

Student Handbook

24 hour emergency contact: +64 21 918 773 (International) 021 918 773 (NZ)



WELCOME

Dear Student

I welcome you to Equippers College. The College is dedicated to ensuring you succeed in an enjoyable and productive environment and have a brilliant future.

Our philosophy is based on the fundamental principle that the church exists to make known the wisdom of God, which is Jesus Christ Himself. Our objective therefore is to train men and women to serve the purposes of God in their generation. This objective has a threefold outworking.

Firstly, Equippers College is committed to developing the character of Christians who are called to service. Our goal is to develop Christians through education and impartation, and establish them in their knowledge of God and their understanding of His Word, the Bible.

Secondly, the college is committed to developing the gifts of Christians called to minister. Our goal is to train people to recognise their gifts and excel in ministry in the areas of their chosen craft whether it is leadership, preaching, pastoring, music, art, business, missions or another field of ministry.

Thirdly, the college is committed to encouraging and releasing those trained ministers and leaders to go into all the world and preach the gospel of Jesus Christ, helping to extend the Kingdom of God.

The College ensures that learning and development of the students are guided by highly skilled and qualified staff who believe their primary focus is to act as mentors to assist students to achieve their study and career goals. This student handbook will be helpful for you to advance in your learning process and to complete an accredited qualification in New Zealand successfully. This student handbook must be read prior to commencing your study at the College.

An efficient quality management system is implemented to comply with legislation and standards. The College complies with statutory and regulatory requirements and expects all students to conduct themselves in line with these. Students are supported and guided in accordance with the requirements and guidelines provided by the "The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021."

Please ask one of our staff if you would like to discuss this Student Handbook in a language other than English.

Steve Graham
College Principal

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ESTABLISHMENT DETAILS

Head Office

Equippers College Head Office is based at 13-15 Gladding Place, Manukau, Auckland 2104, Administration and Development of all ACTS courses is done at this location.

Mailing Address

Equippers College
PO Box 68-455
Newton
Auckland
New Zealand

Equippers Campus Premises, Facilities and Accommodation

Equippers College Campus is based at the Equippers College offices in Manukau. Equippers College provides a wide range of student facilities, including a library, kitchen facilities and recreational areas. Equippers College has no residential accommodation on site. However, help to find accommodation is available on request.

Other Contact Information

Study Link

Phone 0800 88 99 00
www.studylink.govt.nz

New Zealand Qualifications Authority

Phone 0800 697 296
www.nzqa.org.nz

Equippers College

Equippers College (the College) - Auckland City Training School (ACTS) is a not-for-profit Private Training Establishment (PTE), established in 1994.

The College registered with and accredited by New Zealand Qualification Authority (NZQA) under the provisions of the Education Act 2020 and its subsequent amendments.

The New Zealand Qualifications Authority (NZQA) under the provisions of the Education Act 2020 approves the programmes, and Equippers College is accredited to teach them. The text of the Education Act is available online:

<http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM175959.html>

The College is a Signatory to the "The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021." The College is a Category 1 PTE, which is 'Highly Confident in educational performance, Confident in capability in self-assessment,' see the full report published on NZQA's website:

<http://www.nzqa.govt.nz/nqfdocs/provider-reports/9513.pdf>

Ownership

The Trustees of Auckland City Training School are Bruce Monk, Samuel Monk, Michael Cave, Rukumoana Schaafhausen, Matthew Gregory, Steve Woodfield, and Barrett Ruakere.

College Board

The College Board is responsible for creating the strategic direction of the College and its implementation. The strategic direction must be approved by both the College Board and the ACTS Trustees. The College Board uses an approved budget, any changes to the approved budget must be formally requested to the ACTS Trustees.

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

ACTS will advise the Administrator of the “The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021” in writing of any changes to the ownership, legal status, establishment name, or fee protection policy status, within 14 days of any changes being made. For more information, see <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/2016-Code-pamphlet-pdfs/2016-Code-of-Practice-summary-English.pdf>.

The Treaty of Waitangi

The College recognises the legitimacy of the Treaty of Waitangi and its role and commitment to educational opportunities and access for Maori. The College implements six principles:

- 1. Government**—The College has the right to govern and to make policies.
- 2. Self-Determination**—The College, students, and staff have the right (under the governing policies) to control their own learning and working styles in support of their own aspirations.
- 3. Equality**—All New Zealanders are equal before the law. Likewise, all staff and students are equal when executing policies, executing decision-making, and behaviours.
- 4. Cooperation**—The College, staff, and students are obliged to accord each other reasonable co-operation on major issues of common concern.
- 5. Cultural Aspiration**—The College recognises that Maori culture and art are treasures and worthy of protection and respect. The College will support Maori students and staff in their expressiveness of their culture for, on behalf of, and with Maori.
- 6. Redress**—The College is responsible for providing effective processes for the resolution of grievances in the expectation that reconciliation can occur.

Legal and Compliance Dimensions

The College recognises its dedication and commitment to the protection of the reputation of the New Zealand education system. The College uses internal and external auditing systems to ensure that the College operation is compliant. This is not an exhaustive list, but the applicable legislation for internal (and external) auditing includes:

- The Education and Training Act 2020
- Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.
- The Immigration Act 2009.
- Privacy Act 1993.
- Fair Trading Act 1986.
- Consumer Guarantees Act 1993.
- Copyright Act 1994
- Health & Safety at Work Act 2015

Government regulations related to operating as an Education Institute:

- Delivering the programmes that were/are approved and accredited by NZQA
- Developing a robust QMS

Equippers College Staff

DESIGNATION	NAME
PRESIDENT	MR SAM MONK, BS
ACTS DIRECTOR	MR BARRETT RUAKERE
PRINCIPAL	MR STEVE GRAHAM, BA, MDIV
ACADEMIC COORDINATOR	MRS KELLY WOODFIELD, BSC, DIPTCHG
COLLEGE MANAGER/REGISTRAR	MR LEON RAKETE, BCS, DIPCL
COLLEGE ADMINISTRATOR	MRS POLYANA HUIRUA, DIPCS, CCM
PROGRAMME LEADER - WORSHIP STREAM	MR WAYNE HUIRUA (INDUSTRY SPECIALIST)
PROGRAMME LEADER - WORSHIP STREAM	MRS LIBBY HUIRUA (INDUSTRY SPECIALIST)
STUDENT SUPPORT SERVICES COORDINATOR	MRS KERRY MILLS (ORDAINED MINISTER. DIPTCHG)
DIPLOMA PROGRAMME COORDINATOR	MISS EMMA BROUWER, BBUS, MTH
LECTURER	MR MIKE WILSON, BTHEOL
WORSHIP STREAM TEAM LEADER	MR JOSH HUIRUA, DIPCS

Equippers College Purpose Statement

- Equippers Church's purpose is to equip people for life through faith in Jesus Christ.
- Equippers College exists to be the training arm of Equippers Churches.
- Equippers College's vision is to equip people for life through training in life skills, leadership and Christian ministry.

Privacy Policy

In practice, Equippers College will not give out any information to any person/organisation without the permission of the student(s) concerned. However;

In completing the study application form, applicants understand that Equippers College will observe the conditions governing the release of information, as set out in the Privacy Act 2020, the Education Act 1989, and other relevant legislation. Students may see any information held about them and amend any errors in that information.

Students shall sign a declaration authorising ACTS to pass on relevant information to government bodies, e.g. NZQA, Study Link, MOE etc, and where applicable, student information may also be shared with Laidlaw College for enrolment purposes, as our partnership determines.

Due to the holistic nature of the programmes and the close pastoral care available here at Equippers College, a student may disclose personal information where the College may have reasonable grounds to believe it is necessary to involve a third party (i.e. a family member, Pastor, health care service, or law enforcement), to prevent or lessen a threat to someone's life or health or a member of our staff, or for public safety. The practice of discussing student well-being in a closed staff meeting forum is done to aid the care of the student.

All personal information will be stored in lockable locations and computer files. Student information shall be protected through network or password access. Confidential information shall only be discussed with relevant staff. On any occasion, the student may view information concerning themselves held by Equippers College.

Equippers College is committed to ensuring that personal information is managed appropriately and we strive to uphold good practice privacy standards in the collection, storage and use of personal information.

Media Release

Please be aware that photographs and footage will be taken at varying times across this course. These images may include your participation in the programme. By signing this agreement ('Equippers College Agreement' given upon enrolment), you give Auckland City Training School (ACTS) - Equippers College permission to use your image (photographs and/or video) for marketing and publicity in our publications, on our website and in social media or in any third party publication.

Organisational Values and Beliefs

Equippers College's vision is expressed through values framed as HEARTbeats:

- Honour/Whakarangatira
- Excellence/Huhuatanga
- Advancement through Service/Whakaahua whakamua
- Reaching Out/Manaakitanga
- Together/Whanaungatanga

Organisational Goals

- To establish sound biblical foundations on which students can develop a philosophy of ministry.
- To develop key knowledge, attitudes and skills that enable students to pursue their own future growth and studies and employment.
- To enable students to develop a clear understanding of true biblical character - to assess their own standing and how to develop the same.
- To encourage and develop a lifestyle of active ministry by providing theoretical and practical opportunities to learn and apply teaching.
- To ensure effective management systems are in place, and adhered to, to enable the smooth function of the school and maintain, promote the objectives.
- To be reviewing course contents/objectives to ensure the quality of the course is maintained.
- To ensure a professional functioning of the school in all areas.

Provision

In striving to meet its mission, the role of the College is to:

- Provide high quality and authentic educational experience for students.
- Provide a positive working environment for its staff.
- Demonstrate its commitment to diversity and to under-represented groups.
- Respond to the current and future needs of industry.
- Achieve positive graduate outcomes.

Accreditation

Students are able to view the programmes and qualifications available through Equippers College using NZQA's website:

<http://www.nzqa.govt.nz/providers/details.do?providerId=951335001>

Dedication to Quality

The College is committed to excellent outcomes and operates systems that meet national and international quality standards. The College consults with industry on a regular basis and is governed by NZQA which means we not only meet NZQA standards, but we ensure our curriculum meets the changing needs of industry.

Policies for each specific area of education and training will be detailed within the relevant section of the Quality Management System addressing the following areas:

Providing a 'Fit for Purpose' quality church-based Christian training and education environment at lowest total systems costs.

Continuously implement and review management systems through evaluation and implementation of

CERTIFICATE IN CHRISTIAN MINISTRY (INTERNSHIP)

Students who pass the **Certificate in Christian Ministry (Internship), Level 4 (120) Credits** have achieved the requirements for the award of the **New Zealand Certificate in Christian Studies, Level 4 (120 Credit) [Ref: 2772]**.

The latest published version of the qualification definition is available via NZQA's website:

<https://www.nzqa.govt.nz/nzqf/search/viewQualification.do?selectedItemKey=2772>

For more information about New Zealand qualifications and levels, see:

<http://www.nzqa.govt.nz/studying-in-new-zealand/understand-nz-quals/>

This programme is **approved to Laidlaw College**, and **ACTS (Equippers College) is accredited** to deliver it.

Graduate Profile: New Zealand Certificate in Christian Ministries (Level 4)

At the end of the programme students will be able to:

- Integrate foundational knowledge of selected biblical principles and Christian beliefs and apply to specified communities, acknowledging bicultural or multicultural contexts
- Apply biblical and theological principles to own faith journey and to that of others.
- Apply biblical, theological and ministry skills in a mentored practical ministry context to support the spiritual development of individuals and groups
- Organise and prioritise tasks and responsibilities in the provision of practical ministry to individuals and groups
- Set goals and make plans for providing practical ministry to individuals and groups.

Aim:

The Certificate in Christian Ministry (Internship) provides Christian churches and their agencies with people who can support and enhance their communities and ministries. Students develop knowledge, skills and experience by connecting their own reflection on the Christian faith with real-life practical contexts, equipping them for service in the church and wider contexts. The programme can be completed in the Leadership or Worship Ministries Track and also provides a pathway into higher studies for further personal and professional development.



ENTRY REQUIREMENTS

General Admission Requirements

Applicants to this programme who have no secondary schooling or NCEA level 1 attainment or equivalent will require an entry assessment (including a literacy test) to establish eligibility.

Applicants who have NCEA level 2 attainment (or above) or evidence of equivalent knowledge and skills have open entry to apply.

This programme requires an internship placement of a total of 420 hours (an average of 16 to 20 hour per week) of practical ministry involvement. Entry into this programme will require selection, supervision and mentoring by the learner's faith community or community organisation. Applicants must complete an Internship Placement Contract which includes accreditation of the church or organisation, minister or director, supervisor and mentor; recommendation of students; and ministry proposal.

NCEA Equivalence can include:

- NZ School Certificate
- Sixth Form Certificate
- Overseas equivalent qualifications, including IB and CIE
- Other NZQA level 1 or 2 certificates in relevant disciplines to Laidlaw programmes

The following may be accepted as equivalent at our discretion and the applicant may need to sit assessment for entry:

- Reference/support/documentation from employer
- Evidence of level of academic achievement or a portfolio of work for home-schooled students
- All equivalences must be documented.
- Entry Assessment includes a literacy test. Dates for assessment will be advised.

Special Admission:

Applicants who have no secondary schooling or NCEA level 1 attainment or equivalent will require an entry assessment (including a literacy test) to establish eligibility. The college will also take in to consideration the following factors when assessing a special admission applicant:

- Previous education
- Training and work experience
- English language skills and;
- Motivation to study



ENGLISH LANGUAGE REQUIREMENTS

Applicants must meet both the Academic and English language requirements for this programme. In addition to the requirements outlined above applicants for whom English is not their first language must use one of the following methods to demonstrate that they have the required level of English proficiency to study in New Zealand:

1. Gained NCEA level 3 and met New Zealand University Entrance requirements; or
2. Holds a Bachelor's degree of at least three years from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States of America; or
3. Achieved a Certificate in English Language Teaching to Adults (CELTA); or
4. Achieved the required score, as indicated in the following subsections, in one of the following internationally recognised English proficiency tests, within the preceding two years:
 - a) International English Language Testing System (IELTS)
 - b) University of Cambridge Certificate in Advanced English (CAE)
 - c) University of Cambridge Certificate of Proficiency in English (CPE)
 - d) University of Cambridge First Certificate in English (FCE)
 - e) International English for Speakers of Other Languages qualifications by City and Guilds (IESOL)
 - f) Pearson Test of English (Academic) (PToE)
 - g) New Zealand Certificate in English Language (NZCEL)
 - h) Testing of English as a Foreign Language (TOEFL).

English Language Requirements for Second Language Speakers

IELTS 5.5 with a minimum of 5.0 in reading and writing OR Pearson Test of English (Academic) score of 42 OR equivalent

English Language Waiver

A waiver for the English language test may be granted for those applicants who have an undergraduate or higher qualification gained from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom, or the United States of America.

All Equippers College programmes are at level 4 or higher on the NZQF, and it is expected that students enrolling at this level will have successfully completed high school studies to at least year 11, or have life experience which equips them with the ability to study at this level.

Equal opportunity will be given to all people who can prove themselves capable of meeting the above entry requirements, regardless of race, gender, or any other discriminatory grounds.

NOTE: If you are an overseas student, special criteria may apply. You should inquire directly to the Equippers College Registrar for details.

Course Duration

The programme requires 39-weeks full-time study, excluding holiday breaks. Please note, you will have study commitments and church commitments throughout the year.

Courses and Course Aims:

The programme consists of the following six courses:

116.415—ENCOUNTERING THE BIBLE, LEVEL 4 (CREDITS: 15)

Aim: This course introduces students to the Bible and explores the major themes that occur throughout Genesis to Revelation.

216.415—BASICS OF CHRISTIAN BELIEF, LEVEL 4 (CREDITS: 15)

Aim: This course introduces students to key ideas and concepts that form the heart of Christian belief.

416.415—DISCIPLESHIP, LEVEL 4 (CREDITS: 15)

Aim: This course introduces students to key aspects of Christian discipleship.

506.415—FAITH IN ACTION, LEVEL 4 (CREDITS: 15)

Aim: This course will introduce students to a range of different contexts where Christian faith is being lived out.

472.430—INTERNSHIP I, LEVEL 4 (CREDITS: 30)

Aim: This course offers an introduction to the personal development and the principles of self and task management within the student's ministry context.

472.430—INTERNSHIP II, LEVEL 4 (CREDITS: 30)

Aim: To provide opportunities for students to strengthen organisational skills through service in a selected area within the student's ministry context.



DIPLOMA IN CHRISTIAN STUDIES

Students who pass the **Diploma in Christian Studies, Level 5 (120) Credits** have achieved the requirements for the award of the **New Zealand Diploma in Christian Studies, Level 5 (120 Credit) [Ref: 2793]**.

The latest published version of the qualification definition is available via NZQA's website:

<https://www.nzqa.govt.nz/nzqf/search/viewQualification.do?selectedItemKey=2793>

For more information about New Zealand qualifications and levels, see:

<http://www.nzqa.govt.nz/studying-in-new-zealand/understand-nz-quals/>

This programme is **approved to Laidlaw College**, and **ACTS (Equippers College) is accredited** to deliver it.

Graduate Profile: New Zealand Diploma in Christian Studies (Level 5)

At the end of the programme students will be able to:

- Evaluate and apply a broad understanding of theology and biblical foundations to defined contexts based on textual interpretation and religious practice.
- Evaluate a ministry programme based on strategies that integrate personal and community faith journeys, and the social, cultural and other contextual considerations of defined groups.
- Apply key Christian leadership principles to facilitate team development and accomplish organisational goals in particular areas of responsibility in Christian Ministry.

Aim:

The Diploma in Christian Studies (Leadership strand) equips people to evaluate and deliver ministry programmes within their context, to think deeply about their faith, and to lead a wide range of Christian operations. Students are equipped with a biblical and theological foundation upon which applied Christian leadership skills are developed through internship in real life practical contexts. Students who complete the DipCS may staircase into the second year of either the Bachelor of Ministries or the Bachelor of Theology degrees.



ENTRY REQUIREMENTS

General Admission Requirements

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Applicants who have NCEA level 3 attainment (or above) or evidence of equivalent knowledge and skills have open entry to apply.

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All equivalences must be documented.

Entry Assessment includes a literacy test. Dates for assessment will be advised.

Special Admission

Applicants who have no secondary schooling or NCEA level 1 or 2 attainment or equivalent will require an entry assessment (including a literacy test) to establish eligibility. The college will also take in to consideration the following factors when assessing a special admission applicant:

- Previous education
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English Language Waiver

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Equal opportunity will be given to all people who can prove themselves capable of meeting the above entry requirements, regardless of race, gender, or any other discriminatory grounds.

NOTE: If you are an overseas student, special criteria may apply. You should inquire directly to the Equippers College Registrar for details.

Course Duration

The programme requires 39-weeks full-time study, excluding holiday breaks. Please note, you will have study commitments and church commitments throughout the year.

Courses and Course Aims:

The programme consists of the following six courses:

115.515 – READING THE BIBLE, LEVEL 5 (CREDITS: 15)

Aim: This course aims to introduce the broad shape of the biblical story and show how the Christian gospel is integral to biblical theology. It explores the unity, diversity and central themes of the Bible to make sense of the relationships between the Bible, theology, and all of life.

201.515 ENGAGING THEOLOGY, LEVEL 5 (CREDITS: 15)

Aim: This course aims to introduce systematic theology and teach learners to think theologically. It examines God's self-revelation, how we can understand that revelation, and why it is foundational for our faith.

401.515 FORMATION, LEVEL 5 (CREDITS: 15)

Aim: This course aims to help learners reflect on personal and communal spiritual formation, through engagement with Scripture, theological understandings and a variety of Christian spiritual traditions.

505.515 CHRISTIAN LEADERSHIP AND MISSION, LEVEL 5 (CREDITS: 15)

Aim: This course aims to apply a lens of Christian leadership and mission to the evaluation of personal and community faith journeys, ministry programmes within the student's context, and the student's own emerging sense of call and mission

474.530—LEADERSHIP INTERNSHIP I, LEVEL 5 (CREDITS: 30)

Aim: This course aims to evaluate Christian leadership models within the context of church, mission, and community ministries.

474.530—LEADERSHIP INTERNSHIP II, LEVEL 5 (CREDITS: 30)

Aim: This course aims to apply a range of key Christian leadership skills to develop and lead a team.



ACADEMIC POLICIES AND PROCEDURES

Recognition of Prior Learning / Cross Credits

Prior learning can be obtained in several ways:

- Transfer of credits from prior studies and unit standards if successfully completed
- Credits by special examination
- Credit for experienced-based learning

The application for recognition of prior learning must be submitted in writing by the student to the Principal of Equippers College. It is the responsibility of the Equippers College Registrar to gather sufficient evidence that the student meets the requirements of the Equippers College course material before prior learning will be accepted. Note: The College reserves the right to charge fees for any RPL or Cross Credit Application.

Recognition of prior learning will only be awarded if the course(s) previously completed are substantially similar to specific courses offered by Equippers College both in content and academic level. The onus is on the student to prove the content and level of any courses they are applying recognised prior learning for. Equippers College reserves the right to make the final decision in accepting or refusing applications for recognition of prior learning.

PATHWAYS AND OUTCOMES

Certificates and Graduation

On successful completion of the programme requirements, students will be invited to a graduation ceremony and will be provided with a certificate and a transcript.

Recognition of Prior Learning / Cross Credits

Graduates can pursue further study at either diploma or degree level in the Diploma in Christian Studies and Bachelor of Ministries.

Employment Pathway

They will have the skills and knowledge to work in a variety of roles such as church-based ministries; pastoral leaders of large groups or assistants to pastors or chaplains in a church or workplace environment; cross-cultural and intercultural ministries; missions support workers, ministry with service agencies, religious education tutor, worship leader, youth work; and licensed ministers in some faith denominations as well as providing effective service as a church member and experiencing personal Christian growth.

Successful Completion

Successful completion of a course is through meeting all the requirements of the required course and all timing and study commitments. Students must attend at least **80% of classes** to complete the programme successfully. For individual courses, successful completion is defined in the Grading Schedule. Any appeal should be notified in writing to the Equippers College Registrar.

Credit Transfer

The College has a 'Recognition of Learning Agreement' with the following providers: Vision Leadership College (Hamilton) and Vineyard Training School. This recognition will take into account the subject matter and level of each course component. Students will be provided with transferring credits accordingly. A record of learning will be provided by Equippers College to any student who is transferring any learning. Equippers College will assist in the provision of course component details, level and transcript information to any other provider where the student desires credit transfer of learning. Where students have completed courses that are NZQA Unit standard compliant, it is anticipated that credit for such courses will be available at any framework-registered provider.

Assessment and Reporting Practices

- Assessment is the process of generating and interpreting evidence of student performance. It is an integral part of the learning process and occurs throughout the course.
- Assessment shall relate to Student Learning Outcomes, which shall be given to the students at the commencement of each course, and to the overall Course Aims and Objectives.
- Assessment shall be as unbiased as possible. Assessment activities should not make it easier for males or females, Maori or Pakeha or any other culture. In this way, assessment activities shall give every student a fair chance to demonstrate their competence.
- Assessment shall be fair, valid and consistent.
- Assessment of student's progress in terms of overall course and individual subject's objectives may be by way of class participation, standard essays, specific projects, worksheets, course feedback, event participation, class quiz, tests or exams, research guide, oral presentations/speech/seminar, practical assignments, work folder, reading, log book, personal project, study guide exercises, tutor assessment and final examinations.
- Some courses may have a final exam as part of their assessment procedure. These will be written and objective exams of 1-2 hours in length.

Assessments

The types of assessment utilized in this programme include personal/introductory reflection, journaling, description of Biblical material, interview & report, action-reflection project, reflective essay, theological definitions, summative assessment, learning covenant, ministry schedule, ministry portfolio and ministry review.

Grading Schedule

90 - 100	A+	THE STUDENT DEMONSTRATES A SUPERLATIVE LEVEL OF PERFORMANCE
85 - 89.99	A	THE STUDENT DEMONSTRATES AN OUTSTANDING LEVEL OF PERFORMANCE
80 - 84.99	A-	THE STUDENT DEMONSTRATES A SUPERIOR LEVEL OF PERFORMANCE
75 - 79.99	B+	THE STUDENT DEMONSTRATES A VERY GOOD LEVEL OF PERFORMANCE
70 - 74.99	B	THE STUDENT DEMONSTRATES A GOOD LEVEL OF PERFORMANCE
65 - 69.99	B-	THE STUDENT DEMONSTRATES A SATISFACTORY LEVEL OF PERFORMANCE
60 - 64.99	C+	THE STUDENT DEMONSTRATES AN ADEQUATE LEVEL OF PERFORMANCE
55 - 59.99	C	THE STUDENT DEMONSTRATES AN ACCEPTABLE LEVEL OF PERFORMANCE
50 - 54.99	C-	THE STUDENT DEMONSTRATES A MARGINAL LEVEL OF COMPETENCY
0 - 49.99	F	THE STUDENT DID NOT DEMONSTRATE ADEQUATE COMPETENCY

All courses are individually graded. Final grades are determined through assessments. How marks are split within a course depends upon the number of assignments and question complexity. Assessment criteria clearly state how marks for each assessment are determined. The final grade is an average of all the assessments used and is calculated by a predetermined weighting that is detailed in the course outlines given at the start of each course.

Passing

All assessments and learning are designed so that students have the potential to meet the graduate profile outcomes. You need to pass in all courses and all assessments to be able to pass the programme and graduate with the New Zealand qualification.

Late Assignments and Extensions

All level 4 assessments are due at 5pm on a Saturday, and all level 5 assessments at 11:59pm on a Monday, unless otherwise specified. In exceptional circumstances (needs to be explained), students may obtain extensions to this due date. Any application must be made in writing to the College Manager before the due date. Where an extension is granted, assignments will be due as specified by the Registrar.

Work submitted after the due date and time, including after an extension due date and time, is considered late and the following applies:

Grade Penalties:

- An assessment is considered late immediately after the due date and time has passed
- An assessment submitted 0-7 days (0-168 hours) late will incur a penalty of 10% off the grade received. (i.e. if the student/learner receives 80% they will incur an 8% penalty). The numeric grade assigned by the lecturer will be multiplied by 0.9 to determine the final grade for the assessment;
- An assessment submitted 8-14 days late will be graded as either a pass (50%) or a fail (0%).
- An assessment submitted more than 14 days late may be subject to disciplinary procedures.
- An assessment that initially receives a pass grade, but after the 10% deduction drops below a pass grade, falls into the category of a major attempt that will be able to resubmit. On completing a resubmission the learner will only be eligible for a maximum grade of 50%.
- An assessment submitted later than 14 days after the due date or 14 days after a previously granted extension will not be graded; the student will be required to meet with the academic committee.
- Assessments cannot be submitted after the last day of the semester.
- Submission dates may be extended in exceptional circumstances; students must apply for an extension in writing to the College using the application for extension form and stating the reasons for seeking the extension within their application. An Individual Learning Plan will be developed and agreed to.

Late Assessment Process – Certificate Level 4

- **If your assessment is 0-7 days late**, you will be contacted by a staff member.
- **If your assessment is 8-14 days late**, you will be required to meet with a staff member and with a tutor.
- **If your assessment is 15 or more days late**, you will be required to meet with representatives from the Academic Committee.

Late Assessment Process – Diploma Level 5

- **If your assessment is 0-7 days late**, you will be contacted by a staff member and required to attend an academic tutorial that week.
- **On the 8th day overdue**, you and your supervisor will be contacted. If your assessment is not submitted by day 8 (Monday night) you will be withdrawn from your ministry placement for the day on Tuesday and will need to attend a compulsory tutorial.
- **If your assessment is 15 or more days late**, you will be required to meet with representatives from the Academic Committee.

Plagiarism

Plagiarism is copying or using work without acknowledging the source. Students are required to submit written assessments electronically through Equippers College's online learning portal, Canvas. In submitting an assignment for grading, a student is declaring that the work is his/her own. All assignments are then checked for plagiarism through Turnitin. All words that are copied from another piece of writing must be enclosed in quotation marks and the source referred to using an accepted system of referencing. Where significant ideas are borrowed from other sources, these too must be acknowledged, including any previous work done by the student that has been submitted for grading.

We recognise that there is an educational and formative element to students learning academic skills, particularly at level four. The academic committee reserves the right to have a formative discussion with students for what they deem is a lack of awareness of academic standards.

If plagiarism occurs the lecturer or marker will issue a first warning and the assignment must be resubmitted. For a second occasion, a second warning will be issued, and the assignment must be resubmitted.

If plagiarism occurs three times, the student will be required to meet with the Academic Committee. Repeat occurrences of plagiarism will be considered serious misconduct and could jeopardise the students' enrolment in the course. The use of AI tools in the writing of academic assignments is considered plagiarism and is not permitted. All assignment content should be students' own work and the use of ChatGPT or other generative AI tools are not permitted in any form. Student work is checked for AI use through Turnitin. Grammar assistance may be used, but not if it involves significant rewrites of student work or generative functions (such as GrammarlyGo). If grammar/spelling tools have been used, these should be acknowledged.

Any unauthorised or unacknowledged use of AI in any assessment is a form of cheating, and as such, is considered to be wilful academic misconduct. All forms of cheating and plagiarism are treated seriously. If AI use occurs, the student will be required to meet with the academic committee and the plagiarism process will be followed.

Individual Learning Plans

An Individual Learning Plan (ILP) is a personalised agreement that enables a reasonable adjustment to be made to a student's assignment due dates and may stipulate other conditions required.

An ILP will be considered for a student who cannot meet the assignment due dates in one or more courses. A student may be eligible for an ILP on the grounds of ill health, a declared disability, or extenuating circumstances where the student can provide appropriate evidence.

An ILP will be developed for a student by an Academic Committee Member, in conjunction with the Student Support Services Coordinator. Once an ILP is approved by the Student Support Services Coordinator the student will follow the dates determined by that plan.

The Academic Coordinator will facilitate the adjustment of assignment due dates on receipt of the approved ILP and teachers for all courses affected will be informed of the ILP and agreed assignment due dates.

The following regulations apply:

- An ILP needs to be agreed to and put into place by the end of the third week after the due date of the non- submitted assignment;
- Assignments submitted after the due date and time, including after a new assignment due date and time, are considered late and will be graded according to the assessment and grading criteria as stipulated in the Student Handbook.
- An ILP extending past the final day of the semester must be agreed to by the Academic Committee;
- If a new due date extends past the end of the semester then the new due date is final and assignments will not be accepted after that due date;
- An ILP that extends past the end of the semester may impact the student's ongoing enrolment.

Aegrotat Pass

Candidates who by exceptional circumstances beyond their control, such as illness, injury or bereavement, have been prevented from completing an assessment, or who consider that their performance in any such courses has been seriously impaired, may, on application to the Academic Committee through the Registrar, be awarded an aegrotat grade.

No aegrotat grade will be granted unless the candidate has made an application in writing to the Registrar within one week of the final date for completion of the assessment as appropriate. The application must be accompanied by appropriate medical or other documentary evidence that, in the opinion of the Academic Committee, is sufficient to support an application for compassionate consideration.

In deciding whether to award an aegrotat grade the Academic Committee will take into consideration factors as:

- Attendance at lectures
- A decision on the academic merit of a request for an aegrotat will be based on an assessment by the registrar of the probability that the student would have passed the assessment had he or she been in a position to submit it in normal circumstances, together with the grades he or she had received for his or her other course work, all of which must have been completed. The performance of the candidate in other papers will also be taken into account.
- An aegrotat cannot be granted for more than 12.5% of the total credits of the programme of study.
- Where there is a request for aegrotat grades in excess of 12.5% of the credits of the programmes of study, students may sit supplementary assessments provided other criteria for obtaining a grade are also met (course work and attendance.)
- The final grade is to extrapolated from the existing grades of submitted assessments
- If they completed 80% - the final grade will be calculated by extrapolating current grades.
- If assessments are less than 80% estimate final grade in two steps: compare with other students who got similar grades in assessments, and assign comparable grade for the final assessment. This should be a conservative estimate

Should the Registrar decide that there are not sufficient grounds for awarding an aegrotat grade, he/she may, at his/her discretion, grant the candidate the opportunity to submit a supplementary assignment within a given time-frame.

Resubmission Restrictions

When failing an assessment on the first attempt, which prevents a student from passing or gaining credits for the overall course or award on which they are registered, the student may be permitted a further attempt as a resubmission. Two resubmissions may be permitted for any summative assessment task where a serious attempt has been made. Resubmitted assignments will be assessed at the discretion of the lecturer. If the student fails competency twice, then they may be required to sit the course again at a future date determined by the Equippers College Principal.

A serious attempt is defined as a learner received a grade between 30-49%. Assessments which have been passed may not be resubmitted. A maximum grade of 50% will be awarded for an assessment resubmission. Resubmitted assignments must be received within 2 weeks of being handed back to the student, or they may not be accepted for marking. Students must be aware of this cut off point in order to protect their place on the course.

Grade Appeal Process

If a student is not satisfied with their grade for an assignment or assessment, their first recourse is to complete the Assessment Marking Query Form available from the college office, the academic board will meet to discuss the query and will agree on who is best to review the grade. If the student is still not satisfied following this review, they may request to meet with Equippers College Principal who will discuss options of a further review. In conclusion, a written report will be supplied to the Academic board, who in consultation with the other Equippers College Principal will determine the final grade.

Individual students may approach the Student Representatives to initiate the grade appeal process where they feel they have been awarded a grade unfairly.

Assessment using Te Reo Māori / New Zealand Sign Language

Should a student wish to undergo assessment in Te Reo Maori or New Zealand Sign Language, an application must be submitted in writing by the student to the Principal of Equippers College, two weeks prior to the commencement of classes. It is the responsibility of the Equippers College Principal to ensure that students will be assessed in a manner that meets the requirements of the Equippers College course material before such an application will be accepted.

Assessment Feedback for Students

As soon as practicable, after the submission and grading of assessments, the lecturer or tutor will give students feedback on their achievement and work. Wherever possible, written work will be returned to the student. At the end of each semester and on successful completion of each course, students will be given a transcript of their final grade in all courses, also detailing unit standards completed. Students are encouraged to be proactive in seeking feedback from lecturers or tutors.

Archiving Achievement Information

Lecturers record individual assessment results and final student achievements for each course. At the completion of each course, details for that course will be archived including the Student Register (complete with assessment results), Student Learning Outcomes, and Course Details (including a course outline, and lecture notes if possible). These archived results are to be kept as a permanent record of students' learning.

Academic Honesty

In submitting an assignment for assessment, a student is declaring that the work is his/her own. All words that are copied from another piece of writing, or recording must be enclosed in quote marks and the source mentioned in a footnote. Where significant ideas are borrowed from other sources, these too must be acknowledged. If this is not done, the lecturer may, on the first occasion require the student to rewrite the assignment. Following such a warning, further instances of plagiarism may result in disciplinary procedures.

All student work is automatically checked through plagiarism software (Turnitin).

Lecturer's Responsibilities

Equippers College Lecturers are responsible for all aspects of reporting for their courses. This includes:

- Recording individual assessment results.
- Recording full course details.
- Providing individual students and groups of students with feedback.

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

The College has agreed to observe and be bound by the "The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021." Equippers College complies with the Education (Care of Tertiary and International Learners) Code of Practice 2021 and its regulations around:

- A learner wellbeing and safety system
- Learner voice
- Safe, inclusive, supportive, and accessible physical and digital learning environments
- Ensuring learners are safe and well
- Positive, supportive and inclusive environments in student accommodation
- Accommodation administrative practices and contracts
- Student accommodation facilities and services
- Responding to the distinct wellbeing and safety needs of international tertiary learners
- Ensuring prospective international tertiary learners are well-informed
- Enrolment, contracts, insurance, and visa

- Ensuring international learners receive appropriate operations, information, and advice; information to be provided before entering a contract
- Safety and appropriate supervision of international tertiary learners
- Marketing and promotion
- Managing and monitoring education agents
- Offer, enrolment, contracts and insurance
- Immigration matters
- Orientation
- Safety and wellbeing
- Learner support, advice and services
- Student Fee Protection
- Managing withdrawal and closure
- Dealing with complaints, Grievance procedures
- Compliance with international learner contract dispute resolution scheme

For more information, the code is available on the NZQA website, <https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>

Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at: <http://www.immigration.govt.nz>

Disclaimer: Immigration requirements and questions relating to a student's immigration status rest with Immigration New Zealand. Please refer to Immigration New Zealand's website for details: <https://www.immigration.govt.nz/new-zealand-visas/options/study>.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health and can be viewed on their website at <http://www.moh.govt.nz>.

Accident Compensation Corporation Insurance (ACC)

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz/>

Medical Insurance

International students must have acceptable insurance from the time of their enrolment until their visa expiry date (or departure from New Zealand). Please note, before you travel to New Zealand, you must verify that any required medication is (a) legal in New Zealand, (b) available in New Zealand, (c) available as a prescription or over the counter.

WITHDRAWAL AND REFUND POLICY

The policy outlines the following situations related to refunds:

1. Failure by a learner to obtain a study visa

The learner will get a full refund from public trust subject to bank charges and other costs as deducted by the public trust.

2. Change of residency status

Fees are not adjusted if an international learner’s immigration status changes to Permanent Resident during the study period when the learner is enrolled.

3. Voluntary Withdrawal

a) If a learner withdraws after the refund period (as defined in the Education Act 1989), the full fees are non-refundable

b) If a learner withdraws within the refund period (as defined in the Education Act 1989),

the following table applies.

TYPE OF LEARNER	COURSE LENGTH	REFUND PERIOD	AMOUNT COLLEGE MAY RETAIN
INTERNATIONAL	<5 WEEKS	2ND DAY OF COURSE	50%
	BETWEEN 5 AND 12 WEEKS	5TH DAY OF COURSE	25%
	13 WEEKS OR GREATER	10TH WORKING DAY	UP TO 25%
DOMESTIC	<13 WEEKS	N/A	100%
	13 WEEKS OR GREATER	8TH DAY OF COURSE	10% OR \$500

If a learner withdraws before the commencement of the programme but after the receipt of the student-visa for the programme (as defined in the Education Act 1989), the following table applies.

TYPE OF LEARNER	COURSE LENGTH	AMOUNT COLLEGE MAY RETAIN
INTERNATIONAL	<5 WEEKS	50%
	BETWEEN 5 AND 12 WEEKS	25%
	13 WEEKS OR GREATER	UP TO 25%
DOMESTIC	<13 WEEKS	100%
	13 WEEKS OR GREATER	10% OR \$500

d) In case of an international learner who decides to withdraw after being granted a valid student visa; Immigration New Zealand and the Agent will be notified accordingly.

4. Expulsion and Suspension

—Fees are non-refundable in all cases of expulsion or suspension of a learner from the College.

5. Where the **College** ceases to provide a programme of educational instruction as contracted with a learner of its own accord or as required by an education quality assurance agency, the **College** will ensure the amount of a Pro Rata refund will be made to the learners within five working days from the date of the closure or cessation unless NZQA permits a longer period.

6. Where the **College** ceases to provide a programme of educational instruction as contracted with a learner due to a natural disaster, any notice by NZQA under Rule 7.1 of the Student Fees Protection Rules will not take effect where:

- The programme resumes before the start of the 11th working day after the date of the notice
- Each learner is notified by the **College** within five working days from the date of the notice of the right to opt out of the programme, where the learner does opt out within 20 working days of the date of the notice a Pro Rata Refund is made to the learner for the remaining tuition fees, calculated from the time the learner ceased attending. Additionally, if directed by the learner, or the code administrator or the agency responsible for fee protection mechanism, transfer the amount to another signatory as agreed with the learner (or the learner's parent or legal guardian).

7. The **College** ceases to be a Signatory

Where the **College** ceases to be a signatory, the **College** ensures the amount of a Pro Rata refund will be made for the learners within five working days from the date of the closure or cessation unless NZQA permits a longer period. Additionally, if directed by the learner, or the code administrator or the agency responsible for fee protection mechanism, transfer the amount to another signatory as agreed with the learner.

8. The **College** ceases to be a Private Training Establishment

Where the **College** ceases to be a Private Training Establishment, the **College** ensures the amount of a Pro Rata refund will be made for the learners within five working days from the date of the closure or cessation unless NZQA permits a longer period.

Procedure

- Application for withdrawal must be made in writing to the Registrar.
 - Learners should provide supporting documents as evidence such as the offer of place letter, fees receipt, medical certificate, visa decline letter, supporting letter, etc. for all application for withdrawal or refund.
 - Learners must fill out the Student Request Refund Form generated on The Public Trust website.
 - Learners submit the completed Student Request Refund Form to the Registrar
 - The College sends the Student Request Refund Form to the Public Trust, waits for the approval and processing.
 - The College manages and records all communication with the Public Trust.
- Copies of all documents are recorded in the learner's file.

Schedule of Fees

For the latest tuition fee schedule for programmes offered visit the College website:

- Certificate in Christian Ministry – Leadership Stream <https://equipperscollege.com/leadership-stream>
- Certificate in Christian Ministry – Worship Stream <https://equipperscollege.com/worship-stream>
- Diploma in Christian Studies – Ministry Internship <https://equipperscollege.com/ministry-internship>

The prices listed are subject to final confirmation by the College and may be varied due to marketing promotions. All fees are in New Zealand dollars and GST inclusive.

Fee Options

Fees are due at the commencement of the course. If students are unable to pay their full fees at the start of the course, they will be expected to either take out a student loan or clearly show how they can pay their full fees before the end of the course. Full-time students will have the opportunity to be involved in extra activities across the year, such as Shout Conference, Revolution Tour, College Mission weeks and EquipHer/Stronger, we suggest you allow approximately \$300 to go towards these extra activities. These activities add to your learning experience and we recommend them to you, however they are not a requirement of your programme and are an additional cost. It is recommended for Worship Stream students as a part of their course to engage in professional tuition to aid their learning and development (approx. total: \$1,500). This is an extra cost additional to their course fee.

Additional Costs

All the materials fees are subject to final confirmation.

Field trip fees may be charged for different activities and are subject to final confirmation, which may be varied according to activities.

Medical and travel insurance fees may be charged separately on behalf of a recognised insurance company. The fee is subject to final confirmation by the insurance company.'

Statutory Information Statement

This statement is required under section 234B of the Education Act: Equippers College charges no student service fees. There are no governing members of Equippers College that have:

- material conflicts of interest or
- any interest in the education or immigration sectors.

Medical and Travel Insurance

In New Zealand, international students (with the exception of students funded under Official Development Assistance or Commonwealth Scholarship and Fellowship funds) are ineligible for publicly funded health and disability services. However, everyone in New Zealand is covered by Accident Compensation Corporation (ACC), which will pay for physical and mental injuries caused by accidents, conditions related to work, medical treatment and sexual assault or abuse. International students must hold acceptable insurance from the time of their enrolment until their visa expiry (or departure from New Zealand). Immigration New Zealand has defined "acceptable insurance" as insurance that is compliant with The Code and acceptable to the student's education provider.

STUDENT COMPLAINT AND GRIEVANCES POLICY

Guiding Principles

At all times the College attempts to interact with all parties in a fair and equitable manner and to comply with all legislative requirements.

Speedy Resolution

Students are encouraged to approach those with whom the complaint is sourced in an attempt to facilitate a speedy resolution.

Student Grievances Support

1. The student is encouraged to bring a support person to attend all meetings.
2. A Student Support Services Coordinator is available at any stage through the complaint process.
3. The student is encouraged to seek professional service from an advocate for their rights; students may also elect to have whanau support.

Procedure

There are two ways to lodge complaint and/or grievances: A formal complaint or grievance procedure and an informal complaint or grievance procedure

PROCEDURE FOR INFORMAL COMPLAINT

1. Students are encouraged to approach those with whom the complaint is sourced. Clear and direct communication, with the right objective in mind, is encouraged.
2. The student may talk to the relevant tutor/Student Support Services Coordinator
3. If the tutor/Student Support Services Coordinator cannot resolve the issue, the student may talk to the Principal.
4. If the complaint cannot be resolved through the informal complaint procedure, the student can lodge a formal complaint by filling in the student complaint form.

PROCEDURE FOR FORMAL COMPLAINT

Student complaint form should be presented to the Student Support Services Coordinator in a sealed envelope marked "Student Complaint: Confidential". The complaint must be detailed fully in writing to the Equippers College Principal, stating:

- Nature of the complaint.
- Date, circumstance, if applicable.
- That direct reconciliation was attempted (if applicable).
- Proposed remedy/course of action.

2. The student will receive a written acknowledgement that your complaint has been received within 3 working days, a copy of which will be kept on file.
3. Where possible, the College attempts to resolve complaints within 20 working days of the Student Complaint Form being received and will notify the complainant if a longer timeframe is required.
4. Upon resolution, the student will be sent written notification of resolution, detailing the outcome of the complaint process.
5. If the student is not satisfied with the outcome, then the concern may be submitted to the relevant external authority (i.e. NZQA or other authority).

External Authorities

If your complaint is handled by an external party, then Equippers College must comply with the Disputes Resolution Scheme Rules 2016. For more information, see <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/student-complaints/>.

iStudent Complaints is the appointed operator of the International Student Contract Dispute Resolution Scheme (DRS), which has been set up to resolve financial and contractual disputes.

NZQA may be contacted:

Download the Complaint Form: <http://www.nzqa.govt.nz/assets/About-us/Complaints-Form.pdf>

Send your completed Complaint Form, along with any supporting evidence, to:

The Complaints Officer

Quality Assurance Division

P O Box 160

Wellington 6140

OR

Email a scan of your completed form, along with scans of any supporting evidence, to

qadrisk@nzqa.govt.nz

You may follow the following links for different agencies depending upon nature of the complaint:

IF YOUR CONCERNS RELATE TO:	YOU SHOULD CONTACT:
A TERTIARY EDUCATION ORGANISATION THAT BELONGS TO ITENZ	QUALITY COMMISSION
AN INTERNATIONAL STUDENT'S FINANCIAL OR CONTRACTUAL DISPUTE WITH THEIR PROVIDER	FAIRWAY RESOLUTION
A PUBLIC PROVIDER (INSTITUTES OF TECHNOLOGY AND POLYTECHNICS, WĀNANGA, OR UNIVERSITIES)	OFFICE OF THE OMBUDSMAN
COURSE-RELATED COSTS OR TRAVEL ALLOWANCES FOR A TEC FUNDED COURSE	TERTIARY EDUCATION COMMISSION
DISCRIMINATION	HUMAN RIGHTS COMMISSION
SOMEONE'S SAFETY BEING AT RISK	WORKSAFE NEW ZEALAND NEW ZEALAND POLICE
HOW INFORMATION ABOUT YOU HAS BEEN STORED OR USED	PRIVACY COMMISSIONER

If you need more information on the complaints process, contact NZQA on 0800 697 296 and speak with a member of the NZQA Risk Management team.

Potential Resolution for Complaints

Action decided to resolve a formal complaint shall depend on the nature of the complaint and could include, but may not be limited to, any of the following:

1. Reviewing, revising or rescinding a prior decision;
2. Taking action on a request previously not followed up;
3. Offering an apology and/or a commitment to ensure the action/behaviour is not continued;
4. Taking action to make an improvement to a process or service or facility;
5. Refunding fees/charges associated with the complaint, or part of these;
6. Advising the complainant and respondent that the concern/complaint has been noted on the respondent's file (except in the case of disciplinary action and only in accordance with New Zealand legislation including The Privacy Act 1993).

Student Fee Protection

All student fees are deposited into a separate trust account with the Public Trust to facilitate any refund that may be required.

This fee protection arrangement will indemnify individual students for inability to complete the qualification or framework credits enrolled for, within 60 calendar days of the intended date of completion, due to the following:

- Insolvency
- De-registration by the Qualifications Authority
- Partial or complete Withdrawal of Accreditation

Indemnification will mean either reimbursement of fees pro-rata on the basis of 'course credits achieved per course credits enrolled' or a suitable alternative course to complete the qualification or framework credits originally enrolled for with the student's consent and with no further financial cost to the student. Student Fees are paid directly to Public Trust and proportionally refunded to Equippers College on a monthly basis.

Students can contact Public Trust on 0800 371 471, or visit www.publictrust.co.nz for more information, or lodge a claim for fees reimbursement.

RULES AND REGULATIONS

STUDENT ATTENDANCE POLICY

Student Absenteeism

The college administrator will keep clear records of student absenteeism on a day-by-day basis including the reason for the absence.

Students are not permitted to be absent from the course for longer than three days without a doctor's certificate.

Attendance Contracts and withdrawals

Attendance Contracts for students who need monitoring because of a lack of suitable attendance may be set up by the **Principal** (or nominee) in consultation with all parties. Failure to comply with these might result in withdrawal.

Student Attendance Expectations

Attendance of 80% or more (100% for international students), must be sustained and attained. Otherwise, their pass will be discretionary.

RULES AND REGULATIONS

Expectations

The courses are structured to allow an integrated balance between intensive classroom learning and practical ministry experience, within the local Church and wider community. The ethos of the first-year courses is church immersion and class days are considered Sunday-Thursday. **Students are required to apply for leave in advance if unable to attend a Sunday service or a class day.**

Rules

In accordance with scriptural principles, students are encouraged to “consider one another”, to seek at all times how best to “build up the body.” Rules are kept to a minimum, but the following are required of all students:

1. Be on time for all lectures—prepared and equipped for study.
2. Complete service duties promptly and to the desired standard.
3. Leave all rooms tidy at all times.
4. Eat only in designated areas—No eating or drinking in the library area.
5. Gain staff permission to borrow all items—No removing books from the library without staff permission.
6. No smoking or alcohol is permitted in the building.

7. All assignments to be handed in on time except in exceptional circumstances. Requests for assignment extensions must be made in writing to the Registrar.
8. Students must live a good moral life, consistent with studying at a Christian Training School.
9. Students must attend all lectures. (Staff must be advised of absence for illness etc. before the start of the lectures each day. If a student is sick for 3 days or more they must present a doctor's certificate).
10. Students must have staff approval to participate in any ministry opportunities that may require them to be absent from college. Priority is given to their studies and students must ensure all study requirements are met prior to any involvement.

Harassment and Bullying

Harassment and Bullying of any kind is totally unacceptable. Harassment includes the following: racial, sexual, religious, academic, intellectual and any other discriminatory grounds such as sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origin, disability, age, political opinion, employment status, family status or sexual orientation (as defined by the Human Rights Act 1993). The Equippers College Principal (or delegate) will investigate any cases involving harassment immediately, and disciplinary procedures may be triggered.

Academic Dishonesty and Plagiarism (copying without acknowledging the source):

In submitting an assignment for grading, a student is declaring that the work is his/her own. All assignments are automatically checked for plagiarism through Turnitin software.

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include:

1. Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgement.
2. Fabrication: The falsification of data, information, or citations in any formal academic exercise.
3. Deception: Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
4. Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgement.
5. Sabotage: Acting to prevent others from completing their work. This includes cutting pages out of library books or wilfully disrupting the experiments of others.
6. Conspiracy to commit or soliciting others to commit, or commit any of the above using a third party.

For example, it would be academically dishonest not to tell you that the above materials were acquired from Berkeley City College website: <http://www.berkeleycitycollege.edu/wp/de/what-is-academic-dishonesty/>, accessed Feb 2018.

Academic dishonesty has been documented in almost every type of educational setting, from elementary school to graduate school, and has been met with varying degrees of approbation throughout history. All incidents of academic dishonesty are investigated by the Equippers College Principal or delegate; student disciplinary procedures may be executed.

Valuables

Any student bringing valuables to the College is responsible for the safe keeping of their own property. The College will not take responsibility for loss or damage to individuals personal property.

Termination of Enrolment

If your enrolment is terminated in any manner or circumstance, then the necessary government agencies will be notified. For domestic students, this could mean you will no longer be eligible for student loans and allowances, for international students this means your visa is revoked and you may be forced to leave New Zealand.

Concluding the Programme Early

Students wishing to leave their programme before the final day for the year will need to apply in writing to the Registrar. Students should state their reasons and provide appropriate evidence for their need to leave the programme early. They should also have confirmation from their tutors that all course work has been completed and all exams and re-sits have been completed and competency attained. **Students who do not have a satisfactory record of attendance should be aware that they may fall below 80% attendance requirement of the College which could affect the outcome of their results.**

STUDENT DISCIPLINE PROCEDURES

All policies governing Equippers College follow the idea of natural justice, all are guided by the Human Rights Act. The purpose of this Policy and Procedure is to inform students and staff of the acceptable level of conduct required while at Equippers College and in doing so, ensure fair and equitable treatment. In signing the College Agreement, the student undertakes to comply with the published rules and policies of Equippers College with regard to attendance, academic integrity and progress, conduct and use of information systems.

One of the principles of any Christian programme is to see and enable the development of good character (as modelled in the Scriptures). Lecturers, Principal and staff are encouraged to extend counsel and exhortation in relation to behaviour—to assist in every way with that student's development. Open communication is actively encouraged and allowed. Students are encouraged to recognise, through their own initiative, any actions, words or behaviour that are inappropriate and take the right course of action to put right and change that behaviour.

Inappropriate behaviour may be defined as; failure to maintain proper standards of integrity, or conduct that is a threat to the security, safety or wellbeing of students or staff of Equippers College or its stakeholder community. Serious misconduct may include, but is not limited to harassment, abusive behaviour, assault, theft, fraud, misappropriation, wilful negligence, wilful disobedience or wilful misconduct.

Any disciplinary process will be in accordance with the Student Disciplinary Procedures. Any such action will be documented, students will be informed of the outcome of Disciplinary Action, which could include suspension or expulsion. All procedures will be undertaken within the legal requirements of the Education Act, 1989. Students may appeal decisions made by Equippers College by presenting a written submission to the Management Team, through emailing the College Manager.

Student Discipline Process

For the breach of any statute, regulation, rule or policy Equippers College may impose one or more of the following penalties:

1. Issue a reprimand orally or in writing to the student involved in the offence in terms that it considers appropriate in the circumstances.
2. If a student reoffends and only an oral warning has previously been given, a written warning will be issued, with clear expectations to support the student's behaviour and / or performance.
3. In the case of serious misconduct, or where there is the repeat of a previous offence, the Equippers College Management Team (at their discretion), may conclude that an immediate expulsion from Equippers College is required.

STUDENT FACILITIES

Computer Facilities - Internet

Computers are available for students. All computers are connected to internet and Wi-Fi internet is available for free to students. Computers shall be used for academic purpose only. Please check with IT Technicians for any queries.

Library

The College keeps a range of books which students can borrow in the campus. Additionally, public libraries are recommended for students to use around Auckland. Students are also recommended to use online resources.

Classrooms

All classrooms are spacious and air conditioned. Eating and drinking are prohibited in classrooms. Students are requested to keep classrooms and common areas tidy and clean at all times.

Student Kitchen

There is a student kitchen where students can mingle and eat and drink. The kitchen has its own microwave, fridge, and kitchen facilities. Many students choose to frequent the Manukau Westfield Mall located within a 5min walk just off campus.

Printer

There is a printer available for students to use.

ID Card

If you are enrolled with the College for more than two (2) weeks, you are eligible for a Student Identification Card. Please contact the office to apply for a Student ID. Students will be provided with an ID.

Parking

The College does not provide car parks. Student parking is not permitted at 13 Gladding Place. (However, we attempt to organise parking opportunities for students with close or surrounding businesses).

STANDARD PROTOCOLS

Punctuality

Please be punctual to class.

Mobile phones

Out of courtesy to your teacher and classmates, please make sure your mobile phone is switched to SILENT during class.

General Hygiene

Maintain hygiene at all times in the campus areas.

Dishes

Students are expected to wash their dishes when finished with them.

Toilet

Please be clean and report any damage or malfunction to reception.

Public Holidays

All New Zealand Public Holidays are observed by the College.

NEW YEAR'S DAY - 1 JAN	ANZAC DAY - 25 APRIL
NEW YEAR'S DAY HOLIDAY - 2 JAN	QUEEN'S BIRTHDAY - 1ST MONDAY IN JUNE
AUCKLAND ANNIVERSARY DAY - 1ST MON IN FEBRUARY	LABOUR DAY - LAST MON IN OCT
WAITANGI DAY - 6 FEBRUARY	CHRISTMAS DAY - 25 DEC
GOOD FRIDAY - USUALLY IN APRIL	BOXING DAY - 26 DEC
EASTER MONDAY (MONDAY AFTER GOOD FRIDAY)	MATARIKI 22 JUNE 2022

Health and Safety Policy

Health and Safety policy to be adopted from the parent organisation – ACTS.

COMMUNICATION

Please always update the College about your present address and communication details to Administration Team. The College would like to efficiently communicate with students regarding all aspects of their study life by various means such as:

STUDENT SURVEYS

Evaluation forms and questionnaires are distributed to students near the end of each course for comment on the content, presentation and personal value of each subject, and the course as a whole. This information is collated by the Equippers College Registrar and used to identify teaching strengths and weaknesses, assess student response to the lecturer and determine the effectiveness of the courses.

STUDENT REPRESENTATIVE

Two Student Representatives are appointed for full-time students to discuss issues in confidentiality and identify other avenues of support.

INFORMAL EVALUATION

Informal evaluation is expected and actively sought from students, and other stakeholders throughout the course and this information are presented and discussed at staff meetings.

STUDENT WELFARE AND SUPPORT

International Students

A Student Support Services Coordinator is available for international students. For more information contact the Equippers College Registrar. See page 1 of this Handbook for contact details.

Health and Safety

During the course, Equippers College staff will conduct regular inspections of the facilities to ensure that a high standard of cleanliness and hygiene is maintained. Students will be encouraged to identify any hazards during the course to staff and will be briefed on their responsibilities on Health and Safety at the start of each course.

Sickness

Students are instructed to report any sickness immediately to Equippers College staff. If needed, arrangements are made to the hospital or another appropriate service on the student's request/approval, or if a staff member considers it necessary.

Accident and Emergency

Telephone numbers for local emergency services are posted at various locations throughout each campus. The properties and buildings of all Campuses comply with all the requirements of the Fire Services Department as required by law. Students are instructed in fire procedures at the beginning of the course.

Student Access to Staff

Within the management and staffing structures, students have access to lecturers, the principal and pastoral staff. Students are encouraged to make appointments with appropriate staff for discussion/ counsel on either coursework or personal development. Students will elect a student representative to represent student issues. Students also have access to professional counsellors through the Student Support Services Coordinator or the Equippers Care Team.

Protection of Learners and the Public

For all courses, the Equippers College Principal will ensure that learners and the public are protected from any physical, mental, moral or emotional harm which may result during the establishment's teaching programmes or other activities.

Protection will be achieved through monitoring student emotional well-being on a regular basis (each student meets with an appropriate staff member each fortnight on an individual basis for mentoring), the appointing of student representatives as an additional student support network, and ensuring pastoral support is provided in a timely and appropriate manner. Equippers College actively encourages students to approach staff with any questions, problems or concerns with any part of the teaching programme or their learning experience. Staff monitor individual student educational progress through an assignment database and will address any concerns as they become evident in a timely and appropriate manner. There is also a strong wrap-around service in place to protect and care for students, and there is an allocation of pastoral funds to allow this to occur. This team of health professionals includes psychologists, counsellors, and doctors to ensure a proper network of support is placed on students and to establish pathways of further care a student may require.

Students will be clearly identified as 'learners' in any practical or off-site aspects of their courses. Any one-on-one learning with the public will always be undertaken with a supervisor present. It is also encouraged that no one-on-one meetings with members of the opposite sex take place unless with a supervisor present. When appropriate and necessary, students will identify themselves as learners when interacting with members of the public. As students may already be involved in positions of responsibility within the church (apart from their role as a student), and this area of responsibility may involve contact with members of the public, it might not always be appropriate for the students to identify themselves as 'students'.

Holistic Support

For your success, we place focus on the development of a wrap-around team of professionals. We have a pastoral care team to meet regularly with each student for a holistic support system. All students will be assigned a mentor who will meet with them fortnightly for around 40 minutes for the duration of the course.

Academic Support

We provide an excellent support structure for students in need of academic support. We have an academic tutor who is available weekly for support, as well as staff members available each day and lecturers who are available. Tutors will be made available for students with special needs as identified during the enrolment process. Students need to clearly identify any special needs to the Equippers College Registrar before the start of a course.

Pastoral Care and Pastoral Mentoring

The College continues to provide a high level of support for all Maori and Pasifika students, as well as younger students and students new to tertiary education, the additional support you should expect includes individual mentoring focused on managing study and home-life pressures, as well as juggling family commitments with church & community obligations and study needs.

General Information (guide only)

Shopping Hours:

Monday to Wednesday
Thursday and Friday
Saturday
Sunday

Malls are open from 9.00 am – 5.00 pm
Malls are open from 9.00 am - 9.00 pm
Malls are open from 9.00 am - 5.00 pm
Malls are open from 9.00 am - 5.00 pm

Postal Services:

Monday to Friday
Saturday
Sunday

9.00 am – 4.00 pm
9.00 am – 1.00 pm
Closed

Banks:

Monday to Friday
Thursday and Friday
Saturday
Sunday

All banks are open from 9.00 am – 4.00 pm
Few banks are open from 9.00 am - 7.00 pm
Few banks are open from 9.00 am - 5.00 pm
Few banks are open from 9.00 am - 5.00 pm

Immigration New Zealand:

Website: <http://www.immigration.govt.nz>

National Contact Centre: 0064-9-9144100 from outside New Zealand or in Auckland
0508 558 855 within New Zealand but outside Auckland

Student Well-being Information:

Living in a different country can be difficult. Please feel free to contact our Student Support Services Coordinator for any of the following:

- Culture Shock
- Loneliness
- Financial Problems
- Frustration at not being able to communicate in English
- Difficulty adjusting to different teaching and learning styles
- Difficulty adjusting to different food and different social customs
- Relationships problems
- Difficulties handling a change of climate
- Difficulties with stay or stay family members
- Loss of belongings

Useful contacts and more could be found from Google and help from our Student Support Services Coordinator:

ORGANISATION	PHONE NUMBER	EMAIL / WEBSITE
ADULT LITERACY CENTRE	09 570 4140	WWW.ADULTLITERACY.ORG.NZ
CHINESE CHRISTIAN CHURCH OF AUCKLAND	09 358 0661	WWW.NZCHURCHNET.CO.NZ/AUCKLAND-CHURCHES.HTML
LIFELINE	0800 543 354	WWW.LIFELINE.ORG.NZ
CHINESE HERALD	09 358 0735	WWW.CHNET.CO.NZ
CITIZENS ADVICE BUREAU	0800 367 222	WWW.CAB.ORG.NZ
COMMUNITY LAW OFFICE	09 378 6085	WWW.COMMUNITYLAW.ORG.NZ
DISABLED CITIZENS SOCIETY	09 638 8153	
NZ FAMILY VIOLENCE CLEARINGHOUSE	09 923 4640	WWW.NZFVC.ORG.NZ
FAMILY PLANNING ASSOCIATION	04 384 4349	WWW.FAMILYPLANNING.ORG.NZ
EMBASSY OF JAPAN	04 473 1540	WWW.NZ.EMB-JAPAN.GO.JP
MENTAL HEALTH FOUNDATION	09 623 4810	WWW.MENTALHEALTH.ORG.NZ
NEW ZEALAND AIDS FOUNDATION	0800 802 437	WWW.NZAF.ORG.NZ
INLAND REVENUE DEPARTMENT	04 890 1500	WWW.IRD.GOV.TZ
IMMIGRATION NZ	09 914 4100	WWW.IMMIGRATION.GOV.TZ
ODYSSEY HOUSE	09 638 4957	WWW.ODYSSEY.ORG.NZ
PEOPLES CENTRE	09 267 6331	WWW.PEOPLES CENTRE.CO.NZ
POLICE STATION AUCKLAND CENTRAL	09 302 6400	WWW.POLICE.GOV.TZ

ORGANISATION	PHONE NUMBER	EMAIL
RELATIONSHIP SERVICES	09 525 1051	WWW.RELATIONSHIPS.ORG.NZ
SEXUAL ABUSE HELP	09 623 1700	WWW.SEXUALABUSEHELP.ORG.NZ
GAMBLING HELPLINE	0800 654 655	WWW.GAMBLINGHELPLINE.CO.NZ

ASSESSMENT HINTS AND TIPS

Academic Support

The purpose of this section is to provide guidance for Students regarding course assessment requirements. It is designed to be used as a practical guide to ensure all of Equippers College' requirements are met regarding the writing and submission of assessments.

Why does Equippers College make students do assignments?

Unless there is some form of assessment via assignments, tests, exams etc., Equippers College has no way of knowing whether a student can adequately perform a task or not. Different types of 'knowledge' need to be assessed in different ways. Practical skills like those involved in preaching, evangelism and prayer often need to be assessed by the lecturer observing the student performing the activity. Subjects that are knowledge-based, e.g. some courses have assignments that test whether students have understood what they have learnt and can record it in a written form. As a result, there is a variety of types of assessment in the Equippers College courses. Some are written, others are verbal, while some practical courses involve assessing written records such as journals related to ministry work.

How Should I Approach my Assignment?

- See the assignment as a necessary part of the course and an opportunity to extend your knowledge, skills and be stretched.
- Adopt a systematic approach, don't be haphazard, work steadily rather than in a blind panic.

How Do I Start to Answer an Assignment?

When you receive an assignment, go through the following steps:

- Make a careful note of the information: subject, due date, amount of work required, word count, the percentage of final grade, time frame.
- Note very carefully what the question is asking, and what sort of response the lecturer is expecting.
- Read the question very carefully and make sure that you answer all the required areas. Do not waste time doing things that aren't required—you won't generally get any credit for them.

Where Do I Go for Information to Help Me?

Use the following steps in the order given:

- Personal Knowledge—What do I already know about the topic? For some assignments, it may be very little. For others like Ministry Dynamics, your assignment may be solely based on your own knowledge.
- Lecture Notes—What do I have in my notes that can help me? Most of the time a large amount of the material needed for assignments will be covered in lectures, so take good notes!
- Library Resources and Textbooks—Go to simpler books before diving into the more complex.
- The Lecturer—If you are still stuck or don't understand what a part of a question means, talk to the lecturer concerned, they are generally eager to help and very approachable.
- The Internet—This is a good place to dig for information, but be warned: you can waste hours of time and find very little useful information.

How do I submit an assignment?

Equippers College uses an electronic assessment reporting programme. Students will be given appropriate training on how to submit their assessments during orientation week. Students studying off campus will be contacted by the registrar or their tutor, and appropriate training will be given to ensure they understand how to submit their assessments.

NB: Please be careful—once you have successfully submitted an assignment you cannot get it back!! Please take care that your work has been proofread and that it is the final copy that you are submitting.

How do I resubmit an assignment?

Attaching your resubmission

- Ensure your resubmission is clearly identified as a resubmission by changing the colour of the text that you add to the assignment to resubmit it
- Ensure you include your marked assignment as well as your resubmission. If you only attach your resubmission, we will return it to you without being marked, and you will be required to re-send it.

Does Equippers College require assessments to follow formatting and style guidelines?

Presentation and Length

Written assignments should be typed on "A4 pages" in black text (unless it is a resubmission), one-and-a-half or double-spaced, with a 3cm left-hand margin. Use a reasonable font size, e.g. Arial 12. The length of the assignment has been chosen with care and must be adhered to by the student. A margin of +/-10% on the word limit (excluding footnotes or bibliography) is allowed. If your assignment is more or less 10% of the margin, your lecturer may impose a penalty.

Footnotes must not exceed 25% of the number of words in the text (Scripture passages and quotes written out in full in the body of an essay may or may not be included in the word-count of the essay. If they are included in the footnotes, they form part of the word count of the footnotes).

Style and Format

- Good style and format enhance an essay. Care must be taken to ensure spelling and grammar are correct. Do not rely solely on the computer's spell-check!
- Essays are to be written in prose; avoid making them appear as a list of items. Also, you should use headings and subheadings sparingly and with caution.
- Essays should reveal clear thinking and careful organisation. They should have an introduction and a conclusion. The introduction should indicate the scope and direction of the essay. The conclusion should summarise the essay and draw any necessary conclusions.

Equippers College uses the SBL (Society of Biblical Literature) 2nd Edition Referencing System (Full Note Style). A full description can be found in the SBL Handbook of Style (2nd Edition). The "SBL Quick Guide" is also available which shows referencing information for commonly used sources.

Equippers College does not adhere to SBL formatting rules for in-text formatting. please use A4 pages with black text, one-and-a-half or double-spaced, with a 3cm left-hand margin and 12 point font.

All assignments submitted are automatically checked for plagiarism through Turnitin software. Submitting work from other sources without acknowledging the source may result in an assignment resubmission or a fail grade.

Quotations

Quotations should be accurately reproduced, including original spelling, punctuation and abbreviations. All quotations must be footnoted.

Short Quotations: If the quote is short (four lines or less) then it can be incorporated into a sentence or paragraph framework without disrupting the flow of the text. Use double quotation marks at the beginning and end of the quotation and adopt the same spacing as the rest of the text. The footnote reference number is to be placed at the end of the quote.

Long Quotations: If the quote is long (more than five lines), then it must be separated from the main text by a blank line above and below and indented (use the TAB key) to show it is a quote. It will be single spaced regardless of the spacing of your essay, use no quotation marks at the beginning or end of the quotation, include a footnote reference and use a colon to follow the words of the introductory sentence.

Shortening Quotations: If it is desirable to omit several words from the original text (normally to shorten the quote), such an omission (ellipses) is indicated by three dots. The remaining words must make sense and be true to the intent of the original.

Instead of: "He arrived from England in his early childhood to the New Zealand coasts, and having spent a lifetime in medical service, was doomed never to return." You write: "He arrived from England in his early childhood ... never to return."

Bible References

References to Bible passages should be placed in the main body of the essay. If you want to list a string of references, you may wish to place them in the footnotes to avoid interrupting the flow of your essay.

Citations of biblical books beginning a sentence and without chapter and verse references should be spelled out fully. Those with chapter and verse should be abbreviated as below. This is required regardless of whether citations occur in the text body or footnotes, in the sentence structure or parentheses. For example:

Isaiah states that it is “the vision of Isaiah son of Amoz” (Isa 1:1), but Isa 1:2 says to its audience, “Hear...”

Strings of references are separated with commas within the same chapter, or semicolons otherwise and ending in a full stop: Gen 1:1-2, 6; 2:1; Ps 8:4; John 1:1, 15.

Chapter or verse number referenced without the book in the immediate context should have ‘chapter’ or ‘verse’ spelled out. E.g. “In chapter 3 we see that...”

OT	OLD TESTAMENT		NT	NEW TESTAMENT
GEN	GENESIS		MATT	MATTHEW
EXOD	EXODUS		MARK	MARK
LEV	LEVITICUS		LUKE	LUKE
NUM	NUMBERS		JOHN	JOHN
DEUT	DEUTERONOMY		ACTS	ACTS
JOSH	JOSHUA		ROM	ROMANS
JUDG	JUDGES		1-2 COR	1-2 CORINTHIANS
RUTH	RUTH		GAL	GALATIANS
1-2 SAM	1-2 SAMUEL		EPH	EPHESIANS
1-2 KGS	1-2 KINGS		PHIL	PHILIPPIANS
1-2 CHR	1-2 CHRONICLES		COL	COLOSSIANS
EZRA	EZRA		1-2 THESS	1-2 THESSALONIANS
NEH	NEHEMIAH		1-2 TIM	1-2 TIMOTHY
ESTH	ESTHER		TITUS	TITUS
JOB	JOB		PHLM	PHILEMON
PS/PSS	PSALMS		HEB	HEBREWS
PROV	PROVERBS		JAS	JAMES
ECCL	ECCLESIASTES		1-2 PET	1-2 PETER
SONG	SONG OF SONGS		1-2-3 JOHN	1-2-3 JOHN
ISA	ISAIAH		JUDE	JUDE
JER	JEREMIAH		REV	REVELATION
LAM	LAMENTATIONS			
EZEK	EZEKIEL			

OT	OLD TESTAMENT		NT	NEW TESTAMENT
DAN	DANIEL			
HOS	HOSEA			
JOEL	JOEL			
AMOS	AMOS			
OBAD	OBADIAH			
JONAH	JONAH			
MIC	MICAH			
NAH	NAHUM			
HAB	HABBUKUK			
ZEPH	ZEPHANIAH			
HAG	HAGGAI			
ZECH	ZECHARIAH			
MAL	MALACHI			

Footnotes and Endnotes

In SBL style, you must use both a footnote and a bibliography note at the end of your essay for each source. Common types of sources are listed below. For sources not listed here, refer to the SBL Quick Guide or the SBL Handbook of Style for formatting instructions.

Follow the examples below precisely. Be sure to check the correct order of author(s) name, use of capitals, italics, punctuation marks, numbering, and indenting. Note the differences in footnote (N) and bibliography (B) formatting.

Treat all footnotes like sentences; begin with a capital letter and end with a full-stop. Insert the footnote superscript after all other punctuation marks generally at the end of the sentence. If you cite a resource more than once, the footnote can be shortened after the first instance. See below for formatting subsequent notes. Treat all items in your bibliography like fragments; put full stops between each element.

Be attentive to the type of resource you are citing. Some resources, like journal articles and chapters from books, require a page range to be included in the bibliography, but a single page number in the footnote.

Place the bibliography at the end of your assignment, beginning on a new page (insert a page break). The bibliography includes all the material you have used in preparing your assignment; works which you have read and which have informed your thinking should appear in your bibliography even if you have not directly cited them in your writing. Sources are listed alphabetically by the first author's surname.

Footnotes and endnotes are used to:

- Give references to sources from which you have obtained your facts, opinions and quotations.
- Add comments, explanations, examples or references which are relevant to your essay but which would interrupt its flow if included in the main text.
- Document differing views of other authors on the issue and where these can be followed up.

A Book by a Single Author

Format: N – _Author’s first name(s), surname, **Title** (Place of Publication: Publisher Name, Year Published), Page Number.

B – Author’s surname, first name(s). **Title**. Place of Publication: Publisher Name, Year Published.

Example: N - 15. Charles H. Talbert, *Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles* (New York: Crossroad, 1992), 22.

Subsequent Note - 19. Talbert, *Reading John*, 22.

B - Talbert, Charles H. *Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles*. New York: Crossroad, 1992.

A Book by Two or Three Authors

Format: N – _Author’s first name(s) surname and Author’s first name(s) surname, **Title** (Place of Publication: Publisher Name, Year Published), Page Number.

B – Author’s surname, first name(s), and Author’s first name(s), surname. **Title**. Place of Publication: Publisher Name, Year Published.

N - 4. James M. Robinson and Helmut Koester, *Trajectories through Early Christianity* (Philadelphia: Fortress, 1971), 23.

Subsequent Note - 12. Robinson and Koester, *Trajectories through Early Christianity*, 23.

B - Robinson, James M., and Helmut Koester. *Trajectories through Early Christianity*. Philadelphia: Fortress, 1971.

A Book by More Than Three Authors

If a work is by more than three authors, simply list one and “et al.” to indicate additional authors (without comma following the first author’s name). All names are generally listed in the bibliographical entry, but “et al.” following the first author’s name (and, in this case, a comma) is permitted.

Format: N – Author’s first name (s) surname et al., **Title** (Place of Publication: Publisher Name, Year Published), Page Number.

B – Author’s surname, first name(s), Author’s first name(s) surname, and Author first name(s) surname. **Title**. Place of Publication: Publisher Name, Year Published.

N - 7. Bernard Brandon Scott et al., *Reading New Testament Greek* (Peabody, MA: Hendrickson, 1993), 42.

Subsequent Note - 9. Scott et al., *Reading New Testament Greek*, 42.

B - Scott, Bernard Brandon, Margaret Dean, Kristen Sparks, and Frances LaZar. *Reading New Testament Greek*. Peabody, MA: Hendrickson, 1993.

Authored Chapter in an Edited Book

Format N – Author’s first name(s) surname, “Chapter Title,” in *Book Title*, ed. Editor’s first name(s) surname (Place of Publication: Publisher Name, Year Published), Page Number.

B – Author’s surname, first name(s). “Chapter Title.” Chapter Page Range in *Book Title*, ed. Editor’s first name(s) surname. Place of Publication: Publisher Name, Year Published.

N – 56. Kevin J. Vanhoozer, “The Reader in New Testament Interpretation,” in *Hearing the New Testament: Strategies for Interpretation*, ed. Joel B. Green (Grand Rapids: Eerdmans, 1995), 301–328.

Subsequent Note – Vanhoozer, “The Reader in New Testament Interpretation,” 301.

B - Vanhoozer, Kevin J. “The Reader in New Testament Interpretation.” Pages 301–328 in *Hearing the New Testament: Strategies for Interpretation*, ed. Joel B. Green. Grand Rapids: Eerdmans, 1995.

A Journal Article

Format: N – Author’s first name(s) surname, “Article Title,” *Journal Name* Volume Number (Year): Article Page Number.

B – Author’s surname, first name(s). “Article Title.” *Journal Name* Volume Number (Year): Article Page Range.

N - 7. Blake Leyerle, “John Chrysostom on the Gaze,” *JECS* 1 (1993): 161.

Subsequent Note - 23. Leyerle, “John Chrysostom,” 161.

B - Leyerle, Blake. “John Chrysostom on the Gaze.” *JECS* 1 (1993): 159–74.

Websites

Format: N – “Article Title,” Author’s first name(s) surname, Owner, URL.

B – “Article Title. Author’s first name(s) surname. Owner, URL.

N - 10. “The One Hundred Most Important Cuneiform Objects,” CDLI:wiki, http://cdli.ox.ac.uk/wiki/doku.php?id=the_one_hundred_most_important_cuneiform_objects.

B - “The One Hundred Most Important Cuneiform Objects.” CDLI:wiki, http://cdli.ox.ac.uk/wiki/doku.php?id=the_one_hundred_most_important_cuneiform_objects.

For any source types not listed here, use the SBL Quick Guide or SBL Handbook of Style (2nd Edition). Zotero referencing software is free and highly recommended.

Whom do I contact for more information about my assignments and submissions?

Any assessment queries should be directed to your lecturer or the Equippers College Registrar.

Living in Auckland – Approximate Costs per Week

Accommodation

Equippers College has no residential accommodation on site. Together with the church staff we will look to assist with finding accommodation, however the College does not guarantee we will find you somewhere.

Also please read the 'Living in Auckland' booklet produced by the University of Auckland that has some helpful information and hints including costs, your rights and obligations under New Zealand tenancy laws. This booklet is located on our website.

Boarding is usually inclusive of bills such as electricity, while flatting is not.

For international students on a student visa, Immigration NZ requires students to have \$15,000 NZ per year of study to cover all living and additional costs.

ACCOMMODATION TYPE	COST PER WEEK	FOOD EXPENSE PER WEEK	PUBLIC TRANSPORT	OTHER (GAS, ELECTRICITY, ETC)	TOTAL
HOMESTAY	\$270.00	\$60.00	\$50.00	\$0.00	\$380.00
HOSTEL	\$200.00	\$100.00	\$0.00	\$20.00	\$320.00
APARTMENT	\$250.00	\$100.00	\$0.00	\$40.00	\$390.00
FLAT	\$200.00	\$100.00	\$30.00	\$30.00	\$360.00
HOTEL/MOTEL	\$500.00	\$200.00	\$0.00	\$0.00	\$700.00

Other expenses that may be applicable (sample only)

IELTS EXAMINATION	\$410.00
STUDENT VISA APPLICATION	\$375.00
DOCTOR'S VISIT	\$35.00-\$70.00
DENTAL VISIT	\$90.00-\$120.00
MOVIE ENTRY	\$21.00
MACDONALDS COMBO MEAL	\$15 - 20

*Fees include GST of 15.00%

Public Transport

Auckland Transport (AT) run buses, ferries and trains across Auckland. You can apply for an AT HOP card and with your student ID from Equippers College you can gain a student concession where the cost is approximately half of the normal cost e.g.

1 stage of travel is reduced from \$2.37 to \$1.83 with a student concession;

2 stages is reduced from \$4.20 to \$3.19.

Cars

Purchasing a second hand car, if students have the appropriate driver's license, can be a cost effective option. You will need to allow \$6000 – 12,500 for a reasonable used vehicle.

Furniture

You can visit a second hand charity shop like the Hospice Shop or The Salvation Army. These shops are located all over the city or look on line at www.trademe.co.nz for purchasing off a seller directly.

Useful Information and Resources

EQUIPPERS EXPERIENCE!

SHOUT is a global gathering and a powerful faith-filled atmosphere, where you'll encounter God in Auckland's Spark Arena. Sessions run from morning through to evening, with breaks in between, and full kids programmes available for children ages 2-12. See www.shout.org.nz.

ACTS Churches Conference is an annual conference for the ACTS Movement. See <http://www.actschurches.com/upcoming-events1/annual-national-conference/>.

NEW ZEALAND FOR YOU!

Study in New Zealand: <http://www.studyinnewzealand.govt.nz>

Visas in New Zealand: <https://www.immigration.govt.nz/new-zealand-visas>

NZQA's Studying in New Zealand: <http://www.nzqa.govt.nz/studying-in-new-zealand>

Studying in Auckland: <https://www.studyauckland.co.nz>

Immigration New Zealand's Studying in New Zealand: <https://www.immigration.govt.nz/assist-migrants-and-students/assist-students>

New Zealand Now: <http://www.newzealandnow.govt.nz>

Tourism New Zealand: <http://www.tourismnewzealand.com>

Information about accommodation for international students in Auckland:

<http://www.aucklandnz.com/study/live>

General information on renting can found here: <https://www.tenancy.govt.nz/>

Information on quality standards for renting can be found here:

<http://www.mbie.govt.nz/info-services/housing-property/tenancy/residential-tenancies-regulations-for-insulation-and-smoke-alarms>

Trade me: <https://www.trademe.co.nz>

Real-estate: <https://www.realestate.co.nz>

Water Safety New Zealand:

<http://www.watersafety.org.nz/resources-and-safety-tips/safety-info-tips/the-water-safety-code>

NZTA information for visiting drivers:

<https://www.nzta.govt.nz/safety/driving-safely/visiting-drivers/>

Drive Safe: <https://www.drivesafe.org.nz/>

Sun safety: <http://sunsmart.org.nz/>

Budgeting resources: <http://www.sorted.org.nz/life-events/studying>

Sexual and reproductive advice:

<http://shop.familyplanning.org.nz/international-students-sexuality-education-toolkit>

Alcohol laws and penalties:

<http://www.police.govt.nz/advice/drugs-and-alcohol/alcohol-laws-and-penalties>

Earthquakes and other natural disasters:

<http://getthru.govt.nz>

Citizens Advice Bureau: <http://www.cab.org.nz>

New Zealand Police lists useful resources for keeping safe. Information for visitors/students:

<http://www.police.govt.nz/advice/personal-community/keeping-safe/visitors-safety-guide>

Health safety and well-being

Your Local Doctor: <http://www.yourlocaldoctor.co.nz>

New Zealand Now: <https://www.newzealandnow.govt.nz/living-in-nz/healthcare/healthcare-services>

Healthpoint provides up-to-date information about healthcare providers, referral expectations, services offered and common treatments: <http://www.healthpoint.co.nz/>

Health Navigator New Zealand: <http://www.healthnavigator.org.nz/>

To find a private dentist, search <http://www.dentalcouncil.org.nz/>

Students must be aware of the risk of exploitation. Anyone currently being forced to work in New Zealand illegally for less than the minimum wage and/or excessive hours is advised to call the Labour Inspectorate on 0800 20 90 20. They can also contact anonymously: <http://www.crimestoppers-nz.org> 0800 555 111.

INFORMATION FOR INTERNATIONAL STUDENTS

Overview

With a population of around 1.6 million, Auckland is New Zealand's largest city and the country's economic hub. It is New Zealand's most multicultural region and reflects the colourful and vibrant cultures of its people. Auckland has the largest Polynesian population of any city in the world. In addition to being surrounded by beaches, islands and native bush, Auckland has great cafes, restaurants, museums and galleries, so there is plenty to do and explore.

Population of NZ: 5 Million

Capital: Wellington

Official Languages: English, Te Reo Māori, New Zealand Sign Language (NZSL)

Currency: New Zealand Dollar

Climate: Average summer temperature 23°C/75°F; Average winter temperature 14°C/55°F. The warmest months are January and February, with the coldest months being July and August.

Government: Parliamentary democracy using mixed member proportional (MMP) system.

New Zealand is a modern country with a rich cultural heritage that is strongly influenced by the indigenous Māori culture, the past British colony and its more recent migrants, mainly from the Pacific Islands and Asia. Located in the South Pacific Ocean about 2,200 km east of Australia, New Zealand is made up of two main islands known as the North and South Islands. New Zealand is a place of rugged natural beauty ranging from white sandy beaches and pristine marine reserves to native sub-tropical forests, active and dormant volcanoes and majestic mountain ranges. The geography of NZ means you don't have to travel far to get to these spots, making it a paradise for adventurers and travellers. For those who stay here, short or long term, New Zealand is a safe and friendly environment to live in.

New Zealanders have some phrases that can be baffling. Here are a few quick translations:

Guide to Kiwi Slang: newzealandslang.com

Kiwi	New Zealander
Aotearoa	Māori Name for New Zealand
Kia ora	Hello (Māori)
G'day	Hello
Cheers	Goodbye / Thanks
Dairy	Small corner store
Jandals	Flip flops / beach sandals
Arvo	In the afternoon
Gumboots	wellingtons/galoshes/rain boots
Mate	friend
Bring a plate	Bring some food to share
Sweet as	That's fine / it's all okay
Hangi	Traditional Māori meal prepared in outside oven
BBQ	Social gathering with food cooked outside
Bach	Holiday beach house
Togs	Swimsuit

Application Process for International Students

General steps for enrolment are below.

STEP ONE:

Complete the application form

STEP TWO:

Email all supporting documents to the Registrar.

STEP THREE:

If successful, Equippers College will provide you with a letter of provisional acceptance and an invoice.

STEP FOUR:

Pay the invoice. You will need to send your full fees to Equippers College before Immigration NZ can approve your visa.

STEP FIVE:

Use the letter of provisional acceptance and your receipt of fees payment and apply for a Student Visa through Immigration NZ (the earlier the better).

STEP SIX:

Once approved, Immigration NZ will issue your visa and stamp your passport.

STEP SEVEN:

Send proof of your medical and travel insurance to us.

STEP EIGHT:

Send a certified copy of your student visa to us and we can then issue you with a full acceptance letter.

International Students Application Checklist

Documents needed for international students to apply:

Please note: your application will not be processed until all these documents are sent in with your application form.

- Complete Equippers College Application
- Fees paid in full
- NZ Student Visa
- Evidence of English Language Ability (IELTS)
- Evidence of Travel Insurance AND Health Insurance for the duration of your course
- Completed pastoral reference form (to be sent to us by your pastor or senior leader at your church)
- Audition (worship stream only)

Equivalent Overseas Qualifications

COUNTRY	NCEA LEVEL 2/DIPLOMA
Argentina	Bachillerato Especializado
Australia	Successful completion of year 12
Bangladesh	Higher Secondary Certificate 60% average
Brazil	3rd Year of second level
Brunei	GCE O Level in 4 subjects
Canada	Provincial High School Diploma
Chile (PRC)	Licencia de Education Media or Prueba des Aptitud Academia
China	High School Diploma
Denmark	Senior High School (Stundereksamen) with an average grade of 8.
Fiji	Fiji School Leaving Certificate
France	Successful completion of Baccaulaureate
Germany	Mittlere Reife/Realschulabschluss
Hong Kong	H.K. Certificate of Education (HKCEE)
India	Higher Secondary Certificate (Standard XII)
Indonesia	SMU 7.0 or Year 3
Italy	Successful completion of Diploma de Maturita
Japan	Upper Secondary School Leaving Certificate
Korea	High School Diploma
Malaysia	SPM or Chinese Unified Exams
Mexico	Successful completion of qualification equivalent to New Zealand year 12.
Nepal	Proficiency certificate 65%
Netherlands	HAVO Diploma
New Caledonia	Successful completion of Baccaulaureate
Nigeria Senior	School Certificate with aggregate 22 in best 6 subjects
Norway	Successful completion of Videregaende Skole
Pacific Islands	PPSC (Pacific Secondary School Certificate)
Pakistan	Higher Secondary School Certificate 60%
Papua New Guinea	High School Certificate 55%

COUNTRY	NCEA LEVEL 2/DIPLOMA
Philippines	National College Entrance Exam
Russia	Certificate of Secondary Education or Certificate of Maturity
Samoa	Completion of High School
Saudi Arabia	General Secondary Education Certificate 60%
Singapore	GCE O Level in 4 subjects
Sri Lanka	GCE O Levels
South Africa	SA Senior Certificate or Matriculation Certificate with minimum of 55% average
South Korea	High School Diploma
Sweden	Slutbetyg (upper grades)
Switzerland	Certificate of Proficiency
Taiwan ROC	Senior High School Leaving Certificate
Thailand	Matayom 6 – grade point average of 2.5
Tonga	Completion of Year 12 (6th form)
United Arab Emirates	Tawajihyya (Secondary School Certificate 70% or better)
United Kingdom	GCE (higher grades) for admission to university in the UK
USA	High School Graduation Certificate or High School Diploma
Vietnam	High School Diploma or Universal Graduation with grade 7/10 or 30/40

Important Information for Studying in New Zealand

Immigration

Students who are not New Zealand Residents need to obtain a student visa in order to study in New Zealand. This visa must be obtained before you leave your home country. All Equippers College courses are approved by the New Zealand Qualifications Authority, and it is possible to get study visas for all of the courses we offer. Students interested should contact the Equippers College Registrar. Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service.

Equippers College is happy to assist you in your application however, please refer to <http://www.immigration.govt.nz/> for all student visa requirements and guidelines.

On acceptance of your application to Equippers College, and receipt of your full tuition fees, we will provide you with a letter confirming this, which will help with the issuing of your Visa.

Processing of the visa may take up to two months depending on the country where the application is made. Please ensure that you apply in plenty of time.

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of the treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz

Medical and Travel Insurance

International students must have appropriate medical and travel insurance while studying in New Zealand. Equippers College will require you to produce evidence of this upon enrolment.

IELTS Requirement

All lectures at Equippers College are in English. A reasonable standard of both spoken and written English is required (an IELTS score of at least 5.5). You must have no scores lower than 5.0 in any of the areas of listening, reading, writing, or speaking.

Upon processing of your application to Equippers College, we will make an initial judgement of your level of English language proficiency. Should we feel that your level of English would hinder you in completing your course of study with Equippers College we will recommend you study a language course, which you may wish to complete before reapplying to Equippers College.

Health Service in New Zealand

If you are needing to see a doctor while you are in New Zealand you will need to see a General Practitioner (GP) often called a 'family doctor'. There are many GP clinics/Medical centres around Auckland. The opening hours are usually Monday-Friday during normal business hours, but there are some after hour clinics around the city.

Most Medical Insurance policies cover a visit to a GP and treatment at a public hospital. If you are referred to a specialist doctor who works in a public hospital your insurance company may require you to show them your referral letter from the GP to the specialist before you attend the appointment at the hospital. Your insurance company may not cover treatment at private clinics or at private hospitals.

Please check your travel/health insurance policy and wording. Be aware of what services are covered. If in doubt give them a call.

Below is a list of medical centres in Central and South Auckland:

Bakerfield Medical and Urgent Care (down the road from Equippers College campus)

16a Bakerfield Place, Manukau

Ph: 09 263 7770

Mon-Sun 8am – 8pm

Manukau City Medical Centre

Ph: 09 262 2011

18 Manukau Station Road

Mon – Fri by appointment, 9am-5pm. Sat walk-ins, 9am-12pm.

CityMed – Auckland City Medical Centre

Ph: 09 377 5525
8 Albert Street
Mon-Fri 8am-5:30pm

Symonds Street Medical Centre

Ph: 09 309 9577
Ground floor, 57 Symonds Street
Mon-Fri 8am-6pm, Saturdays 8am-1pm

A list of GP's and their locations in Auckland can be found on the following website www.aucklandpho.co.nz/practice

A list of Auckland After Hours clinics and their locations can be found on the following website: www.afterhoursnetwork.co.nz/locations

Additional Support Services Offered in NZ for Welfare Facilities and Personal Health Services

Below is a list of Welfare Facilities and Personal Health Services

The Alcohol Drug association of New Zealand has links to some great sites aimed at a variety of Welfare and Personal Health Services. Their site is <http://www.adanz.org.nz>

Some include:

The Health Promotion Agency New Zealand
<http://www.hpa.org.nz>

Al-anon
<http://www.al-anon.org.nz/>

Alcohol Anonymous
<http://www.aa.org.nz>

Alcohol & Public Health Research Unit, Auckland
<http://www.aphru.ac.nz>

Alcohol Action
<http://www.alcoholaction.co.nz/>

Alcohol Health Watch
<http://www.ahw.org.nz/>

Community Alcohol and Drug Services (CADS) - Auckland
<http://www.cads.org.nz>

Care NZ
<http://carenz.org.nz/>

Drug Help
<http://www.drughelp.org.nz>

Foundation for Alcohol & Drug Education (NZ)
<http://www.fade.org.nz>

Gambling Helpline NZ

<http://www.gamblingproblem.co.nz>

National Addiction Workforce Development Programme

<http://www.matuaraki.org.nz>

Meth Help

<http://www.methhelp.org.nz>

Ministry of Health (Alcohol and Other Drugs)

<http://www.health.govt.nz/your-health/healthy-living/addictions/alcohol-and-drugs>

National Addiction Centre

<http://www.otago.ac.nz/nationaladdictioncentre/>

National Addiction Centre

<http://www.ncat.org.nz/>

Nar-Anon

<http://www.nar-anon.org/naranon/>

New Zealand Drug Foundation

<http://www.nzdf.org.nz>

New Zealand National Drug Policy

<http://www.ndp.govt.nz>

New Zealand National Poisons Centre

<http://www.poisons.co.nz>

Salvation Army Addiction Service

<http://www.salvationarmy.org.nz/need-assistance/addictions/alcohol-and-drug-addiction>

Sorted - party drug info guide produced by Waitemata DHB

<http://www.cads.org.nz/sorted>

INFORMATION ON RELEVANT NZ LAWS

LAWS ON SALE OF ALCOHOL IN NZ

<https://www.drugfoundation.org.nz/alcohol/law-and-penalties>

LAWS ON SALE OF TOBACCO PRODUCTS

<https://www.drugfoundation.org.nz/tobacco/law-and-penalties>

ALCOHOL AND OTHER DRUG TREATMENT SERVICES

(Includes education and counselling)

<http://tranx.org.nz/>

MENTAL HEALTH

The Mental Health Foundation of NZ has Auckland Help services on their website to direct you.
www.mentalhealth.org.nz

Sexual and Reproductive Health Services

Auckland Sexual Health Services - Their services include sexual health, counselling, education unit, community health promotion and sexual assault.
www.ashs.org.nz

Orientation Programme

All international students are required to attend a one week Orientation Programme at the beginning of the year. This programme includes team building activities for students to get acquainted with one another and the kiwi culture, academic skills to help the students with useful skills they will need during the year, and covering the years programme so students know what to expect. This is an invaluable time and all students must attend this.

Driving in New Zealand

If you wish to drive a vehicle while in New Zealand you are able to do so with either a current overseas driver's license or international drivers permit, for one year after you arrive. After one year you must convert your overseas driver's license to a New Zealand license to be able to drive legally.

Please find enclosed general information below on driving in NZ. More information can be found on the Land Transport Safety Authority website, www.nzta.govt.nz

International drivers

If you are visiting from another country or have recently arrived in New Zealand, and you have a current and valid driver licence, you can drive for a maximum of 12 months from the date you arrive in New Zealand. Each time you visit New Zealand, you may drive for a further 12-month period on a valid overseas driver licence, as long as you stay for no more than a year at a time.

You must have your current and valid overseas driver licence or driver permit with you at all times when you're driving. If your overseas licence or driver permit is not in English, you must also carry an accurate English translation issued by:

- a translation service approved by the NZTA (phone the NZTA's driver licensing contact centre on 0800 822 422 for a list of approved translation services), or
- a diplomatic representative at a high commission, embassy or consulate, or
- the authority that issued your licence.

Note: if your driver licence is not in English, an international driving permit (IDP) - issued in accordance with a United Nations Convention on Road Traffic - may be acceptable as a translation.

If you don't have a current and valid overseas driver licence or IDP then you cannot drive in New Zealand. If you want to drive then you must apply for a New Zealand driver licence.

Converting to a New Zealand Class 1 or 6 driver licence

If you have an overseas driver licence, but want to drive for longer than one year in New Zealand, you must convert to a New Zealand driver licence. You should apply early to make sure you have a new licence before you have been in New Zealand for 12 months.

Applications forms are available from driver licensing agent or phone the NZTA's driver licensing contact centre on 0800 822 422.

Some countries require similar driving skills and have similar licensing systems to New Zealand's. Because of this you don't have to sit a theory or practical test if:

- you have a licence from Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Ireland, Italy, Japan, Luxembourg, the Netherlands, Norway, Portugal, South Africa, South Korea, Spain, Sweden, Switzerland, the United Kingdom or the United States of America, and
- your licence is current (or has expired less than 12 months ago), and
- you are converting a car or a motorcycle licence, and
- for the practical test, you have held that licence for more than two years.

If you have a licence from a country not listed above you will need to pass the theory and the practical test. If you are converting a heavy vehicle licence, the requirements are different.

More information about this can be found in The official New Zealand road code for heavy vehicle drivers, or by phoning the NZTA's driver licensing contact centre on 0800 822 422.

International driving permits

If you have a New Zealand driver licence and you want to drive in other countries, the New Zealand Automobile Association (AA) advises that international driving permits (IDPs) are recommended for most countries. Check the AA website for an up-to-date list.

Note that an IDP is not a driver licence; it is a translation of your driver licence and is only valid while the accompanying driver licence is current. Your IDP will be valid for a maximum of one year from the date of issue.

You can apply for an IDP through the AA. Look in your phone book for your local branch or visit their website at www.aa.co.nz.

Driving is a great way to see New Zealand at your own pace. However, there are a few things that you may not be used to when driving in New Zealand. Keep reading for tips on how to drive in New Zealand, New Zealand road rules and information on parking, winter driving and signs to watch out for.

An overview of New Zealand's road rules

If you come from overseas there may be some New Zealand driving rules, road signs and driving conditions you are not used to.

For example:

- In New Zealand, we drive on the left side of the road
- New Zealand's many hilly, narrow or winding roads mean that your journey may take longer than you expect.



Make sure you have a safe and enjoyable journey - please take a few minutes to read this before starting out.

Keep Left

Always drive on the left side of the road.

If you drive on the right hand side in your own country, please take a moment to re-familiarise yourself with this rule before pulling out onto the road after a break - it's easy to forget where you are!

Giving Way at Intersections

	Always use your indicators when turning. Stop completely then give way (yield) to all traffic.
	Slow down and be ready to stop and give way (yield) to all traffic. At an intersection where one vehicle will cross the path of another, and both are waiting on stop or give way signs (or where there are no signs), special give way rules apply.

New Zealand Give Way Rules:

- If you're turning, give way to all vehicles that are not turning
- If you are turning right, give way to all vehicles; left turning traffic has the right of way.

No Left Turn on Red

In New Zealand you're not allowed to turn left at an intersection when the traffic lights are red.

Travelling Times

It's easy to underestimate travelling times in New Zealand.

Although distances may seem short on paper, New Zealand roads may be narrower than you are used to, cover hilly terrain and vary from motorways to unsealed gravel roads.

If you're tired you're much more likely to have a crash. Here are some tips to help you stay alert.

- Get lots of rest before a long drive.
- Take a break from driving every two hours.
- If possible, share the driving with someone else.
- Avoid large meals and drink plenty of fluid.
- If you begin to feel sleepy, try to nap for up to 40 minutes.
- If you're feeling very tired - find a place to stay overnight.

New Zealand Driving Speeds

Speed limit signs show the maximum speed you can travel. However, at times you may need to drive at a slower speed due to road or weather conditions.

Different speed limits apply throughout New Zealand - look out for the speed limit signs.

ON MOST OF NEW ZEALAND'S MAIN ROADS THE SPEED LIMIT IS 100KM/HR UNLESS A SIGN SAYS A LOWER SPEED LIMIT.

IN URBAN AREAS, THE SPEED LIMIT IS USUALLY 50KM/HR UNLESS A SIGN SAYS OTHERWISE.

Safety Belts



By law, everyone in a vehicle in New Zealand must wear a safety belt - whether they're in the front or the back.

Alcohol & Driving

Don't drink and drive - the laws against this are strictly enforced in New Zealand and penalties are severe.


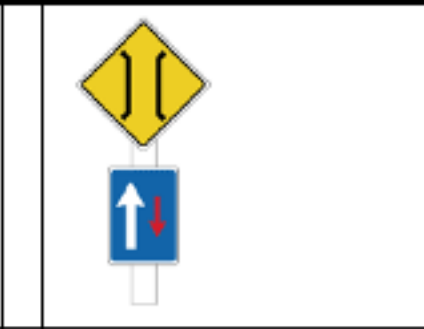
Overtaking on New Zealand Roads

Most roads in New Zealand have a single lane each way, but provide passing lanes at regular intervals – these should be used where possible. You must not cross a solid yellow line on your side of the centre-line, as this indicates it's too dangerous to overtake.


One Lane Bridges

Many roads in New Zealand have one lane bridges on them. At one lane bridges, vehicles travelling in one direction must give way to vehicles going in the other direction.


Any of the signs shown below indicate that you are approaching a one lane bridge. Slow down and check for traffic coming the other way. The smaller red arrow shows which direction has to give way.

	
These two signs show you must give way to traffic coming the other way across the bridge.	This sign indicates you can proceed across the bridge.

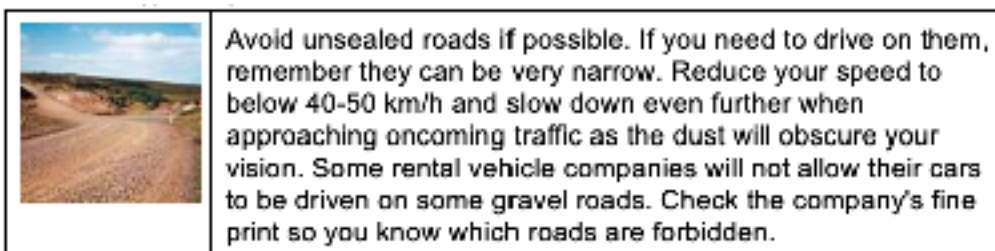
Animals on the Road

	Watch out for farm animals and horses on the road, particularly in rural areas. When you see them, slow down and do not sound your horn - it may startle them. If you encounter a herd of animals on the road, drive slowly through them, unless the farmer indicates for you to stop.
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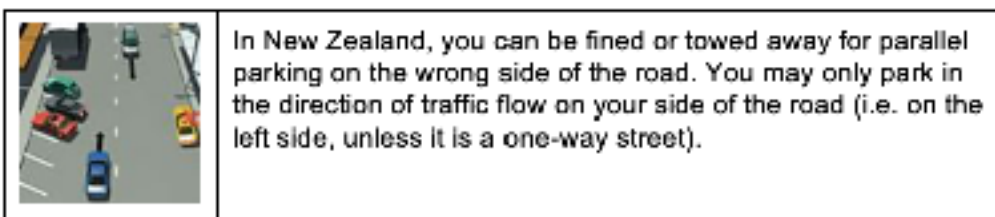
Winter Driving in New Zealand

	Look out for this slippery surface sign in wet or icy conditions - slow down and avoid braking suddenly. Snow and ice can make roads even more hazardous, particularly around mountain passes. Rental vehicle companies will often supply chains if you're likely to be driving in these conditions - make sure you know how to fit them before setting out.
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Unsealed Gravel Roads



Parallel Parking



This information about safe driving in New Zealand was sourced from Land Transport New Zealand (<http://www.nzta.govt.nz/>)

Information for pedestrians

As a pedestrian, it's important that you follow the road rules and guidelines shown below. They will help ensure your safety when you're walking near roads or crossing the road.

General pedestrian guidelines

- Footpaths provide a safe place for you to walk. Where a footpath is provided, use it.
- Where there is no footpath:
 - walk on the side of the road facing oncoming traffic (except on curves, where it is best to walk on the outside edge of the curve)
 - if possible, walk off the road, or as close as possible to the edge of the road
 - at night, wear light-coloured or reflective clothing, or carry a torch to help you be seen.
- When using a shared path you must be careful and considerate. A shared path may be a cycle path, a footpath, or some other kind of path used by pedestrians, cyclists, riders of mobility devices and riders of wheeled recreational vehicles at the same time. There will be a sign telling you it is a shared path.
- Be careful when crossing driveways, particularly when your visibility is restricted by buildings or fences. Remember, if a driver is coming out of a driveway, their vision will be restricted and they may not see you.
- Cross the road only when it is safe to do so. Always check all nearby roads for vehicles before you cross and quickly walk straight across the road.
- Remember, it takes time for a vehicle to stop. Be sensible and wait for a gap in the traffic before crossing the road.
- When crossing the road at an intersection, remember to check behind and in front for turning vehicles.
- When crossing the road at night, cross near a street light if you can.
- If you need to cross the road when you get off a bus, wait until the bus has moved away before checking for moving vehicles.
- If you have to cross the road between parked vehicles, move out as far as the headlight of a parked car nearest the traffic, then check for moving vehicles and wait for a gap before crossing the road.
- Young children should hold an older person's hand.

Pedestrian crossings

If you are within 20 metres of a pedestrian crossing, footbridge, underpass or traffic signals, you must use it to cross the road.

Don't dawdle on a pedestrian crossing.

Don't step out suddenly onto a pedestrian crossing if any vehicles are so close to the crossing that they cannot stop.

Courtesy crossings

Courtesy crossings are not official pedestrian crossings. They provide a place where drivers can stop safely to allow pedestrians to cross.

However, drivers are not obliged to stop at courtesy crossings, so use them with care.



Pedestrian Traffic Signals

At many intersections and busy roads, there are special traffic signals for pedestrians.

When a non-flashing red figure is displayed, you must not cross the road. Some pedestrian traffic signals show how much time you have to finish crossing.



Don't cross

When a green figure is displayed, pedestrians may cross the road. A buzzer may also sound to let you know that you can cross.



Walk quickly across

When a flashing red figure is displayed, you must not start crossing the road, but you can finish crossing if you have already started. Don't start crossing, but you may finish crossing



Joggers

- It can be hard for drivers to see you when you are running. Wear bright clothes and reflective belts or bands.
- Obey the road rules for pedestrians.
- Be very careful at intersections.

Tips for parents

- Teach your children to be safe on the roads and footpaths. Show them where it is safe to walk and how to cross the road safely.
- Show your children the safest way to school, the shops, the playground or other places they go regularly.
- If your children are five years old or under, walk with them to school or preschool.
- Remember to watch for children when reversing into or out of driveways and garages.

Information for cyclists

As a cyclist, it is important that you follow the road rules and guidelines. They will increase your safety when you are cycling on the road.

Safety rules for cyclists

- Cyclists must wear an approved safety helmet. Always fasten it securely, by following the manufacturer's instructions.
- It's a good idea to wear brightly coloured or reflective clothing when cycling. That way you'll be easier to see.
- Don't ride your bicycle on a footpath unless you are delivering newspapers, mail or leaflets, or there is a sign indicating it is a shared pedestrian and cycle path.
- At intersections, you must:
 - follow the rules for motor vehicles, or
 - get off your cycle and walk across, or
 - do a hook turn.
- You can only ride alongside another cyclist or moped. You must not ride alongside a car, truck or other motor vehicle.
- Always ride in single file if passing another vehicle.
- Your cycle must not be towed by another vehicle.
- Your cycle can only tow a trailer (one designed to be towed by a cycle) and must not be fitted with a sidecar.
- You must not carry a pillion passenger on your cycle unless you have a pillion seat and footrest. If you are carrying a child, the pillion seat must protect the child's legs from the wheels.
- You must not leave a cycle blocking a footpath.
- Where there is an adequate cycle path or cycle lane, cyclists should use it.
- You must ride with lights on when it is dark (from 30 minutes after sunset on one day until 30 minutes before sunrise on the next day) and at any other time when you can't clearly see a person or vehicle 100 metres away.
- You must keep your cycle in good working condition

Hand signals for cyclists

You must give a hand signal at least three seconds before stopping or turning. You are not breaking this rule if you are turning right at a roundabout and it is impractical to keep signalling.

Always check to make sure your hand signals have been seen and understood.

Look well behind you to make sure there is room for you to turn, pull out or pass safely.

The hand signal shown below means you want to turn left.



Left-turn hand signal

The hand signal shown below means you are stopping or slowing down.



Stop hand signal

The hand signal shown below means you:

- want to turn right
- are going to pass a vehicle or some other object on the road
- are pulling out from the kerb.



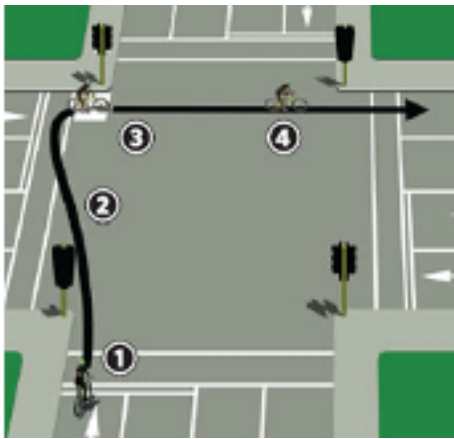
Right-turn hand signal

Hook turns

A hook turn is a different way for cyclists to turn right at an intersection. Hook turns can be done at any intersection except at intersections with signs banning them. At some intersections there may be special marked areas to stop in at the halfway turning point. It should be noted though that hook turns can be done at intersections with or without the marked stopping area.

How to do a hook turn

1. Keep in the cycle lane, the left lane or the left-most lane that goes straight ahead.
2. Cycle across the intersection when the light, for going straight ahead, turns green.
3. Stop in the marked area of road just before the footpath. If there is not a marked place stop near the footpath but clear of traffic going straight ahead, and angle your cycle so it's pointing to the right.
4. Wait until the lights on the other side of the road turn green and then cycle across the intersection keeping left.



Hook turn

What drivers would like cyclists to know

- Drivers expect cyclists to obey the road rules.
- Drivers usually travel faster than cyclists and therefore have less time to react to hazards. Remember this when you're on the road.
- Sometimes cyclists' behaviour can unsettle drivers, such as when cyclists appear hesitant or change direction suddenly.
- Drivers can feel delayed by cyclists.
- Licensed drivers and cyclists both have a right to use our roads, and both share a responsibility to understand and respect each other's needs.

Features your cycle must have

- A red or yellow reflector at the back.
- Good brakes on the front and back wheels (or, if the bike was made on or before 1 January 1988, a good brake on the back wheel).
- When riding at night, cycles must have the following:
 - A steady or flashing rear-facing red light that can be seen at night from a distance of 100 metres.
 - One or two white or yellow headlights that can be seen at night from a distance of 100 metres (one of these lights may flash).
- Yellow pedal reflectors, or the rider must be wearing reflective material.

Important: Any load you carry on your cycle must be tied on firmly and must not touch the ground.