



TE POU ORANGA O WHAKATŌHEA

Whānau Ora, Hapū Ora, Ka Ora ai te Iwi

We have developed an exciting new programme to enhance your chances of work placement. Our programme includes but is not limited to the following:

- Interview skills
- How to fill in job applications
- How to produce a targeted CV
- How to use job search skills
- How to produce a plan for your future
- Mauri Oho – reconnecting with your strengths, building on your beliefs of what you can do and finding the motivation to fuel you to your next goal.



FIRST INTAKE

8 August 2016 – 28 October 2016

ENTRY

Open

PROGRAMME DURATION

12 weeks

TRAINING HOURS

5 days per week – Monday to Friday; 9.00am – 3pm

STATIONERY

You will be supplied with stationery items at the beginning of the Programme, free of charge.

TEA AND COFFEE

These are provided free of charge.

ASSESSMENT PROCEDURES**FEEDBACK**

Your tutor will provide you with regular feedback on your assessments. This may be in oral or written form. This will occur during and on completion of assessments. You will be advised BEFORE undertaking assessment the requirements of completion of the assessment that you are undertaking.

USE OF TE REO MAORI IN ASSESSMENT

The organisation will endeavour to provide, where practical, the opportunity for Students to be assessed using te reo Maori upon request from the Students. You will need to discuss this with your tutor. Please be aware that this may not always be possible and/or practical but we will endeavour to do the best we can for you.

REASSESSMENT

There may be a time when you are unsuccessful in gaining credit for a unit standard. The organisation has a re-assessment policy and you will be given the opportunity to be reassessed. Your tutor will ensure every possible step is taken to ensure your competency in the unit standard.

ASSESSMENT APPEALS

There may be a time when you are unhappy about an assessment of your work. The organization has an assessment appeals policy to ensure all Students are able to appeal any assessment decision

RECOGNITION OF PRIOR LEARNING

This refers to any skills and/or experience gained by Students (such as work, whanau or hapu projects, or industry experiences) **other than** through a programme of study acquired at a formal tertiary institution. The organisation will support RPL as a means of acknowledging skills and the previous experience that Students bring with them from outside the Workplace Development Centre

CROSS CREDITING

The organisation will acknowledge prior learning that has been successfully acquired from another Wananga, University, Polytechnic, College of Education and/or Private Training Establishments.

PROGRESS THROUGHOUT THE PROGRAMME

You will regularly be given feedback and information of your progress through this programme by your tutor and/or other staff that will be responsible for ensuring that the learning experience is smooth for you. You will also receive a certificate on completion of any assessments so you have a record of what you have achieved once you leave the Workplace Development Centre

TAKE THE OPPORTUNITY NOW AND CONTACT US

Te Pou Oranga O Whakatohea

Workforce Development Centre

122 St John Street

Opotiki

Ph: (07) 315 8645 ext 701 and speak to Andre