five people living in the Waikato were born overseas

#### Galleries and Museums:

- Explore New Zealand Museums, Art Galleries, Cultural Organisations, and their amazing collections

**We welcome enquiries for both long and short-term international visiting groups.**

For further information, special requests, and quotes, please email to:

[studyabroad@vision.ac.nz](mailto:studyabroad@vision.ac.nz)



# Student Support Services

Vision College Limited is committed to supporting diversity and inclusion for all learners in our community. To ensure that we are truly enacting our values in supporting all sectors of our community, we seek to create a warm, inclusive, and welcoming environment so that learners can flourish, succeed, and achieve their goals. We value our learners educational and personal needs, as well as their wellbeing. We offer a range of services designed to support learners to develop their potential so they can successfully complete their studies. Our services are free. All information collected will be treated with appropriate care to maintain confidentiality. The collection, use and storage of personal information will comply with the Privacy Act 2020. Information will only be shared where there is good reason to do so.

## Te Whare Tapa Whā

Vision College Limited uses Te Whare Tapa Whā as our model of wellbeing, which was developed by Sir Mason Durie, using the wharehau, or meeting house, with four walls to represent hauora or health. These walls represent taha wairua/spiritual wellbeing, taha hinengaro/mental and emotional wellbeing, taha tinana/physical wellbeing and taha whanau/family and social wellbeing. Our connection with the whenua/land, forms the foundation. When all these things are in balance, we thrive. When one or more of these is out of balance our wellbeing is impacted.

Te Whare Tapa Whā has been embedded in Learner Journeys which provides an opportunity for tutors to meet individually with learners to support learning goals and learner wellbeing and safety. Learn about this model by clicking on the link below: <https://mentalhealth.org.nz/what-is-wellbeing>

## Disability Action Plan

The organisation's Disability Action Plan provides the opportunity to identify and remove barriers so people of all abilities may achieve their potential. We are committed:

1. To working proactively with stakeholders to develop an organisation that embodies inclusion and respect for all people.

2. To providing equal opportunities for all learners.
3. To monitor, review and report on outcomes to ensure the organisation achieves its vision of inclusion and success for all people.

Find out about our Disability Action Plan by clicking on the link below: [Disability Action Plan Strategy 2023](#)

## Complaints Process and Dispute Resolution

We support learners through the complaints they may have. Learn about the Complaints Process by clicking on the links below:

- [Complaints procedure](#)
- [NZQA: Learner Complaints](#)
- [Tertiary Education Dispute Resolution](#)

## Student Kai (Food)

- Free Daily Student Breakfasts for some campuses
- Free Weekly Campus Lunches
- Incidental Kai Relief (on-site)

## Travel Assistance: \*Conditions apply

- Student Shuttle Vans
- Public Transport Travel Support
- Student Travel Allowance

## Student Support Team

- Pastoral Care
- Welfare Visits
- Student Engagement & Events

## Free on-site Wi-Fi

## Free off-street & Disability Parking

## Student Voice

- Student Representatives



**External Support (Please note that not all campuses may provide these services)**

- K'aute Pasifika (Free Counselling & Coaching) 08 834 1482
- Kirikiriroa Family Services Trust (Coaching, Emergency Housing) 07 848 0008
- Te Wananga o Aotearoa (Youth Coaching) 0800 824 644
- Triple Summit (Youth Coaching) 0800 538 476
- Community Link Services Trust (Budgeting, TeenLink Youth Support) 07 855 0324
- Need to Talk? (Free Counselling) TEXT or Call 1737 (24/7)
- Ngaa Ringa Awhina (Child Mental Health Crisis Services) 07 839 5146
- Anxiety Helpline 0800 269 4389
- Depression Helpline 0800 111 757 or free txt 4202
- DrugArm 03 327 8839
- YouthLine. A teen crisis helpline with teen to teen support ([theyouthline.org](http://theyouthline.org)) 0800 376 633 or free txt 234
- Healthline 0800 611 116
- Drug and Alcohol Helpline 0800 787 797
- SENZ (Pacifica work/training support) 0800 736 948
- Solomon Group (Youth services) 0800 747 687



# Education Code of Practice

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 sets out our role in ensuring the wellbeing and safety of students. The Code came into effect in January 2022. Vision College Ltd is a signatory to the Code and is committed to meeting its obligations under the Code. When you enrol with Vision College, we will support you to be successful in your learner journey.

## Who is the Code for? / Mā wai te Rārangi Tikanga Atawhai?

The Code for learner wellbeing and safety covers all domestic and international tertiary learners at universities, Te Pūkenga, private training establishments, and wānanga. The Code covers students who are studying online, offshore and/or in workplace-based settings.

## What is the Code? / He aha hoki te Rārangi Tikanga Atawhai?

The Code sets out the roles and responsibilities of tertiary education organisations (TEOs) in promoting and supporting your wellbeing, development and educational achievement.

Under the Code, your TEO should help you to be:

- safe, physically, and mentally
- respected and accepted for who you are
- supported in your learning and wellbeing
- connected with your social and cultural networks and
- able to have your say in decisions about services.

The Code has twelve outcomes.

**Outcomes 1 and 2** focus on education providers taking a whole of organisation approach to learner wellbeing and safety, and that learner voice is embedded into the organisation.

**Outcomes 3 and 4** focus on wellbeing and safety practices for all tertiary providers and relate to physical and digital learning environments.

**Outcomes 5 – 7** focus on student accommodation to ensure that it is safe and creating inclusive communities.

**Outcomes 8 – 12** have the same requirements to the previous international Code for tertiary learners, and ensures international learners have access to the right information and support before and during their study.

## Vision College Ltd and the Code

Vision College Ltd has put in place procedures to ensure compliance with the Code as outlined below:

**Outcome 1:** A learner wellbeing and safety system.

- Process 1: Strategic goals and strategic plans
- Process 2: Self-review of learner wellbeing and safety practices
- Process 3: Publication requirements
- Process 4: Responsive wellbeing and safety systems

**Outcome 2:** Learner voice is embedded into the organisation.

- Process 1: Learner voice
- Process 2: Learner complaints
- Process 3: Compliance with the Dispute Resolution Scheme

**Outcome 3:** Safe, inclusive, supportive and accessible physical and digital learning environments.

- Process 1: Safe and inclusive communities
- Process 2: Supporting learner participation and engagement
- Process 3: Physical and digital spaces and facilities

**Outcome 4:** Learners are safe and well

- Process 1: Information for learners about assistance to meet their basic needs
- Process 2: Promoting physical and mental health awareness
- Process 3: Proactive monitoring and responsive wellbeing and safety practices

**Outcomes 5 – 7:** Safe and inclusive student accommodation

**Outcomes 8 – 12:** Learners have access to the right information and support

## Additional Resources:

[NZQA Code Information](#)

[Code English Version](#)

[Code Māori Version](#)

[More information about the Code \(MOE\)](#)

[Know the Code – videos](#)

If you have any questions on any area of pastoral care, please talk to your tutor, a Manager or the Campus Manager or any member of the Vision College team that you are comfortable to approach.





# Health and Safety

Vision College Limited offers a healthy and safe environment for staff and students. Staying healthy and safe during your studies is important for your wellbeing and success.

Vision College is a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. The Code sets out the roles and responsibilities of tertiary providers in promoting and supporting your wellbeing, development, and educational achievement.

## **Students have obligations too. You are required to:**

- Take care of your own health, safety, and wellbeing
- Ensure your actions do not adversely affect the health and safety of others
- Comply with all health and safety instructions communicated to you
- Wear all personal protective gear as required
- Use equipment in a manner that is safe and according to the given instructions
- Report any safety concerns and hazards to your tutor, Health & Safety Officer, or Campus Manager

## **Health & Safety Noticeboards – Emergency Evacuation**

These are displayed on the premises and contain information on:

- Fire emergency procedure
- Earthquake emergency procedure
- Emergency Lockdown procedure
- Floor Plans with the location of first aid kits, fire alarm call points, fire extinguishers, and assembly point
- QR Code with further information on Health & Safety

### **Fire Evacuation**

It is important for you to know what to do in a fire emergency. Your induction will cover information, such as the evacuation procedure, fire alarm call points, emergency exits, and assembly points. The evacuation procedure

and floor plans are displayed in all rooms and on the H&S noticeboards. In the event of a drill or emergency evacuation, please follow the evacuation procedure. Fire wardens have been appointed to assist with the evacuation process.

### **General rules for evacuation:**

- Leave the building immediately. EXIT to the Assembly Point through the closest fire escape route
- Proceed immediately to the Assembly Point so that roll call can be done
- RESCUE anyone from immediate danger, if possible
- ALERT people and ACTIVATE the nearest fire alarm
- CALL 111 and state the type of emergency. Provide as much detail of the incident as you can
- DO NOT return to the building until the “all clear” is given by the Fire Service/the Chief Fire Warden.

### **Earthquake Emergency**

It is important for you to know what to do in an earthquake emergency. The information is displayed on the H&S noticeboards. In the event of a drill or earthquake, please follow the earthquake procedure:

- Keep calm. Remember to Drop, Cover and Hold
- Take cover under solid furniture such as tables and desks
- Move away from windows, equipment, and shelves that may fall
- When the shaking stops, keep calm and help those that need assistance
- Wait for orders from your warden
- If you need to evacuate, leave the building and exit to the Assembly Point.

### **Emergency Lockdown**

A lockdown is implemented when there is a serious security risk to the building occupants (E.g., violent or armed intruder). The initiating threat can be either internal or external to the building. You will be notified of a lockdown procedure through one or more of the following:

- Indicator LED lighting
- In-person notification by Police or a senior staff member



In the event of a drill or an emergency lockdown, please follow the lockdown procedure:

- Move immediately to the nearest safest room with as many people as possible
- Barricade door, cover window, turn off lights, and stay out of sight
- Stay silent, turn off mobile phones, keep calm, and wait until an authority releases you.

### **Assistance Register for People with Disabilities**

This register is updated on a regular basis and kept at the reception area for easy access by the Building Warden or the Fire Service. This will enable the Building Warden and Fire Service to quickly check during an emergency whether other persons require assistance from the building. The Wardens will assist any disabled person during an emergency.

### **Fire Wardens and First Aiders**

Fire Wardens and First Aiders have been appointed and trained to assist anyone in an emergency. The names and contact information are found on the Health & Safety Clipboards placed beside the H&S noticeboards.

### **Managing Hazards, Accidents, and Incidents (including near misses)**

These are reported either by using digital copies of the relevant forms or through the Safety Manager Software (Bware)

### **Health & Safety Inductions**

All new staff are inducted on Health & Safety matters within the first month of joining the group. Staff are able to advise and guide students during an emergency.

### **Excursions**

The RAMS (Risk Analysis and Management System) Form is completed before each excursion. It identifies all the potential risks, establishes strategies to minimise these risks, and provides an emergency management plan. The excursions bag with the first aid kit is maintained and ready to go.



# Homestay

## What is Homestay?

Homestay is a popular form of accommodation provided to International students by New Zealand based families, providing a comfortable room and meals. It provides an opportunity for our International learners to learn about the local culture, customs, and way of life and provides opportunities to practice English, with real people in real situations.

Becoming part of a local family provides home comforts as well as the warmth and security of family life.

Living with a host family can be a very rewarding experience and build friendships that would last a lifetime.

### Vision College Ltd Homestay Families

Vision College Ltd partners with caring, honest, committed, responsible and friendly people who genuinely want to share themselves and their homes with guests from other countries and culture. They play a variety of roles – family, friend and confidant.

International Homestay Students are welcomed into a clean, warm and friendly environment where they can adapt to life in New Zealand and feel like they are part of a family.

Student safety and wellbeing is always at the forefront of all we do and of the utmost importance.

Our Homestay Co-ordinator assist students, based on the information provided on their Application Forms, with allocation to an appropriate Homestay that would suit them best.

### The Code of Practice – Pastoral Care

To ensure that students feel cared for and that we meet our obligations as outlined in the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, there are a number of requirements.

All our Homestay families go through a rigorous approval process

- Host is Interviewed and Home Inspected
- Police Vetting of all persons living in the home 18+ years of age, by the New Zealand Police as to their suitability.
- Reference checks conducted
- Regular Check-in and inspections are conducted on a continuous basis.

The Homestay Co-ordinator is always available to assist and support students throughout the accommodation period.

### Homestay provide International students with:

- A clean and comfortable home
- A furnished bedroom with a bed, study space, and storage
- Pillows, sheets, blankets, and towels
- Unrestricted access to washroom facilities
- Heating (if required in winter)
- Access to Wi-Fi
- Access to shared spaces: kitchen, lounge, dining, laundry, garden
- 3 x meals (breakfast, lunch & dinner) and snacks





# Information for International Students

## Choosing New Zealand to Study

New Zealand is one of the world's best places to live and study. Discover our internationally renowned education system and unbeatable lifestyle.

The following websites provide helpful information about New Zealand:

- [Study in New Zealand | Study with New Zealand](#)
- [NauMai NZ's information on life as an international student in New Zealand](#)

## Cost of Living in New Zealand

The cost of living in New Zealand varies according to where you live. As from 31 July 2022, Immigration New Zealand expects you to have \$20,000 per year available for living costs or \$1,666.67 per month for short programmes. You may be able to find part-time work in New Zealand and some cities offer more work opportunities than others. Please note also, that part-time work does not usually bring in enough money to contribute toward tuition fees or cover all your living expenses. You will be allowed to work full-time during holidays, provided your programme meets the Immigration requirements. See here for more details: [NauMai NZ's information on life as an international student in New Zealand](#).

## Travelling to New Zealand

The New Zealand Immigration Website explains in detail the requirements and process for receiving a Student Visa: <https://www.immigration.govt.nz/new-zealand-visas/options/study>

## Health and Travel Insurance Requirements

Please note all international students are required to have appropriate travel and medical insurance from the date they leave their home country until their return home on completion of study. We are able to arrange this insurance for you. If your current insurance policy does not meet the minimum requirements below, we reserve the right to insist on a new policy. It is recommended that international students should hold insurance covering all the following aspects:

### Health cover while in New Zealand

- Medical expenses incurred for the treatment of illness and/or injury (in excess of ACC cover) that requires surgery and/or hospitalisation – unlimited sum insured

- Medical evacuation related to serious illness and injuries – unlimited sum insured
- Emergency dental treatment
- Optical cover
- Costs for family members' travel in the event that the student suffers a serious illness or injury

## Repatriation, search, and rescue

- Repatriation and expatriation in the event that a student has to return home following an injury or illness which interrupts their study plans
- Return of mortal remains/funeral expenses - including travel costs for family members, repatriation of remains, and funeral costs
- Search and rescue operation to locate the insured
- Travel into and out of New Zealand
- Missed flights or delays for travels elsewhere
- Medical expenses incurred for the treatment of an illness and/or injury incurred during the travel

## Personal liability

- Negligence causing bodily injury (including death) of another person or loss of or damage to property
- False arrest and wrongful detention
- Also, personal effects cover for laptops, expensive musical instruments, and belongings

## Insurance Costs

Vision College will arrange an appropriate insurance policy with a New Zealand provider if the student has not arranged an appropriate policy. The cost of the insurance will be detailed on the Schedule of Payment. See here for costs: <https://orbitprotect.com/insurance-products/international-student-insurance/pricing/>.

# Application Process

The application process is straight forward and easy to follow.

## Step One:

Check the Entry Requirements and Programme Related Costs

## Step Two

Complete all sections of the **International Application Form**, Medical Statement, Statement of Intent, and video. Complete any additional application requirements.

## Step Three:

Apply online or through one of the authorised overseas representatives, or email back the required documents with the Application Form to [international@vision.ac.nz](mailto:international@vision.ac.nz)

## Step Four:

We will process your application.

## Step Five:

Once we have all documentation, we will arrange a time for an individual interview.

\*Interview may be by Zoom or Microsoft Teams

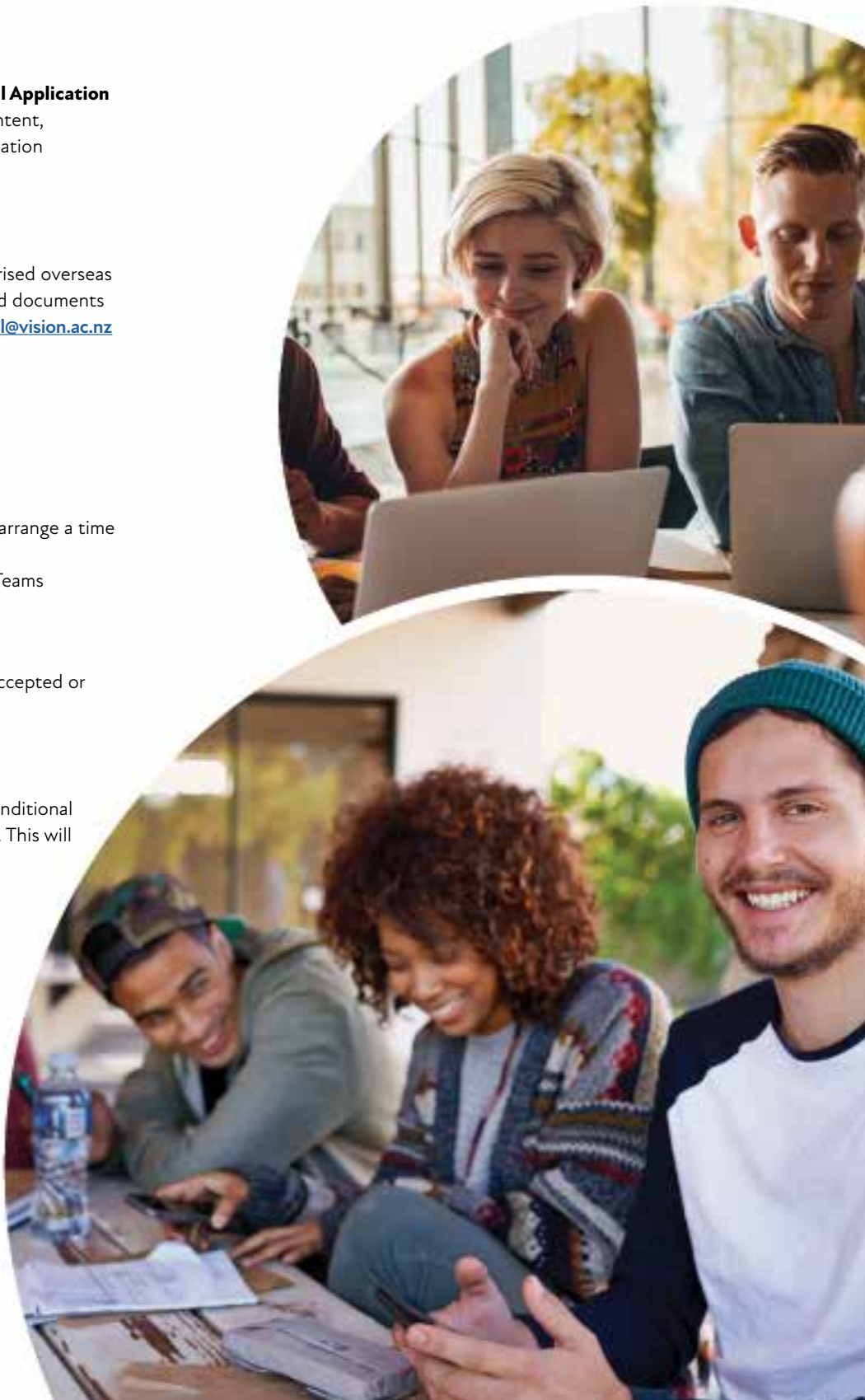
## Step Six:

We will confirm whether you have been accepted or not.

## Step Seven:

If you are accepted, we will send you a Conditional Offer of Place and a Schedule of Payment. This will enable you to start the Visa process.

Your application is now complete!  
Payment of fees or the issue of an AIP (Approved in Principle), will confirm your place.



# Better Together

**Hamilton**  
21 Ruakura Road  
Hamilton East, Hamilton  
07 853 0222

**Auckland**  
Level 4, 34 East Street  
Papakura, Auckland  
09 273 2997

**Christchurch**  
22 Twigger Street  
Addington, Christchurch  
03 377 2364

For more information visit [vision.ac.nz](https://vision.ac.nz)  
or call us on 0800 834 834

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