



**MANUKAU
INSTITUTE OF
TECHNOLOGY**

Te Whare Takiri o Manukau

MIT Trades Academy Student Handbook



Welcome and congratulations on choosing and being accepted into MIT Trades Academy (MITTA).

Our Trades Academy is a partnership between your secondary school and MIT that work together to support you to gain NCEA Levels 2 and 3.

MIT Trades Academy courses provide you with the opportunity to try out different vocational courses and get a taste of that industry subject you have chosen whilst gaining industry unit standards.

Being a MITTA student has many advantages:

- Experience in tertiary education
- Links to industry for future employment opportunities
- Credits towards NCEA Level 2 and 3
- Access to career guidance and support with your transitions through our experienced team of Transition Coordinators
- The opportunity to sample tertiary education before committing to a full-time course
- Opportunity to make new friends from other schools

The MITTA team hope you make full use of the opportunity you have been given and actively engage in the subject you have chosen.

We look forward to guiding you through a successful and enjoyable year.

For more information:

trades.academy@manukau.ac.nz or visit

MIT Otara Campus, ND Block, Level 1, Room 119

(Monday to Friday 9am—5pm)



Student Code of Conduct

The Student Code is to ensure that students, schools and whanau are aware of the principles of MIT Trades Academy.

Principle 1: Responsibilities of Student

- Comply with all statutes, policies, regulations and procedures of MIT and their secondary school.
- Exercise responsible and safe use of school and MIT resources.
- Accept the consequences of non-compliance.

Principle 2: Respect for the Rights of Others

- Refrain from all forms of discrimination, intimidation and harassment of fellow students, staff and the wider community;
- Respect the privacy of individuals at all times and avoid behavior which might cause disruption to the school or the provider community.

Principle 3: Behavior

- Students will use all tools, equipment, safety equipment and clothing issued to you in a safe and responsible manner;
- Behave in such a way that neither you nor other people are put at risk by your actions, and that mirrors industry standards for health and safety in the workplace.

Principle 4: Equipment (for those programmes where equipment is issued to the student)

- Students will not be able to enter the classroom or work space (or any other restricted area) without wearing the correct clothing / footwear as instructed by the tutor.
- It is the student's responsibility to bring their equipment on days that they are at the Trades Academy.
- If a student forgets to bring their equipment to the Trades Academy they are at risk of: being sent back to school for the day or should this happen on a regular basis they may be permanently removed from the programme.
- Each student is responsible for taking their own equipment home to be cleaned and stored.
- Equipment is to be used primarily while at MITTA. Should the student lose their equipment it is the student's responsibility to pay and replace it as the MITTA will only provide new clothing / footwear should the student outgrow their original set. If the student withdraws or is removed from a programme they will be required to return all Trades Academy issued equipment.



STUDENT



Actively participate in class (discussions, activities, etc.)



Arrive to class and back from breaks on time



Notify your TC or lecturer if you are running late or will be absent



When absent, speak to your lecturer about work you may need to catch up on

THE BIG 4



Do not leave campus grounds without permission from your Transition Coordinator



Zero tolerance of physical or online bullying, harassment, violence and abuse



No shoplifting, theft or vandalism of any kind



No smoking or vaping on campus. Illegal substances are prohibited.

TRANSITION COORDINATOR

Each class has an assigned Transition Coordinator (TC) to engage, support and achieve the best results for students.

Your TC is your main point of contact on your MIT days. It is important that you take down their mobile number & email to make contact with if you are away, late, leaving early or any other issues that may arise.

Your TC also helps with:

- Attendance
- Academic progress
- MIT Login
- PPE Gear
- Transition to full time study
- First aid
- CV

Celebrating Success

MIT Trades Academy hold an annual Prize Giving in recognition of our student's success. It is a perfect opportunity to reflect on the year's achievements.

Lecturers work with the class TC to select one student for each of the awards below:

Tohu Tiketike - Top Student Award:

This student maintained a high level of achievement, attendance and punctuality throughout the year. Has demonstrated a sound understanding of the course. Supported the learning environment within the class room and has shown quality leadership skills.

Tohu Māia - Diligent Student Award:

Exhibited significant effort and resilience in their study. In times of uncertainty and change has always aimed to achieve to the best of their abilities. Demonstrated great enthusiasm and actively participates in lessons while making a great contribution in adding value to the learning environment.

Whānau, Secondary Schools, VIP guests, MIT teaching and support staff come together to acknowledge the students hard work and dedication in their chosen studies.

A night not to miss out on!



Our Campuses



TechPark Campus
58 Manukau Station Road,
Manukau, Auckland



Ōtara Campus
53 Ōtara Road,
Ōtara, Auckland



Manukau Campus
Corner of Manukau
Station Road Davies
Avenue, Manukau,
Auckland

MY MIT TIMETABLE

8.30am

Student dropped off
to MIT by (School,
Parent/Caregiver).

9.00am

Class starts

10.30am

Morning tea

11.00am

Class time

12.30pm

Lunch

1.30pm

Class time

2.50pm

Class Ends
Student departs MIT
by (School,
Parent/Caregiver)

Students only attend
their scheduled days.
If unsure please refer
to your TC or School
Liaison.

MITTA Staff Contact Details

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