

STUDENT HANDBOOK

Welcome

Thank you for choosing to study at Wood Training*. We will do our best to assist you in achieving your training objectives. We aim to help you learn efficiently and effectively while enjoying the training facilities available. Wherever we are located, our training and support staff are here to assist and motivate you. They are all highly qualified in their professions and experienced in the practical aspects of their industry sectors. Each one of them has a strong personal interest in helping you meet and exceed the high-quality standards of the courses we have to offer.

We hope that your time at Wood is rewarding and enjoyable, and that you return many times to us so we can help you fulfil your career aspirations.

The information contained in this Handbook is important and you are required to sign the front of your assessment document to confirm you have been supplied a copy which you have read and understood.

* M&O Pacific Limited (PTE 8950) trading as Wood Training. In the most recent EER report, we received a Category 1 rating from NZQA indicating the following statements of confidence: Highly Confident in educational performance and Confident in organisational capability in self-assessment. There are no Statutory Declaration.

Contact Information

Enquiries

For enquiries and information, please contact our Customer Services Team on 0800 707 383 or email info@woodtraining.co.nz. Your enquiry will be responded to as soon as possible, but as it is often a very busy area, we ask for your patience. The Team can provide phone extensions and email details if you wish to contact a particular staff member to make an appointment.

Bookings

Bookings can be made through our Customer Services Team on 0800 707 383 or email info@woodtraining.co.nz.

Change of Details

Please contact us if you wish to change your name, address or any other contact details.

Key Safety Rules for Wood Training

All students must wear covered in footwear. Reverse parking is mandatory onsite.

Enrolment Information

Terms and Conditions apply to every student enrolled with WT; these are available on our website.

Enrolment Procedures

Before you arrive at one of our training centres to start your class, please ensure you have met the following requirements:

- a) **Training located at Manadon Street.**
 - **Training conducted at this location starts at 0800 unless otherwise indicated. Refer to the booking confirmation email sent by our customer services team.**
 - **Half day afternoon courses start at 1300 unless otherwise indicated. Refer to the booking confirmation email sent by our customer services team.**
 - Our reception is located at 26 Manadon Street.



- b) **Training located at Oaonui (Hot Fire Training Centre - HFTC).** Students must be on site at 28 Manadon Street (beside the student lounge) by 0730 to be transported to Oaonui in a WT vehicle. Training at the HFTC starts at 0830.
- c) **Medical/Special requirements.** Please also notify us if you have any disabilities or medical conditions that we need to be aware of; this is for both your safety and ours.

As the BOSIET, FOET, HUET, Coxswain, SCBA, CABA, Confined Space Rescue, ERTM and FTL courses are of a physical and stressful nature, a current medical is required to be supplied prior to participation in these courses to ensure you are physically and mentally capable of participating fully.

We can provide a Basic Medical Declaration form to be completed by yourself and then where indicated taken to a doctor, which will cover you for the basic requirements of your course.

The responsibility for declaring any current or pre-existing medical conditions that could have adverse effects to the individual's state of health while undertaking the training and/or assessment activities lies with the delegate/candidate and/or company sponsoring the delegate.

Special medical requirements for OPITO:

- (a) Possess a valid, current offshore medical certificate (this is the OGUK or a Maritime NZ Certificate of Medical Fitness - Seafarers) **or**
 - (b) Possess an employing company approved medical certificate equivalent to an offshore medical certificate, **or**
 - (c) Undergoes medical screening by completing the medical screening form provided by Wood Training.
- d) **Photographic Identification.** Please ensure you bring photo identification to your course. This can be a valid passport, a valid driver's licence, HANZ 18 Plus card or Kiwi Access Card. (For W,T,R,F Licence Endorsement training a current full Class 1 New Zealand driver licence is required and must be brought to the course and be shown to the instructor during enrolment)
 - e) **NZQA Number.** To avoid a new NSN/NZQA Record of Learning number being established for you please advise your current number during the enrolment process. Note we do attempt to search for your number using the name recorded on the enrolment form, but if not found a new number will automatically be established. It is therefore important to advise us if you have an existing number that is registered under a different name (e.g. maiden name). Please also ensure a correct date of birth is recorded on the form. For further information about NZQA visit www.nzqa.govt.nz.
 - f) **Training equipment.** Most training equipment required for your course is supplied by WT. However, there are some courses where you need to bring your own safety footwear and appropriate clothing. Please check these requirements upon enrolment to ensure you turn up on the day with the appropriate gear. All Students training on WT premises must wear the required PPE as identified by their instructor, there are no exemptions. For training on a customers site – their requirements must be met. For employees that have exemptions for PPE on religious grounds or other, and they are in training on the employer's site, we will need written confirmation from the employer that they have an approved exemption. For all other sites, the site requirements must be met.
 - g) **Clean shaven:** All students who will wear Breathing Apparatus as part of a fire training course are to ensure they can achieve a complete seal between their face and the surface of the respirator mask. Beard growth, some hairstyles and other facial features may prevent this. Jewelry that may interfere with the facial seal should not be worn; and facial makeup/creams applied to the face may migrate during wearing and interfere with a seal. (Refer to AS/NZS 1715:2009 Appendix B).
 - h) **Footwear: All students must wear covered footwear.** Fire students must wear socks with their shoes. (Note: Safety footwear is required for entry to Port Taranaki when conducting BOSIET, Coxswain and certain fire and STCW training)
 - i) **Showers and Towels.** Showers are provided at the marine and fire training centres. Towels are provided for all fire students at HFTC but we ask marine students to bring their own towel.

Student Attendance

In order for students to be eligible to undertake formal written and/or practical assessment, students are required to attend all theory and practical sessions delivered by our trainer/s. Trainers must be able to impart both knowledge and skills to each student that will assist them to be ready for assessment activities.



If a student needs to depart due to health or bereavement reasons, WT will work with employers to find a solution to enable the student to undertake the missed components of a course.

Nonattendance will be notified to the students employer.

Students who attend the course late (after the course start time) may be refused entry, this is at Wood Training's discretion and may be course dependent.

Student Fee Protection

The NZ government requires all PTE's registered with the NZQA to have some form of protection for enrolment fees received to them in advance in the event of insolvency, closure, voluntary withdrawal of a course by WT or withdrawal of accreditation. WT use the Public Trust (Static Trust) to satisfy the student protection criteria. For WT students the rules apply where the enrolment fee is over \$500 excluding G.S.T. and has been made on or behalf of the student. This arrangement has been accepted by the NZQA as meeting the requirements of the Education Act 1989 and the Student Fee Protection Rules 2013.

Further information can be found at: <http://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/student-fee-protection/> or <https://www.publictrust.co.nz/fee-protect/information-for-students/static-and-bank-bond-trusts>.

Privacy Act

Our collection use and disclosure of personal information is governed by the Privacy Act 1993. We collect personal information from each student, including information about their name, contact information, photograph (for OPITO ID card), age, prior qualifications, billing and purchase information. We collect this information in order to provide our training services. Each student must understand and agree that evaluation reports and assessment results may be viewed/reviewed by the following:

- Course Trainer.
- Customer Service Team.
- Quality Advisor.
- NZQA (or other training accreditation agency), or an ITO for Moderation purposes.
- Evaluations are recorded onto a company database.
- Certificates are forwarded to the customer who contracted the training unless advised otherwise.

We keep your information protected in accordance with the requirements of the NZQA, and at the end of the required retention timeframe we will securely shred and dispose of any paper records.

We will refuse to supply personal information to a third party without your express written permission or unless a statutory exception applies. This applies even if the third party is your parent, partner or a PCBU. You are entitled to access your own personal information from us and correct it if it is not accurate. If you believe your privacy has been breached by a WT staff member/contractor, then please contact the WT General Manager.

Drug and Alcohol Policy

We recognise the potential dangers of alcohol, drug and solvent misuse, known as substance misuse, to the individual and to the organisation. WT's policy is designed to assist in the provision of a safe environment for students, staff, customers, and the general public.

We have random drug/alcohol testing on site, which you agree to as part of your enrolment process.

The consumption of alcohol on site is prohibited and will result in the removal of the student from their course without refund. Wood has a policy of 0.00 BAC limit.

Any student found taking/handling illegal drugs (or CBD products) on site will be immediately referred to their PCBU and/or the NZ Police. Students must attend the course free from the influence of alcohol and non-prescription drugs.

Students are required to complete an enrolment form prior to course commencement declaring they are drug and alcohol free.

Students must inform the trainer if they are taking prescribed drugs or have any relevant medical conditions e.g. Asthma, Flu if relevant to the instruction.



Parking Policy

Student off streetcar parking areas are provided at Manadon Street; and at the Hot Fire Training Ground. **Our onsite parking policy is that all parking shall be reverse parking.** Please take care when reversing into a car park. Do not park in areas specifically reserved for staff use, or designated disabled parking unless a permit is displayed. We have produced the following flyer which visitors and students will see displayed on their windscreens if the reverse parking rule is not followed.



Smoking

We are a smoke-free environment. At Manadon Street there are two designated outdoor smoking areas available for smokers - the area between the Student Lounge and MTC, and the area beside Classroom 5. At the HFTC the smoking area is behind Classroom 1. All vehicles belonging to Wood Training are smoke free.

Health and Safety

Wood Training has comprehensive policies and procedures relating to Occupational Safety and Health, under the responsibility of the HSE Advisor. Strategies to ensure students and staff study and work in a safe and healthy environment include:

- Controlling non-student visitor access. All visitors must report to Reception and sign a Visitors' Register.
- Identification and control of physical hazards (slippery surfaces, loose power cables, etc).
- Reporting of incidents involving students or staff.
- Fire safety procedures and drills and building evacuation plans.
- Training of staff as first aid officers and provision of medical emergency response kits.
- Procedures for disabilities, impairment or special needs to be disclosed upon enrolment.

The HSE Advisor monitors and follows-up relevant areas. Students have the responsibility to advise their trainer as soon as possible, of any injuries or near misses / feeling unwell during the course; so an Event Form can be filled out. All students should record next of kin / emergency contact details on the enrolment form to aid Wood Training staff if an emergency occurs.

Equal Education Opportunity (EEO)

We are committed to providing equal education opportunities for all students regardless of gender, nationality, ethnicity, religious belief, political affiliation, marital status, age, physical disability or gender orientation. Support for students with disabilities/special needs are provided where possible. Students with disabilities/special needs including religious considerations must declare these at the time of application to ensure that these can be catered for. There are some courses however where there are very specific physical requirements needed to complete a course. In these cases, the criteria has to be adhered to for health and safety reasons.

Withdrawal/Refund

Refer to the Terms and Conditions available on our website.



Student Services

Literacy

We recognise students come with a vast range of motivations and capacity to deal with the challenges required when commencing training. With this view, WT will ensure students who self-identify as requiring literacy assistance are provided the opportunity to complete their training with the assistance of a reader/writer. If appropriate, arrangements can be made for the student or their company representative to provide their own reader/writer, or for WT to provide this support at an additional cost.

(English speakers must be able to read and comprehend to a minimum of Year 10 level. All English for Speakers of Other Languages (ESOL) students must be at a level 5 of the IELTS (International English Language Testing System) band scale.)

Academic Record/Transcript

All NZQA unit standards achieved by students attending courses with us will automatically be applied to their Record of Achievement.

Concerns

If you have any issues which you believe have impacted your study or any concerns about our service to you, please contact the Customer Services Team.

Complaints Process

If you have a formal complaint it will be handled in a safe and supportive environment.

- 1) Any issues that arise during training are in the first instance to be directed to the Trainer or Customer Services Team. If the issue is not resolved the customer is then directed to the Operations Manager. If unresolved at the end of training the customer is advised to formalise their complaint in writing where there will be an investigation, appropriate action taken and the complainant advised or further action discussed.
- 2) If a satisfactory outcome is not achieved the complainant should inform the sponsor (e.g. students PCBU) and send a formal complaint to: General Manager, Wood Training, PO Box 265, New Plymouth 4340.
- 3) If the complaint is still unresolved then a formal complaint to NZQA can be made. Refer to the process at: <http://nzqa.govt.nz/about-us/make-a-complaint/>.

Student Evaluations

You will be given a course evaluation form to complete at the end of your course as part of our quality control procedures. Please comment honestly on these forms as any feedback you give will be evaluated systematically and given due consideration. Evaluation forms whether hardcopy/electronic are reviewed by the Customer Services Team and Management. Please note evaluation forms are not confidential to the student if they are attending training paid for by a company and the company wishes to see feedback.

Student Meals

For students attending full day courses at Manadon Street, there is lunch, morning and afternoon tea provided in the student lounge opposite Classrooms 1 and 2. Please notify us if you are vegetarian so we can cater accordingly. Note lunch is not supplied for students attending a half day course but morning/afternoon tea is available. At the HFTC student meals are served in the coffee machine area.

Care of the Environment and Facilities

Please assist us to keep our immediate and wider environment clean and green. We ask for your cooperation in helping to keep training sites tidy and all facilities in good working order for everyone's benefit. Please dispose of rubbish in the bins provided and use recycling bins where possible. Do not bring any food into classrooms. Please report any damaged/faulty equipment to a staff member so repairs can be arranged promptly. Any student found causing malicious damage will be required to pay to repair/replace equipment damaged.



Assessment

Examinations/Tests/Assignments

During your training, you may be given assignments that have to be supervised externally. The supervision will be undertaken by a person who has been given the authority to do so by the Provider. You may also have oral questions, written tests and assessments supervised by trainers during the course.

Reassessment

If a student has been assessed as Not Achieved on a course, the Trainer will create a re-assessment plan for the student; this plan must be agreed to by the student. It will establish a timeframe and the tasks to be undertaken. You must bring to the reassessment any course material that has been given to you.

Principles of Student Conduct

It is expected that student conduct will be based on the following principles:

- a) Respect towards fellow students. Students are expected to be courteous and respectful to their peers and contribute to a supportive learning environment which is free from harassment/discrimination.
- b) Respect towards staff of the company. Students are expected to be courteous and respectful to their trainers and other staff and recognise their authority to act on behalf of the company in the enforcement of appropriate student conduct in general, and in the performance of their responsibilities in particular:
- c) Respect towards the property of others. Students may not unlawfully take the property of other students, staff or the company; nor may they treat the property of others in such a manner as to damage it in any way.
- d) Integrity. Students are expected to be honest in their statements to staff of the company, in written assessments, and in presenting OJAs for assessment.
- e) Safety. Students may not act or encourage others to act in a manner which jeopardises the health or safety of any other person.
- f) Industry. Students are expected to always try to give of their best effort and work hard to achieve their academic goals.
- g) Students are expected to follow all reasonable instructions provided by the instructor/assessor; be punctual in their attendance during the course; and not hinder other students learning experience.
- h) A trainer may initiate removal of a student from a course through a discussion with the General Manager or delegate.

You are expected to inform your trainer if you are unable to understand information supplied. Failure to follow these principles can result in a student being removed from their course with no refund given.

Recognition of Prior Learning (RPL)

If you have relevant work experience, life experience/previous informal education and training courses, you could gain credits towards a formal qualification. Contact the Operations Manager for the most up-to-date information.

On Job Assignments (OJA)

OJA's are provided for some courses to meet unit standard requirements laid down by NZQA. Failure to complete an OJA means failure to complete the course. A three-month completion rate is allowed on every OJA. If you cannot complete the OJA requirements within this timeframe, please contact the Customer Services Team to request an extension before the deadline.

Extensions

Please make every attempt to submit your work by the specified deadlines. If you are unable to meet a deadline because of illness/other reasons, contact the Customer Services Team to discuss your options.

Plagiarism

Plagiarism is using other people's ideas without acknowledgement. For example, taking some ideas from a book and not saying where you got them from (referencing). Plagiarism is regarded as a form of cheating and will be penalised.



Academic Honesty

All students should be aware that marks are only given for their own work and they must not copy from anyone else/allow anyone else to copy their work. Any student caught cheating/copying another student's work will be dealt with through our Academic Honesty process.

Appeal Process

You can appeal a decision made by WT if you believe you have grounds to appeal the decision. You can do this by contacting the Operations Manager after having attempted to resolve the issue with the person who made the decision in the first place e.g. trainer. Appeals are to be made in writing using the Assessment Appeal Form and be directed to the Operations Manager; you will need to supply all documentation to support the appeal. The result will be advised to you by the Manager within 15 working days of the receipt of the appeal. If the decision made by the Manager is not accepted, then a Private Moderator mutually accepted by WT and yourself will be appointed.

There is no fee for the appeal process until a Private Moderator is appointed then there will be a non-refundable fee to you of \$90.00 including G.S.T. The application for appeal must clearly set out the grounds for the appeal and include any information that you believe supports your appeal.

Certificate Reprints

Students who have misplaced their Certificate or OPITO ID Card can request a re-issue either in writing (email is acceptable) or in person from the Customer Services Team. There is a charge for this and it reflects the administration cost to locate original records and produce the replacement.

Calendar

You can access information on current and future courses and make booking enquiries through the WT website.

On Site Training Requirements

For Marine Courses including BOSIET, FOET and HUET courses:	
You need to bring: <ul style="list-style-type: none"> Swimming attire and a towel Comfortable clothing for theory sessions Covered in footwear. (Safety footwear required for Port Taranaki entry when conducting BOSIET, Coxswain) Spare pair of socks Thermal top to wear under dry suit (optional) 	We will supply: <ul style="list-style-type: none"> Overalls Aviation Suits – where applicable Dive Shoes Lifejackets Lunch, Coffee and Tea facilities
For Fire and Breathing Apparatus courses:	
You need to bring: <ul style="list-style-type: none"> Comfortable clothing suitable for wearing under fire fighting attire Socks Covered in footwear 	We will supply: <ul style="list-style-type: none"> Boots Overalls Personal Protection Equipment Towel Lunch, Coffee and Tea facilities
For Medical Courses:	
You need to bring: <ul style="list-style-type: none"> Comfortable clothing suitable for participating in practical exercises Covered in footwear 	We will supply: <ul style="list-style-type: none"> Lunch, Coffee and Tea facilities
For Health and Safety Courses:	
You need to bring <ul style="list-style-type: none"> Comfortable clothing suitable for classroom situation Covered in footwear 	We will supply: <ul style="list-style-type: none"> Lunch, Coffee and Tea facilities
For Crane, Machinery and Driving Courses:	
You need to bring: <ul style="list-style-type: none"> Comfortable clothing suitable for classroom situation Steel-capped (toe) safety footwear For W,T,R,F Endorsements: current full Class 1 NZ Drivers Licence 	We will supply: <ul style="list-style-type: none"> Lunch, Coffee and Tea facilities



Accommodation Options

Plymouth International

Corner Courtenay and Leach Streets, New Plymouth. Phone: 0800 800 597.

Standard room (room only): \$169.00.

Standard Room (dinner, bed and breakfast): \$199.00.

Executive Room (room only): \$189.00 per person, per night.

Executive Room (dinner, bed and breakfast): \$229.00 per person, per night.

Deluxe Room (king bed): \$212.00.

Deluxe Room (King Bed) (Dinner, bed and breakfast): \$249.00.

Please advise the hotel that you are training with Wood Training to receive this special price.

The Auto Lodge Motor Inn

393 Devon Street East, New Plymouth Phone: 0800 800 896.

Standard room: accommodation only \$129 /with breakfast \$149 /with dinner (two courses) \$194 per night.

Executive room: accommodation only \$149 /with breakfast \$169 /with dinner (two courses) \$214 per night.

Superior room: accommodation only \$169 /with breakfast \$189 /with dinner (two courses) \$234 per night.

Please advise the hotel that you are training with Wood Training to receive this special price.

16 Havelock Bed and Breakfast

16 Havelock Place, Blagdon, New Plymouth Phone: 06 751 2506; 021 153 4218.

Offers a professional fully hosted bed and breakfast accommodation in close proximity (1800 metres door to door) to the Wood Training facility. Room includes breakfast at \$80.00 per person, per night. Dinner can be arranged for \$20.

Please advise the establishment that you are training with Wood Training to receive this special price. Cash, credit card and direct bank transfer accepted.

Visit the website for further information: 16havelock.com. Email: mail@16havelock.com.

Devon Hotel

390 Devon Street, New Plymouth. Phone 0800 843 338

Single Room (bed and breakfast): \$169.00 per person, per night.

Twin Share (bed and breakfast): \$100.50 per person, per night.

Please advise the hotel that you are training with Wood Training to receive this special price.

Other Options

Northgate Motor Lodge Phone: 0800 668 357.

Other Useful Contacts

New Plymouth Airport Shuttle Services Phone: 0800 373 001.

New Plymouth Taxis Phone: 06 7573000.

Energy City Cabs Phone: 06 7575580.

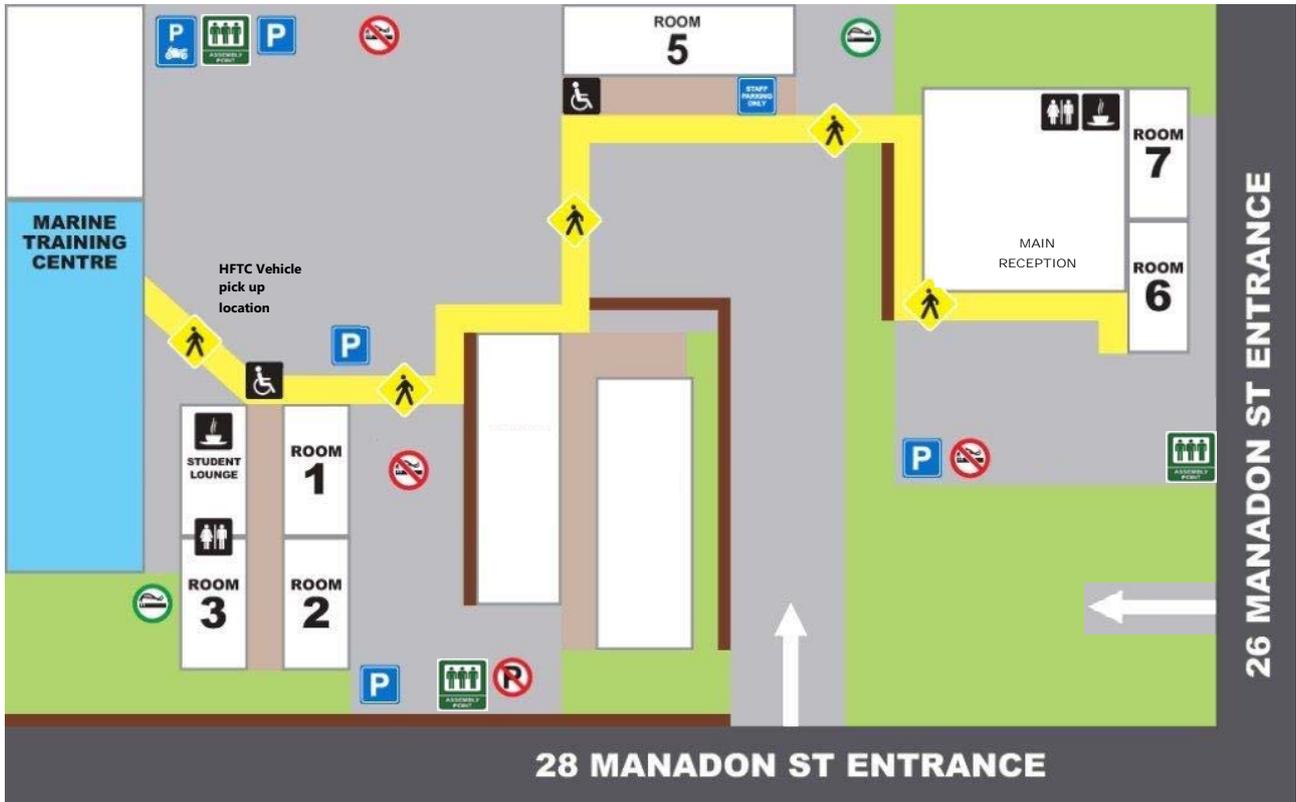
Puke Ariki Information Centre Phone: 06 7596060.

Puke Ariki is a combined museum and library at New Plymouth, New Zealand. It also includes a visitor information centre and cafe.

Address: 1 Ariki Street, New Plymouth 4310.



Manadon Street Training Centre Map



Hot Fire Training Centre Map

