

## Short Courses for International Education Administrators

These four assessed short courses meet the requirements for the National Certificate in Business Administration, Level 4 (60 credits). The purpose of this qualification is to meet individual skill needs that reflect the diverse roles and positions required to meet business administration and information technology needs of the business community at an advanced level. Minimum credits specified for interpersonal communications and writing recognise the need for competencies that underpin all business administration roles.

There are four assessed short courses:

- Pastoral care in international education (completed)
- Services for international education (underway)
- Meeting change and challenges in international education **ENROLLING NOW**
- Marketing international education

Each course involves:

- 1 day 8.30-5.30 of face-to-face teaching in Auckland or Wellington (depending on demand).
- 12 weeks of online self-directed study, made up of readings, reflection, learning activities, assessments, with face-to-face classes, online discussions
- Readings posted to students at the start of each course.
- Each week will involve up to 11 hours of study, however as students are fully engaged in working in the sector, there will be a good deal of overlap between the focus of study and their day-to-day work

The face-to-face course will be scheduled in order to facilitate a smooth transition between parts of the course. If students are out of the country during the face-to-face session they can fit the online self-directed learning and the assessments around their time commitments. The block teaching is highly recommended but not compulsory. Further assistance is available from the lecturer where needed.

### GENERAL INFORMATION

Code	Course Name	Level	Total Credits	Duration	Dates	Proposed face-to-face	Fees
EDUC S403	Pastoral care in international education	3/4	15	12 weeks	completed	completed	\$400.00
EDUC S402	Services for international education	3/4/5	17	12 weeks	completed	completed	\$400.00
EDUC S401	Meeting change and challenges in international education	3/4	14	12 weeks	20 Aug – 8 Nov. 2008	3 October 2008 Auckland	\$400.00
EDUC S501	Marketing international education	5/6	15	12 weeks	8 Dec. 2008 - 27 Feb. 2009	To be confirmed	\$400.00

### VENUE

Face-to-face days will be held at the School of Education, Unitec New Zealand, Carrington Rd, Mt Albert, Auckland, Building 180. Please contact Lecta Chanthawong on (09) 815 4321 ext. 8387 at Unitec for further details.

**PLEASE NOTE that enrolments will be accepted up to the first day of the course, and late enrolments will be considered on application.**

## ADMISSION REQUIREMENTS

We ask that people enrolling in these short courses have at least one year's experience in international education

## FEES

The fee for each course is \$400.00 inc. GST. The fees are reduced for the first offering of this newly designed programme.

## HOW TO APPLY AND ENROL

Please complete a Unitec application/enrolment form, and send it together with your fees payment of \$400 to:

Attention: Gael Rhodes  
Student Registry  
Unitec New Zealand  
Freepost 3208  
Private Bag 92025,  
Auckland Mail Centre  
Auckland 1142

Phone: +64 9 815 2945

Fax: +64 9 815 4186

Where there are places available, applications will be accepted up until the class begins. However, as places are often limited, we recommend that you apply early.

## FURTHER INFORMATION

*Course Coordinator:*

Kanchan Bandyopadhyay  
Unitec New Zealand  
Phone: +64 9 815 4321 ext 8565  
+64 21 522 867 (mob)  
Email: [kbandyopadhyay@unitec.ac.nz](mailto:kbandyopadhyay@unitec.ac.nz)



About the coordinator:

*Kanchan has lived in New Zealand for 11 years, having moved from Australia. Currently a lecturer in Finance, Economics and International Business in the Unitec Business, he has taught in the primary and secondary school sectors, been employed in the Ministry of Education as a Policy Analyst and been a facilitator and marker for the Professional Competency Examinations for the New Zealand Institute of Chartered Accountants .*

*Until recently he was also the Auckland Chairman for the New Zealand Commerce and Economics Teachers Association, a member of this organisation's National Executive and a vocal member within the education committee of the Finance and Securities Institute of Australasia.*

*Before entering the education sector, he worked as a consultant specialising in change management processes in the Insurance and IT sectors in Australia.*

*Outside his professional life, he loves to spend time with his family, treading the boards on stage, playing cricket or skiing (depending on the season), and is found, at every opportunity, trying to lower his golf handicap (with minimal success).*

\*\*Unitec is an Institute of Technology in New Zealand and a member of the International **Association of Universities**.



## Short Course Enrolment Form (for courses which do not lead to a formal qualification)

### INTRODUCTION

To help us enrol you promptly and accurately, please complete all sections of this form.

### PLEASE PRINT CLEARLY

Where options are provided, please tick the appropriate box.

### PERSONAL DETAILS

Unitec ID number (if known)

Legal family name \_\_\_\_\_  
(Your full legal name as per your birth certificate or passport)

Legal first name(s) \_\_\_\_\_

Preferred first name \_\_\_\_\_

Gender  M  F Date of birth \_\_\_\_\_

If you know your national student index number, please enter it here

If you have previously paid the NZQA hook-on fee, please tick here

### CITIZENSHIP/ETHNICITY

New Zealand citizen  New Zealand permanent resident

International student  
(study permit holders, please provide verified documentation)

Passport number \_\_\_\_\_ Issue date \_\_\_\_\_

Country of issue \_\_\_\_\_ Expiry date \_\_\_\_\_

**A verified copy of your passport (permanent residents must provide a verified copy of their residence permit) or New Zealand birth certificate is required – unless you have previously provided one to Unitec – if you are: enrolling for a course which leads to a certificate or to NZQA unit standards; or enrolling for a course that requires you to borrow Unitec library books or have a Unitec computer login. If you have changed your name due to marriage you must supply a verified copy of your marriage certificate.**

**A verified copy means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace or a solicitor. You can find a list of Justices of the Peace in the Yellow Pages. You can also bring the original documentation to the Student Registry, Building 48, Mt Albert campus.**

**With which of the following ethnic groups do you identify?**  
You can tick up to three boxes.

- |   |  |
|---|--|
| <input type="checkbox"/> 111 NZ European/Pakeha | <input type="checkbox"/> 121 British/Irish         |
| <input type="checkbox"/> 122 Dutch              | <input type="checkbox"/> 123 Greek                 |
| <input type="checkbox"/> 124 Polish             | <input type="checkbox"/> 125 South Slav            |
| <input type="checkbox"/> 126 Italian            | <input type="checkbox"/> 127 German                |
| <input type="checkbox"/> 128 Australian         | <input type="checkbox"/> 129 Other European        |
| <input type="checkbox"/> 211 New Zealand Maori  | <input type="checkbox"/> 311 Samoan                |
| <input type="checkbox"/> 321 Cook Island Maori  | <input type="checkbox"/> 331 Tongan                |
| <input type="checkbox"/> 341 Niuean             | <input type="checkbox"/> 351 Tokelauan             |
| <input type="checkbox"/> 361 Fijian             | <input type="checkbox"/> 371 Other Pacific Peoples |
| <input type="checkbox"/> 411 Filipino           | <input type="checkbox"/> 412 Cambodian             |
| <input type="checkbox"/> 413 Vietnamese         | <input type="checkbox"/> 414 Other Southeast Asian |
| <input type="checkbox"/> 421 Chinese            | <input type="checkbox"/> 431 Indian                |
| <input type="checkbox"/> 441 Sri Lankan         | <input type="checkbox"/> 442 Japanese              |
| <input type="checkbox"/> 443 Korean             | <input type="checkbox"/> 444 Other Asian           |
| <input type="checkbox"/> 511 Middle Eastern     | <input type="checkbox"/> 521 Latin American        |
| <input type="checkbox"/> 531 African            | <input type="checkbox"/> 611 Other                 |
| <input type="checkbox"/> 999 Not Stated         |  |

If you identify as NZ Maori, what is the name of your iwi? You can enter up to three iwi or iwi codes. If you don't know your iwi, write "don't know", or contact the Pae Arahī, Hare Paniora (phone +64 9 815 4321 ext 7783 or email hpaniora@unitec.ac.nz), or Maia (phone +64 9 815 4321 ext 8695) for assistance.

Iwi \_\_\_\_\_

### CONTACT INFORMATION

Mailing address \_\_\_\_\_

Suburb \_\_\_\_\_

Town/city \_\_\_\_\_ Postal code \_\_\_\_\_

Phone (hm) \_\_\_\_\_ (wk) \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

I'd like to receive future email and/or SMS text updates on real world learning at Unitec.

**Person to contact in an emergency:**

Name \_\_\_\_\_

Phone \_\_\_\_\_

### COURSE ENROLMENT DETAILS

Course code	Class no.	Course name	Date of course
e.g. MATH 4001	1010	Introduction to Statistics	29/02/2007

**Please complete the reverse of this form**

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**STATISTICAL INFORMATION**  
[required by the Ministry of Education]

What were you doing on 1 October in the year prior to commencement of this short course? Please select only one.

- College of education student       Secondary school student  
 Self-employed       Wananga student  
 University student       Polytechnic student  
 Private Training Establishment (PTE) student       Houseperson/retired  
 Unemployed or other beneficiary (excluding retired) e.g. DPB, Sickness, ACC  
 Wage/salary worker       Overseas

Name of PTE:

What is the highest award you hold from secondary school?

- No secondary qualification  
 14 or more NCEA credits at any level  
 NCEA Level 1 / New Zealand School Certificate (one or more subjects)  
 NCEA Level 2 / New Zealand Sixth Form Certificate (one or more subjects)  
 NCEA Level 3 / Entrance qualification from Bursaries/Scholarship examinations  
 Higher School Certificate  
 A Bursary  
 B Bursary  
 University Entrance prior to 1986  
 Scholarship  
 Overseas qualification  
 Other \_\_\_\_\_

In which year did you gain this secondary qualification?

What was the name of the last secondary school you attended?  
Write "overseas" if applicable.

Will this be the first year you have ever enrolled at a tertiary institution, either in New Zealand or overseas?

- Yes       No

If "No" please enter the name of the organisation you studied at and the year of your first enrolment:

Name \_\_\_\_\_

Year

**COURSE PAYMENT DETAILS**

Payment must be included with this enrolment; otherwise it will not be processed.

A tax invoice and receipt will be issued after your enrolment has been processed to confirm your place on the course.

Payment by:

- Cheque       Credit card       Cash

Please attach your cheque or complete this section for credit card payment.

Visa      Name of bank \_\_\_\_\_

Mastercard      Name on credit card \_\_\_\_\_

Card number

Expiry date \_\_\_\_\_ Total amount \$ \_\_\_\_\_

Signature of card holder \_\_\_\_\_

**INSURANCE**

The New Zealand Government requires all international students to have travel and medical insurance whilst enrolled on a short course at Unitec. This insurance must meet the requirements of the Code of Practice for the Pastoral Care of International Students. If this applies to you, evidence of your insurance should be presented to our International office one week prior to the start of your course. Please visit [www.unitec.ac.nz](http://www.unitec.ac.nz) for more information.

**PERSONAL DECLARATION**

I hereby declare that the information provided by me on this application form is true and correct. I understand that failure to disclose requested information, or the supply of incorrect information, may result in my enrolment being invalidated.

I consent to Unitec using my personal information to carry out the functions required of it as a tertiary education provider. I authorise information collected on this form to be disclosed to relevant government ministries and agencies, including the New Zealand Qualifications Authority, Ministry of Education, USU Students' Association at Unitec, StudyLink and/or relevant industry bodies. I understand that I have the right to access and correct my personal information in accordance with Unitec's Privacy of Information Policy, available at [www.policies.unitec.ac.nz](http://www.policies.unitec.ac.nz)

I declare that I am a citizen or permanent resident of New Zealand/Australia or a study permit holder, and I agree to abide by all Unitec statutes, regulations and policies as may be amended from time to time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REFUND OF FEES**

A student may be eligible for a refund of 90% of the short course fee paid only if the student withdraws and requests the refund in writing at least seven days before the class start date. If there aren't enough students registered for a course, then Unitec reserves the right to postpone or cancel the course. If the course is cancelled, you will be advised, and either a 100% refund of the short course fee paid (i.e. to take account of discounts, scholarships, etc) shall apply and be actioned immediately by the school concerned, or a transfer to another class or course arranged. No refund shall apply in any other circumstances.

**MAILING INSTRUCTIONS**

Return this form with your payment to:  
**Student Registry**  
**Unitec New Zealand**  
**Freepost 3208**  
**Private Bag 92025, Auckland Mail Centre**  
**Auckland 1142, New Zealand**  
**phone +64 9 815 2945**  
**fax +64 9 815 4186**