



**MANUKAU
INSTITUTE OF
TECHNOLOGY**

Te Whare Takiura o Manukau

SCHOOL OF SECONDARY- TERTIARY STUDIES



Nau mai haere mai ki Te Pūkenga

Welcome to Te Pūkenga

Te Pūkenga is building a national network of integrated learning in Aotearoa New Zealand that better meets the needs of learners, their whānau, employers and the community.

By bringing together on-the-job, on campus and online learning, Te Pūkenga is creating a network that gives learners more choices and flexibility in what, where and how they learn.



Te Pūkenga



Please note our programmes of study are currently under review as part of the Reform of Vocational Education training. The objective is to provide one programme for Te Pūkenga that is portable, consistent, and more closely aligned with the needs of industry. As the review is ongoing, this prospectus is correct at the time of publishing but the courses outlined may change over time.

Kia ora huihui mai tātou

Welcome

It is my pleasure to provide an introduction and welcome you to the network of Te Pūkenga, nei te reo rāhri e rere atu ana – nau piki mai, nau kake mai ke Te Pūkenga.

Whether you are looking to continue with your training or try something fresh, we look forward to you joining our whānau to develop new skills and knowledge, make new friends, and connect with your industry as you take the next steps on your education journey.

We have a relentless focus on equity and wellbeing and will support all learners to succeed, including Māori, Pacific and disabled people. We also have strong Te Tiriti o Waitangi partnerships and delivery aligned to the needs of ākonga Māori and their whānau, and the aspirations of iwi, hapū and Māori.

Our promise to all learners is that everything we do is centred around you and your whānau as we deliver high-quality vocational education and training. We want to make sure that when you sign up for a programme that you are gaining the skills you need and that are also needed by New Zealand. This will give you more job security and ultimately increase your opportunities for success.

Education is a life-changing experience in which you will not only gain knowledge and skills, but you also learn how to be courageous and hopeful, and ready for the future.

Mā te kimi ka kite. Mā te kite ka mōhio. Mā te mōhio ka mārāma

Seek and discover. Discover and know. Know, and the world of light is yours to behold.

If you have any questions or want to find out more about the network of Te Pūkenga, visit our website tepukenga.ac.nz or email us at info@tepukenga.ac.nz



Sue McCormack
Acting Chair, Te Pūkenga



Te Pūkenga





WELCOME | HAERE MAI

Based at Manukau Institute of Technology (MIT), the School of Secondary-Tertiary Studies (SSTS) is a unique kind of school in New Zealand, a blend of a secondary school and a tertiary institution.



Get support from day one

When you join the SSTS and MIT family you will be supported to learn the skills you need to pathway into further education or get the job you want.

Students study NCEA, just as they would at secondary school, but they can also make a start on tertiary qualifications for their chosen career.

Students who find the secondary school environment isn't right for them can continue their education in diverse and innovative surroundings at the SSTS.



Hands-on skills

At the SSTS you will apply classroom learning to real-world situations, and graduate with the hands-on skills that are in demand.

Students will be enrolled at the school for up to four years. At the end of this time, they'll come out with an NCEA qualification and a national or MIT qualification to start a career, or to go on to study at a higher level.

The great thing about the SSTS is that students will continue to be enrolled at their secondary school as well as the SSTS and MIT. They can keep in contact with their school and take part in activities as if they were still there.



Small class sizes

With smaller classes you build stronger relationships with your peers and teaching staff – our tutors even know you by name.

They'll also have full access to all the facilities at MIT Ōtara, such as computer suites, the learning support centre, cafeteria, library, free parking, plus a nearby fitness and recreation centre.

"What I liked best about this course was that the teachers at the SSTS were very helpful, committed and friendly. They were always there to help me and at times when I was feeling down the teachers would give me wise advice to help me reach my goals and to motivate me to learn."

ABOUT THE SCHOOL

Who can study here?

The SSTS is for year 11–13 students in the Auckland area. Students will be nominated by their secondary school principal using the school endorsement form included in this brochure.

Students from years 10–13 of secondary school can apply, and will enter the SSTS programme in years 11–13.

What can you learn?

Students study a range of NCEA subjects, just as they would at secondary school, and at the same time spend 20% of their time working on tertiary-based courses.

In year 11, students complete NCEA level 1 and on the tertiary side of things have the opportunity to study up to four MIT elective courses in areas such as:

- Automotive Engineering
- Building and Construction
- Business Administration
- Early Childhood Education
- Electrical Engineering
- Hospitality
- Nursing and Health Studies
- Sport and Recreation
- Visual Arts

In years 12–13, students may complete NCEA levels 2 and 3, while also continuing part-time tertiary study. Student progress and achievement is closely monitored throughout the year, and our students receive a high level of academic advice and pastoral support.

Students are expected to meet their credit targets each term, and have the support to do this through a built-in catch-up/study programme.

Or in years 12–14, students may enrol in a full-time tertiary course at MIT, funded by the SSTS.

Does that mean my child is leaving school?

No, the SSTS is a school that takes students from year 11 to year 13. Students work towards NCEA levels 1, 2 and 3. In addition to NCEA qualifications, students complete study towards tertiary qualifications at MIT.

Your child will be dual enrolled, which means they remain enrolled at their current school, but will also be enrolled at the SSTS. The SSTS is responsible for your child on a daily basis.



What does this programme cost?

This programme is free*; there are no school or course fees. If your child enters the SSTS at the start of year 11 they will receive up to four years of secondary and MIT tertiary courses for free.

How will my child get there?

We have students from all over Auckland who travel to MIT by car, train and bus. Students are eligible for an AT Hop card after two weeks, which SSTS tops up weekly.

Contact Auckland Transport on 09 366 6400 or at.govt.nz for bus and train details.

I would like to apply – what should I do?

There are two application forms included in this brochure. The first form is completed by you and your child. Be honest in your answers as the more information we have the better.

The second form is completed by your school. You can take this to your dean, house leader, deputy principal, or whoever has been talking to you about the SSTS. They fill in this form and send it along with attendance and pastoral information to us at the SSTS.

Once completed, email to SSTS@manukau.ac.nz or post forms to:

Freepost 155404

School of Secondary-Tertiary Studies

Manukau Institute of Technology

Private Bag 94006, Manukau 2241

Auckland, New Zealand

What happens after that?

As soon as we receive your application forms we will contact you to organise an interview time and date. You and your child should both attend this interview, and you can bring other support people with you. After your interview, if your child is accepted, they will be offered a place at the SSTS. We are looking for students who are keen to learn and work hard to achieve their goals.

Please call us on 0800 62 62 52 or 027 5683838 if you have any further questions.

**Free to New Zealand citizens and permanent residents. Entry criteria apply.*

"I like how the teachers explain the work very clearly and go through it step-by-step, it has helped me to get back on track."

SSTS student



FREQUENTLY ASKED QUESTIONS

What are the school hours?

School starts in the morning at 9am and finishes at 3.15pm.

What are the school terms?

The school terms and holidays are the same as all other secondary schools, and students start at the beginning of February.

What about break times?

There is 30 minute morning tea time and a 45 minute lunch break every day.

What about sports, cultural groups, etc?

Your child is able to play sports and be involved in cultural groups, etc at their current school as they remain on that school's roll.

As an SSTS student, your child can join and participate in MIT sports and cultural groups and activities.

Is there a school uniform?

No, there is not a school uniform.

What happens if my child is absent or late for classes?

We ask that you call us to let us know if your child is going to be absent. If we have not heard from you we will text or call. We work closely with you on any attendance or lateness problems.

What other support is available?

We have a full-time social worker on site and students have access to a counsellor four hours a week. Students can use the MIT library and the learning centre. We will contact you if we are concerned about anything.

If your child has an illness or disability that may affect their ability to learn or successfully complete their studies we ask that you let us know on your application so we can put you in contact with the

disabilities liaison co-ordinator on 09 968 8000. This will assist us to support your child's move to the SSTS and MIT.

What might my child do after completing this programme?

Many of our students achieve good results and pass their NCEA level 1 and 2. At that stage most students enrol in a full-time MIT certificate or diploma in an area they want to continue studying in, such as automotive, horticulture, culinary, carpentry, early childhood teaching, business, etc.

Some students continue with their school programme to gain NCEA level 3 and University Entrance and are able to enter degree programmes at MIT or at university.

Can I visit to have a look?

Yes, let us know some days and times that suit you and we will set up a time to show you around.

Contact SSTS on 027 5683838 or email SSTS@manukau.ac.nz

"There are less people than school, and the effort that the teachers put in to helping us learn, plus the encouragement from other students, makes us get the work done."

SSTS student



SCHOOL OF SECONDARY-TERTIARY STUDIES

APPLICATION FORM



**MANUKAU
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Please complete all sections of this form. Please print clearly in pen using BLOCK LETTERS.

1

Name of programme *School of Secondary-Tertiary Studies* (Circle one) Year 11 | Year 12 | Year 13

2

PERSONAL DETAILS

Please PRINT your legal name in full (as on your proof of New Zealand citizenship/residency).
This legal name will appear on any award.

☐ Miss ☐ Ms ☐ Mr Other (please state)

☐ Female ☐ Male Date of Birth DAY / MONTH / YEAR

Legal family name

Legal first given name

Legal second given name

Permanent/home address

Unit/Flat/Apartment number

Street address - number and name

Suburb

Town/city

Postcode

Phone ()

Cellphone

Email address

3

Educational History (Please include current tertiary study if applicable)

Secondary School, Tertiary Institution Attended	From – To (Year)	Subjects Taken, Levels	Qualifications and Grades Gained (Send Photocopied Proof)

4

Personal Statement (You may attach extra pages)

☐ If you have an illness or disability which may affect your study, please tick here so that the Disabilities Coordinator can assist you.



Continued overleaf

SCHOOL OF SECONDARY-TERTIARY STUDIES
APPLICATION FORM

5

Documents Required

You need to send certified copies (not originals) of the following documentation to support your application. Tick each completed item.

<input type="checkbox"/> A copy of education results (successful or not)	<input type="checkbox"/> If you have changed your name (e.g. deed poll) please provide proof of the change
<input type="checkbox"/> Birth certificate or proof of New Zealand permanent residency, if not born in this country	<input type="checkbox"/> School Endorsement Form

I hereby declare that the information and attached documentation provided by me in this application are true and correct.
I acknowledge that Manukau Institute of Technology can cancel my application if false or incomplete information has been provided.
I understand that the purpose of gathering this information is to allow Manukau Institute of Technology to carry out the functions required of it under the Education Act 1989, and its obligations under other enactments and in accordance with the Privacy Act 1993.
I authorise Manukau Institute of Technology to disclose this information to the agencies outlined in the information on the Privacy Act available in the MIT Library and Student Services Centres.

Applicant Signature	DAY / MONTH / YEAR
Parent/Guardian Signature	DAY / MONTH / YEAR

Send your school endorsement form with your application to:

FREEPOST 155404
School of Secondary-Tertiary Studies
Manukau Institute of Technology
Private Bag 94006
Manukau 2241
Auckland
New Zealand



Freepost is only valid if posted in New Zealand

0800 62 62 52 | manukau.ac.nz

Note: If you do not receive an acknowledgement of your application, or if you have any queries, please phone 0800 62 62 52.

OFFICE USE ONLY

ACKNOWLEDGEMENT SENT			INTERVIEW DATE			DATE		
ACCEPT		DECLINE		OTHER PROGRAMME RECOMMENDED		SIGNED		



SCHOOL ENDORSEMENT FORM

Please complete all sections of this form. Please print clearly in pen using BLOCK LETTERS.

1

Applicant's Name:

2

Name of Contact at School

Position/Relationship to student

Signature

DAY

/

MONTH

/

YEAR

Required Documentation (to be provided by the applicant's school). Tick each completed item.

☐

School endorsement form

☐

At least two recent school reports

☐

Attendance record

☐

Pastoral care report

3

Education history/qualifications

(qualifications: subjects and credits to date)

School/community involvement

(sports, cultural, committees, other)
Potential as a Leader

(Please attach additional sheets if required).

4

Applicant demonstrates	Yes	No	Comments
Good communication skills			
Some self-confidence and the ability to adapt to new situations			
A certain level of maturity and reliability			
An ability to relate well to others			
An ability to show concern and tolerance for others			
That they can behave appropriately in different situations			
A positive attitude towards learning and has exhibited a potential to work with some self-discipline/ time management			
Perseverance and application to study			
A willingness to reflect on their own behaviours/performance for reasons of personal development			



Continued overleaf

SCHOOL ENDORSEMENT FORM

5

Please attach a copy of the pastoral care report and include any comments about the applicants' pastoral care below or email to lyn.newton@manukau.ac.nz

6

Please explain any health and care issues.

7

Please add general comments about the applicant's performance at school that you would like to make in support of their application to the School of Secondary-Tertiary Studies.

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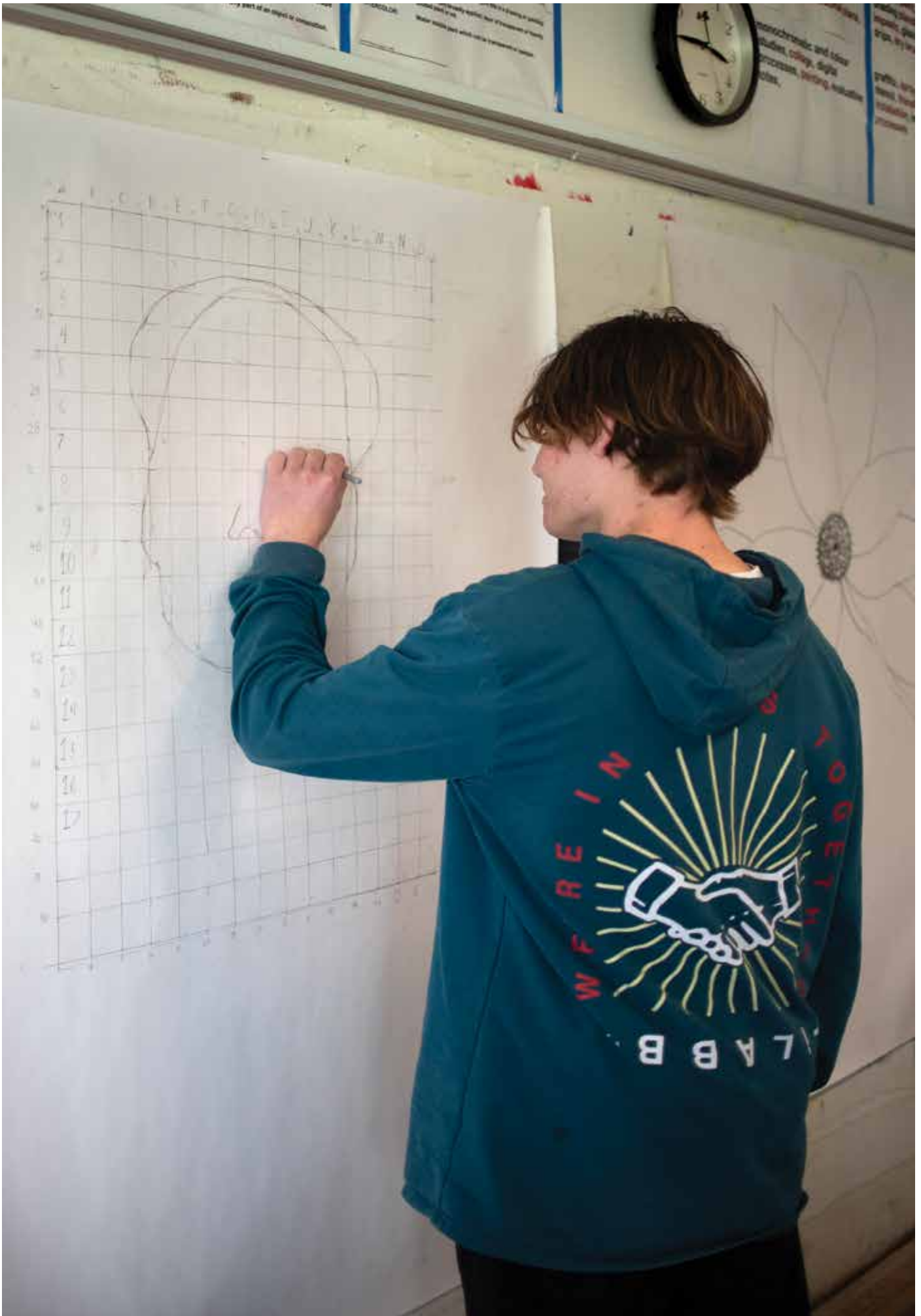
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Contact us

Manukau Institute of Technology

Private Bag 94006,
Manukau 2241,
Auckland, New Zealand

Got questions?

Phone or email our friendly Ask Me! team

 0800 62 62 52

 manukau.ac.nz/enquiry-form

Connect with us:

 facebook.com/manukau.institute

 instagram.com/manukau.institute

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