

# Student Handbook





*To recognise the potential, lift the aspirations  
and enhance the education of each individual*

Kia mohio ai te pūmanawa moe, kia hiki ai te tumanako,  
kia whakakaha ake nei te matauranga o ia tangata

*“Your potential is our priority.”*

*“Whakaatu”*

# Kia Ora & Welcome

Our team is pleased to have you on one of our programmes at People Potential. We have campuses in Whangarei, Kaikohe, Papakura and flexible provision in the Waikato. We are all passionate about providing a challenging, fun, friendly and supportive environment.

We appreciate the choice you have made in coming to People Potential to increase your qualifications, skills and confidence with us. We are committed to ensuring that you achieve your career goals and your time is well spent.

This Handbook applies to all students enrolled on a programme at any People Potential site. It contains important information pertaining to your study.

Some departments and programmes will have additional expectations which will be made clear to you during the enrolment process. This handbook outlines the key requirements and expectations of students, as well as ensuring that you have information about your rights and health & safety while participating in training with us.

All of us who work here have your best interests at heart and our collective skills and knowledge are at your disposal. Please do not hesitate to ask if there is any way in which we can help. Your first point of call will be your tutor, however we have an open door policy so please see that you get your needs met.

We hope you have a great day! 😊

## I have a premonition

I have a premonition	Iau to ohiti takamua
That soars on silver wings	E haro ana I ona parirau hiriwa
That speaks of your accomplishments	E whakatuana I o whakatutukitanga
And other wondrous things	Me era atu mea whakamiharo
I do not know beneath what sky	Kahore au e mohio ana I raro I tehea urunga
Or where you'll challenge fate	Kei hea ranei te taki whakamutunga
I only know it will be high	E tino matau ana au he tiketike
I only know you will be great	E tino matau ana au ka oti
	I a koe nga mahi whakahirahira

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# About People Potential

People Potential is a registered training establishment by the New Zealand Qualifications Authority under the provisions of the Education and Training Act 2020 and its subsequent amendments.

I raro i nga tikanga o te Ture Matauranga 2020, kua whakamanatia a People Potential Limited o te Mana Tohu Matauranga o Aotearoa Ki te tuku akoranga me te mahi.

## Campus Information

### Whangārei Campus

17 Keyte Street, Kensington, Whangārei 0112

**Phone** 09 437 7593

### Papakura Campus

17 Porchester Road, Papakura, Auckland 2244

**Phone** 09 296 2985

### Kaikohe Campus

7 Dickeson Street, Kaikohe 0405

**Phone** 09 405 2525

### Waikato Area

Flexible delivery

**Phone** 0800 367 2 562

## Contacts for all sites

0800 367 2 562 (0800 FOR A JOB)

[www.peoplepotential.co.nz](http://www.peoplepotential.co.nz)

Email: [admin@peoplepotential.co.nz](mailto:admin@peoplepotential.co.nz)

A wide range of programmes are available for study through People Potential. Please ask at reception for a Programme Directory for further information.

## Governance & Ownership

People Potential is a privately owned limited company with the following shareholders:

- Andrea Ross Family Trust
- Shaan Kloet Family Trust
- Ronayne Business Trust

People Potential is governed by the following:

- Andrea Ross – Managing Director & Chair of Board
- Bronwyn Ronayne – Chief Executive & Academic Director
- Kevin Ross – Financial Director
- Shaan Kloet – Operations Director

Andrea Ross and Kevin Ross own shares in KASH Enterprises which leases buildings to People Potential.

Andrea Ross, Kevin Ross, Shaan Kloet and Bronwyn Ronayne own shares in RMK Group which leases buildings to People Potential.

# Introduction

The following information indicates what students can expect from People Potential Limited. A full copy of the Education and Training Act 2020 and its subsequent amendments is available from the academic team or on the internet.

Students can expect fair and equitable treatment from People Potential and its employees. All students of People Potential are entitled to:

## **Information and Services**

Receive full and accurate information before enrolment about all key aspects of a programme.

Be informed of start dates and obligations.

Be provided with information on student support services and which members of staff are able to assist in specific areas.

Receive competent and effective teaching from appropriately trained staff, qualified in the relevant field of teaching.

Have access to appropriate members of staff to discuss problems.

Have access to the student regulations and information on the appeal and review process.

## **Personal File**

Have access to their own personal file on request within a reasonable time period.

Have a copy of their academic record on request.

## **Harassment**

Be free from all forms of harassment by staff and by other students.

Have information on harassment procedures.

## **Privacy**

Confidentiality of student records unless prior permission of the student is given.

Have personal information treated with absolute confidentiality, subject to statutory disclosure, unless written approval is given.

Have information on disciplinary proceedings remain confidential unless authorised by the student.

## **Health & Safety**

Have a student working environment that meets all standards of the Health and Safety in Work Act 2015 appropriate to the field of learning.

Have buildings and fittings in reasonable condition in keeping with public health and safety standards.

Have displayed safety signs in buildings and on roadways where restrictions apply.

## **Fees & Financial Commitments**

Have the total costs and other financial commitments associated with the programme or training scheme for which they are seeking enrolment on available. Total costs are available on the People Potential website: [www.peoplepotential.co.nz](http://www.peoplepotential.co.nz). Student support is available on all People Potential programmes and is included in the fee structure.

## **Credit Transfer**

Recognition for credit transfers will be automatic upon sighting of NZQA Record of Achievement and verification of authenticity for programmes with unit standards.

Where a programme is made up of units of learning or module assessments, learners can apply for credit transfer which recognises the parts of the programme that they can display current competency for. Learners will be given an outline of the evidence required for each module or unit of learning which indicates both the quality and quantity of evidence required. This evidence will be examined by an appropriately qualified assessor to ensure its sufficiency, validity, authenticity and currency. They will make a judgement against the criteria, and credit for components that the learner has met the requirements of will be awarded.

Programme design allows for flexibility to ensure credit is given for completed unit standards by the addition of optional units, the shortening of the time required to complete the course or by offering and arranging for additional work-based experience to practise the elements of the completed unit standards.

Where a learner holds more than 50% of the credits, the plan will need to be approved by the Department Manager.

## **Recognition of Prior Learning & Current Competency**

The prior learning of students will be taken into account in designing a training pathway and adjustments will be made according to attendance requirements and units offered.

Students who wish to have prior learning assessed will be given the recognition of prior learning procedure information and the procedure will be followed. If a student wishes to apply for Recognition of Prior Learning / Recognition of Current Competency, please see Administration for an Application Form.

## **Assessments**

Students will:

1. Be adequately informed about the quality of their academic performance and progress.
2. Receive marked assessments promptly usually no later than two weeks after the due date.
3. Apply for a review of any assessment that a student believes is incorrect or unfair.
4. Be granted an independent assessment if the student and tutor/facilitator cannot agree on the correctness or fairness of an assessment.
5. Be able to appeal against an independent assessment where the student is not satisfied with the result by a written request to the Director.
6. Request that assessments be conducted in Te Reo Maori except in the instance where the use of English is critical to the outcome of the assessment.

## **Problem Solving Procedure**

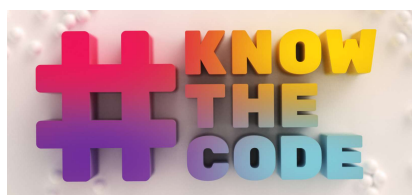
Use the following procedure where a student has a problem relating to a course or personal conflict with a fellow student or a member of staff.

1. Identify the problem and discuss it at a mutually arranged time with the person concerned. Assistance in identifying the problem can be sought from student support staff.
2. Have access to another person to mediate the problem.
3. Have access to the Manager if the problem still cannot be resolved. A representative may provide support. If the problem concerns a complaint against a staff member the Manager is obliged to inform the student of the formal complaints procedure and may recommend that such a complaint be filed.
4. Have the issue raised with the People Potential Board by way of a written statement if the problem is not resolved.
5. The right to the formal complaint procedure, if it is recommended, that such a complaint should be filed.

## **Social Media**

One of the ways we communicate with our students is through our social media channels, particularly on Facebook. They are updated regularly and it is the quickest way for us to keep you updated about what is happening at our campuses and pass on important information. Follow us to keep updated.

# Code of Practice 2021



## Who is the Code for?

The **Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 – Learner Wellbeing and Safety** covers all domestic and international tertiary learners at universities, Te Pūkenga, private training establishments, and wānanga. The Code covers students who are studying online, offshore and/or in workplace-based settings.

The Code came into effect on 1 January 2022, replacing the previous International Code and Interim Domestic Code.

## What is the Code?

The Code for learner wellbeing and safety sets out the roles and responsibilities of tertiary education organisations (TEOs) in promoting and supporting your wellbeing, development and educational achievement.

Under the Code, your TEO should be helping you to be:

- safe, physically, and mentally
- respected and accepted for who you are
- supported in your learning and wellbeing
- connected with your social and cultural networks and
- able to have your say in decisions about services.

The Code has twelve outcomes.

**Outcomes 1 and 2** focus on education providers taking a whole of organisation approach to learner wellbeing and safety, and that learner voice is embedded into the organisation.

**Outcomes 3 and 4** focus on wellbeing and safety practices for all tertiary providers and relate to physical and digital learning environments.

**Outcomes 5 – 7** focus on student accommodation to ensure that it is safe and creating inclusive communities.

**Outcomes 8 – 12** have the same requirements to the previous international Code for tertiary learners, and ensures international learners have access to the right information and support before and during their study.

As People Potential does not have student accommodation, or offer programmes for international learners, only Outcomes 1 to 4 apply to study in the organisation.

## What that means for you as a student

People Potential is committed to meeting its obligations under the Code and has in place procedures to ensure that each aspect is addressed throughout your learning journey with us. During your induction and orientation, your tutor will explain these processes. Specifically, this means that:

Outcome 1: A learner wellbeing and safety system

- Process 1: Strategic goals and strategic plans
- Process 2: Self-review of learner wellbeing and safety practices
- Process 3: Publication requirements
- Process 4: Responsive wellbeing and safety systems
  - We have strategic goals and plans to support the wellbeing and safety of our students across the organisation.
  - We work proactively with our learners and stakeholders, and use relevant data to develop and review these, with actions put into place where improvements or enhancements can be made.
  - These plans and goals are available to our students, our team and the public.



- We will gather relevant information to identify trends so that we can connect our students to support in a timely manner.  
We will provide training for our team and ensure they have the resources to support learner safety and wellbeing.
- We will have a plan for responding effectively and assisting our students in emergency situations in our learning community.
- We will keep accurate records and reflect and report back on these at least annually.

#### Outcome 2: Learner voice

- Process 1: Learner voice
- Process 2: Learner complaints
- Process 3: Compliance with the Dispute Resolution Scheme
  - We will work with our students to understand and respond diverse learner voices and wellbeing and safety needs in a way that upholds mana and autonomy.
  - We will have practices to build effective relationships with students within our organisation, work with our students to develop plans, provide formal and informal processes for engaging with students, provide students with skills and resources to participate in decision making processes, and provide information to help students understand our decision-making processes.
  - We will ensure we work with students to handle any complaints to a satisfactory resolution in a timely and efficient manner.
  - We will have a complaints process that is easily accessible to students and the people that support them, including what to do if we can't resolve the issue.
  - We will provide information about the Dispute Resolution Scheme and comply with its rules for domestic students.

#### Outcome 3: Safe, inclusive, supportive and accessible physical and digital learning environments

- Process 1: Safe and inclusive communities
- Process 2: Supporting learner participation and engagement
- Process 3: Physical and digital spaces and facilities
  - We will work with staff and students to recognise and respond effectively to discrimination, racism, bullying, harassment and abuse and also have practices for reducing harm resulting from it.
  - We will promote an inclusive culture across the learning environment and uphold the cultural needs and aspirations of all students participating in it.
  - We will provide students with information that supports understanding, acceptance, connection and collective responsibility for an inclusive learning environment.
  - We will provide students with information about the cultural, spiritual and community supports available to them.
  - We will provide accessible learning environments for students where they can connect with others, build relationships, support each other and welcome their friends, families and whanau.
  - We will provide students with opportunities to actively participate and share their views safely in their learning environment; connect, build relationships and develop social, spiritual and cultural networks; and use te reo and tikanga Māori to support Māori learners' connection to identity and culture.
  - We will have practices for supporting students through their studies, including enabling learners to prepare and adjust for tertiary study and maintaining appropriate oversight of student achievement and engagement.
  - We will provide the opportunity for students to discuss, in confidence, any issues that are affecting their ability to study and providing learners with a response to their issues.
  - We will provide students with advice on pathways for further study and career development, where appropriate.
  - We will have practices for: providing healthy and safe learning environments; identifying and, where possible, removing access barriers to our facilities and services; involving students in the design of physical and digital environments when making improvements; and engaging with Māori and involving Māori in the design of physical and digital environments where appropriate.

#### Outcome 4: Learners are safe and well

- Process 1: Information for learners about assistance to meet their basic needs
- Process 2: Promoting physical and mental health awareness
- Process 3: Proactive monitoring and responsive wellbeing and safety practices
  - We will have practices for enabling all students and prospective learners to identify and manage their basic needs - the essential material requirements to support wellbeing and safety including housing, food and clothing.

- This includes: providing accurate, timely and tailored information on how they can access services through the provider or through community and public services that will help them maintain reasonable standards of material wellbeing and safety; access suitable accommodation and understand their rights and obligations as a tenant in New Zealand; and maintain a healthy lifestyle.
- When we make food available on campus, we will ensure that the food available includes a range of healthy food options that is obtainable at a reasonable cost.
- We will have practices for providing opportunities and experiences for students that improve their physical and mental health and wellbeing and safety.
- We will promote awareness of practices that support good physical and mental health that are credible and relevant to students.
- We will support students' connection to their language, identity, and culture.
- We will provide accurate, timely information and advice to students about how they can access medical and mental health services through our organisation or through community and public services, including culturally responsive services.
- We will provide accurate, timely information and advice to students about how they how they can report health and safety concerns they have for their peers
- We will provide accurate, timely information and advice to students about how to respond to an emergency and engage with relevant government agencies.
- We will provide accurate, timely information and advice to students about how they can make positive choices that enhance their wellbeing.
- We will have practices for:
  - requesting that domestic students 18 years and over provide a name and up-to-date contact details of a nominated person; and
  - describing the circumstances in which the nominated person referred to above should be contacted in relation to their wellbeing and safety; and
  - contacting the person nominated by domestic students 18 years and over, in the circumstances described above, or where the provider has reasonable grounds for believing that the disclosure is necessary to prevent or lessen a serious threat to the student's life or health; and
  - enabling students to communicate health and mental health needs with staff in confidence, so that the provider can proactively offer them support; and
  - providing opportunities for students to raise concerns about themselves or others in confidence; and
  - identifying students at risk and having clear and appropriate pathways for assisting them to access services when they need it; and
  - identifying students who are at risk of harming others, and having clear and appropriate pathways for assisting them to access services when they need it; and protecting students and staff who experience harm from other students and/or staff, including sexual assault;
  - making arrangements with disabled students or those affected by health and wellbeing difficulties to accommodate learning needs, including for study off-campus; and
  - responding to disruptive and threatening behaviour in a way that is sensitive to a student's situation; and
  - supporting students whose study is interrupted due to circumstances outside their control, and providing inclusive, accessible re-entry processes for their transition back into tertiary study.
- We will have up-to-date contact details and next of kin for students under 18
- We will contact the next of kin for students under 18 years if there is concern regarding the wellbeing or safety of a student.
- We will maintain a record of reported risks, including any concerns raised in relation to the effective administration of this code.

More information about the Code is also available online at

<https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/know-the-code/>

If you have any questions or would like to provide feedback about any area of pastoral care, please talk to your tutor, your Department Manager or any member of the People Potential team that you are comfortable to approach. You are our priority.

# Suggestions & Complaints

A student may wish to offer a suggestion or complain about a decision, action or experience. All suggestions or complaints should be brought to the attention of People Potential in the first instance. Verbal or written suggestions or complaints will be accepted. You can raise your concern with any member of the team you are comfortable talking to and they will direct you to the right person to talk to about it. We genuinely care about resolving issues and so we will need your contact details so that we can work with you to find a resolution. The details will be kept confidential, however as part of our obligations under the Code of Practice we do have to report the number and nature of complaints each year.

Written suggestions or complaints can be made on the supplied forms or written otherwise and signed. The suggestion or complaint can then be lodged in the box supplied in reception or passed to a member of staff. You can also email [admin@peoplepotential.co.nz](mailto:admin@peoplepotential.co.nz) and it will be forwarded to the appropriate manager.

The Managing Director, or nominee of the Director, will investigate both sides and ultimately make a ruling. If the complaint is still not resolved at this stage, or if you are not satisfied with the outcome of your complaint, you can then escalate it to the appropriate authority.

**NZQA** is the correct agency to address your complaint to and they can direct it appropriately. Information about the process is available on their website at:

<https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/>

You can fill in an online form directly from the website or email [risk@nzqa.govt.nz](mailto:risk@nzqa.govt.nz).

Alternatively, you can contact **Study Complaints | Ngā Amuamu Taura** which is an agency that has set up a process designed to empower students and education providers to resolve matters early and through consensual means where possible. Their aim is to meet the needs of learners studying in Aotearoa, ensuring that they have a voice in the process and that their mana, identity and wellbeing is prioritised. If a student and their education provider are unable to reach an agreed outcome, Study Complaints | Ngā Amuamu Taura can provide finality through adjudication where a binding decision is issued.



You can contact them or find out more information at: <https://www.studycomplaints.org.nz/>

This form is to be used where a student wishes to make an informal complaint about something affecting their study on any programme at People Potential.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Programme: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Complaint:

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Recommended Action:

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**PLEASE RETURN THIS FORM TO THE SUGGESTION / COMPLAINT BOX LOCATED IN RECEPTION OR TO A MEMBER OF THE TEAM AT PEOPLE POTENTIAL**

# Assessment

## Reassessment

Prior to the assessment of a unit standard, unit of learning or module assessment, your assessor will make every effort to ensure that you are ready for the assessment. In the instance that a candidate has not met the requirements to achieve the assessment, reassessment will be arranged.

All students have the right to two reassessments. Prior to reassessment, the assessor and/or the tutor will arrange for training to give every opportunity to reach competency.

## Appeal of Assessment

Please follow the procedure outlined below for review or appeal of assessment.

Should you need to request an appeal or review, please use the Appeal of Assessment form provided on the next page.

## Review of Assessment

Any candidate who feels that an assessment decision that does not award them credit was incorrect, is entitled to have their assessment reviewed.

The candidate's request for the review should be in writing to:

The Managing Director  
People Potential Limited  
PO Box 1798  
Whangarei 0140

The request must be received within ten working days of receiving notification of the assessment decision.

Reviews may be requested for a number of reasons including:

- That the assessor did not recognise the candidate's achievement of the required standard of performance.
- That the assessor failed to follow proper and agreed assessment procedures.
- The decision is different from the feedback received at the time of the assessment.

## Review Process

1. Once a review of decision is received, the Managing Director will request copies of documentation relating to the assessment from the assessor.
2. Candidates should supply a copy of their assessment documentation with their review of decision.
3. All material provided will be reviewed and the director will either:
  - uphold the assessor's original decision
  - overturn the assessor's original decision
  - arrange for a reassessment
4. Should a reassessment be necessary, it will be undertaken by another People Potential assessor.
5. The result of the review will be documented and provided to both parties.
6. The decision of the reviewing assessor is final.

Candidate Name: \_\_\_\_\_

Name of Programme: \_\_\_\_\_

Date of Assessment(s): \_\_\_\_\_

NZQA Number: \_\_\_\_\_

Assessor Name: \_\_\_\_\_

Assessment(s) being contested:

Assessment Number:	Assessment Title:	Date of Assessment

Details of appeal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form should be forwarded to:

Managing Director, People Potential Limited, PO Box 1798, Whangarei

# About your study

## Student Feedback & Evaluation

We encourage student feedback and evaluation of our learning materials and teaching processes. If you identify any discrepancies in any of the text in our resources or assessments, then please let your tutor or another People Potential staff member know.

We are continually reviewing all of our material and record any feedback so that we can ensure our resources are relevant, correct and appropriate for each programme and the purpose they have in the current industry.

The team at People Potential are committed to meeting student needs and ensuring ongoing success. You will also have the opportunity to provide feedback on your tutor and the programme you attend during the year through the evaluation process.

## Academic Records and Privacy

Students have the right to have their personal details protected and only given out to legitimate agencies for statistical and recording purposes. Make sure to let us know if any of your personal details change. This is so important, as we do not want you to miss out on any information that you are entitled to have.

## NZQA

The New Zealand Qualifications Authority (NZQA) is based in Wellington. NZQA sets the standard of New Zealand Qualifications.

NZQA has a variety of roles:

- To co-ordinate all qualifications
- To review all Unit Standards
- To develop and maintain an accessible and flexible New Zealand Qualifications and Credentials Framework
- To develop, maintain and promote Unit Standards and New Zealand Qualifications that are not the responsibility of an Workforce Development Council
- To administer all national examinations and qualifications
- To provide a quality assurance service to Standard Setting Bodies (SSBs) and Private and Government Training Establishments (PTEs and GTEs)

People Potential Limited is an approved training provider that must abide by the requirements of NZQA for the delivery of teaching and the assessment of learning. People Potential has a Quality Management System and is evaluated and reviewed by NZQA to ensure compliance.

## Study Link

### Student Allowances

These are grants paid to students to cover living costs while in education at tertiary level. Applications for allowances must be obtained from Study Link. We suggest you apply for your allowance six weeks before the commencement of programme. Ensure you reply promptly to any requests for further information to ensure you receive payments as promptly as possible. Note: This is a means-tested allowance. You will need to contact Study Link regarding your eligibility.

### Study Link Obligations

- You may need to transition from Work and Income / Youth Service payments to Study Link Student Allowance.
- Youth need to advise these agencies of your study decisions to ensure that you are receiving the correct financial support entitlement.
- You are also responsible for informing these agencies when you complete study so that you can continue to receive the correct financial support entitlement.
- Please understand that People Potential will provide these agencies with details about your study.
- Any debt that you incur as a result of not following the correct process with these agencies is your own responsibility.

### Living Costs Loan

This is extra student loan money that is available to assist with living costs during the programme. If a full student allowance is received, no living costs loan will be available to most students.

### Delays

If any documentation is not correct for processing, delays will occur. We suggest you get us to check your applications and you retain copies in an attempt to avoid delays. Note: Study Link, under the Ministry of Social Development, operates Student Loans and Allowances. The initial point of contact for application can be done through the internet [www.studylink.govt.nz](http://www.studylink.govt.nz) or phone 0800 88 99 00.



# Policies & Procedures

There are a number of policies and procedures that will affect you during your programme of study at People Potential. These are detailed in the following pages. Please do not hesitate to ask if you have any queries.

## Campus Rules and Regulations

These rules and regulations must be respected at all times by any individual on any People Potential site and during off-site activities.

### Conditions of participation

- I agree to attend regularly, to be punctual, participate and make every effort to improve while on this programme. I understand that if I do not meet attendance requirements (with any absences approved) my benefit or student allowance may be affected. I understand that this may require me to complete Self-directed Learning in my own time if this is a component of the programme that I am participating in. I also agree to participate in work placement requirements and opportunities while on the programme.
- I agree to abide by the rules and regulations of People Potential.

### Student rules and regulations

- All students are encouraged to bring a smile on your face, be happy, willing to learn and co-operate at all times in the hope that you will learn new skills to help achieve your higher-level study and/or employment goals.
- All students are asked to treat other students and tutors with respect at all times and to take into account the learning needs of others at all times.
- All students are to follow the direction of the staff, or person in charge on Health and Safety matters.
- All students are asked to comply with the non-smoking and vaping zones on campus and use the designated area only.
- All students are to wear tidy clothing or professional attire appropriate to the programme.
- Failure to behave in accordance with the rules and regulations may result in a participant being asked to leave the programme.
- Complaints may be addressed in the first instance to People Potential – to your Tutor, Department Manager or Manager; and finally, to the funding agency or NZQA or the complaints service provided under the jurisdiction of the Code of Practice. More information about this process is available in the Student Handbook.

### Under no circumstances are students to:

- Display or wear gang affiliations of any type including patches, colours, scarves, markings, symbols, etc.
- Damage or take the property of any other person or organisation.
- Act in a manner which will jeopardise your own or someone else's safety.
- Arrive under the influence of, or consume on the programme – alcohol; drugs of any form – legal or illegal, or any other harmful substance.
- Be abusive, aggressive or bully other students.
- Be abusive or aggressive towards staff or to treat equipment with disrespect.
- Use foul language or spit.
- Have offensive weapons in your possession.
- Smoke anywhere on campus except the designated smoking area.
- Bring friends or mates to the programme other than to enquire about training.
- Bring children or animals to the programme.
- Use a mobile phone or other device not related to learning during class time.

## Attendance Policy

### Attendance Requirements

Students are required to maintain 90% attendance. Public Holidays are observed, however school holidays are not. Some programmes have allocations for self-directed learning days for additional study and these will be advised by your tutor.

Your tutor will also ensure that you understand the correct start, finish and break times for the programme you are attending. Break times may vary from time to time, as the nature of the industry you are training for may require flexibility and this will be practiced while you are studying.

Students are required to attend the programme except under the following circumstances:

- Permission is given by the tutor to fulfil requirements of the programme off-site.
- Illness - to be accompanied by a medical certificate after three days (a copy must be held on the student's file).
- Special circumstances, eg. tangi leave.

If a student is unable to attend because of ill health or any other reason, they must have made contact with the Tutor or Department Manager no later than 9.00 for normal classes or 8.00 for work experience. These conditions apply to all students on a programme at People Potential:

1. Medical certificate must be supplied if a student is away sick for THREE or more days.
2. If consistently late starting in the mornings or back from breaks, this will result in a warning from the Tutor and noted in the additional notes on the student's file.
3. If a student is absent for three consecutive days without any contact, the Tutor and/or Department Manager must try to make contact with the student by phone or home visit.
4. If no contact is made, the Department Manager will send a letter to the student advising them that their Student Allowance will be affected if they do not make contact or return to the programme.
5. If there is no contact within five days of absence, the Department Manager will contact Study Link to advise them to cancel any payments the student is receiving as part of a student loan (Living Costs) or a student allowance. Work and Income and/or Youth Service will be notified if appropriate.
6. If absent on a regular basis without contact from the student or without a medical certificate being supplied, at the Tutor's and Department Manager's discretion, Study Link will be contacted to advise them to cancel any payments the student is receiving as part of a student loan (Living Costs) or a student allowance. Work and Income and/or Youth Service will be notified if appropriate.

Our contact numbers are:

- Whangarei Campus:.....09 437 7593
- Kaikohe Campus: .....09 405 2525
- Papakura Campus: .....09 296 2985
- Freephone for all Campuses: .....0800 FOR A JOB or 0800 367 2562

Alternatively, you can text your Department Manager - their mobile number is on their business card. You can also send us a message on Messenger or through our Facebook page ([www.facebook.com/PeoplePotential](http://www.facebook.com/PeoplePotential)).

## Your Safety

People Potential takes responsibility to provide you with a safe environment. We ask you to respect property and safety equipment and report any defect or suggestions to the front office.

**Also:** Please read the information guides in your area of study which relate to the Student Handbook. These will be located on every classroom wall.

## Disciplinary Procedure

Gross violation of the rules and regulations may result in a stand down period.

1. An oral warning will be issued stating the nature of the offence.
2. A written warning will be issued stating the nature of the offence.
3. The student will be required to leave the programme if the behaviour persists.

**Note:** In the case of persons under the influence of alcohol or drugs, the student will be asked to leave the programme immediately and the above dismissal procedure will follow.

## Health and Safety Policy

People Potential will provide an environment which is safe for all students and staff.

1. Your first responsibility is to keep yourself safe.
2. Your second responsibility is to ensure that your actions do not endanger the safety of others.
3. Please inform your tutor of any hazard you identify.
4. The First Aid resource person is your tutor and then the Campus First Aid Officers. Your Tutor will tell you who they are.
5. First Aid resources and procedures will be explained by your Tutor.
6. Car speeds on campus must be kept below 5 kmph.
7. The campus is unsafe for young children due to the large number of vehicles. Alternative arrangements must be made for your children while you attend course.

Your health and safety is important to us in all of the environments you encounter while training. While on your programme your health and safety is the combined responsibility of:

People Potential, you and the owner of any premises visited as part of a training programme.

We have the responsibility to:

- Check for any hazards in the training venue and on extra-curricular activities or field trips, notifying you of these hazards and informing you how to minimise the risk. This includes checking the safety of any equipment used.
- Inform you of emergency procedures when in training venues.
- Ensure you have access to facilities for your health and safety at training venues.
- Ask you if you have any medical problems which could increase the risk to your health and safety in any training environment.
- Document, investigate and report any serious accidents that occur.
- Understand and abide by the requirements of the Health and Safety at Work Act 2015.

You have the responsibility to:

- Follow the instructions of your Tutor, premises or property owner at all times in the training venue, on extra-curricular activities, on field trips and especially in the event of any emergency.
- Behave in a responsible manner.

- Notify your Tutor of any medical problems which could increase the risk to your health and safety in any training environment eg. epilepsy, asthma, allergy to bees, prone to fainting etc.
- Notify your Tutor if you identify any health and safety concerns and follow any health and safety notices.
- Talk to your Tutor if you require any additional information about Health and Safety during your training programme.
- Note: If you choose to use your own vehicle (or choose to travel in another student's vehicle) to travel to or use during an extra-curricular activity or field trip, People Potential accepts no liability for any injury or damage to any person or property.

During any field trips or industry visits, the person responsible for the property visited will:

- Notify you of any hazards on their property.
- Document, investigate and notify People Potential of any serious accidents that occur.
- Understand and abide by the requirements of the Health and Safety at Work Act 2015.

## Policy for Extra Curricular Activities

1. The First Aid Kit is to be carried by the Tutor or other person responsible for the group at all times during extra-curricular activities. Written reports on any incidents must be filed with People Potential as soon as possible after the incident.
2. Tutors must go through each clause of the student contract with all students concerned, before any extra-curricular activities. Tutors are to make sure all students understand each clause. **All students must sign the contract before participating in any extra-curricular activity.**
3. Partner up all students with another member of the group. Each student must stay with their partners and the rest of the group throughout the travelling and the activity.
4. In the event of a student being separated from their partner and group the student must stay put and not wander off.
5. All members of the group must act and behave with respect for the environment, property and other people at all times.
6. All students must wear appropriate clothing and footwear. Tutor must check the student before leaving premises. If student is not wearing appropriate clothing or footwear, they do not participate in the planned activity.
7. All members of the group must carry a full water bottle if the tutor deems it appropriate. The Tutor may choose to carry extra water.
8. All students must understand that the Tutor is in charge at all times and their instructions must be listened to and abided by.
9. All students under 18 years must have a permission slip filled out by their parents to participate in any outdoor/beach activities off campus. If the permission slip is not filled in, the student will not be able to attend.

## Student Requirements for Extra Curricular Activities

All students must abide by the following rules and regulations when on extra-curricular activities. All rules and regulations listed below are in place to ensure student safety.

1. I understand that the tutor and any other authorised instructor is in charge at all times. I will listen to and follow the instructions I am given.
2. I will make sure that I have a partner before leaving the premises.
3. I will stay with my partner and the group at all times.
4. If I am separated from my partner and the group I will stay put and not wander off.
5. I will have respect for our environment, property and other people, and will behave accordingly.
6. I will wear appropriate clothing and footwear and will carry extra clothing and footwear if instructed to. I also understand that if I do not wear appropriate clothing and footwear that I will be prevented from participating in the planned activity.
7. I will carry a water bottle if instructed by the Tutor.
8. I understand that a First Aid Kit is available and will be carried throughout the activity.

**All students must have a signed student contract before participating in any extra-curricular activities. This ensures that:**

- All students take responsibility for their own safety.
- If a student does not abide by any of the above clauses, they may be liable for any damage they may cause.
- Disciplinary action may be taken.

## Policy for Vehicle Use

This policy is for the protection and safety of staff and students who use the People Potential vehicles. Please follow carefully.

- 1. First Aid Kit** - A first aid kit will be available on extra-curricular activities.
- 2. Cellphones** - Tutor will ensure a cellphone is taken on all activities.
- 3. Seat Belts** - All persons travelling in the vehicle must wear a seat belt by law. One seat belt per person.
- 4. Drivers**
  - Only authorised staff may drive the vehicle.
  - No student may drive the van without the express permission of People Potential management or in case of an emergency.
- 5. Vehicle Rules**
  - NO smoking in the vehicle at any time.
  - NO leaning out of the vehicle windows.
  - NO throwing anything out of the vehicle windows.
  - NO foul language to be used.
  - NO eating or drinking in the vehicle.
  - NO graffiti or intentional damage to vehicles.
  - YOU MUST ensure you act professionally on outings.
  - YOU MUST follow all People Potential rules while in vehicle.

Please keep the vehicle clean and tidy eg. If you go to the beach, and get sand in the vehicle, please vacuum after use. Students are responsible for cleaning the vehicle.

## COVID-19

COVID-19 is a virus that can affect your lungs and airways. Adopt simple hygiene and health practices to protect yourself and your whānau. The same guidelines that apply in the community also apply in relation to study at People Potential. Our priority is to keep our students as safe as possible. To do this we will follow the guidelines of the Ministry of Health and the Ministry of Education.

The key things to keeping yourself and others safe include:

- **Stay home if you are sick**

If you have cold, flu or COVID-19 symptoms, stay home and call your doctor or Healthline on 0800 358 5453 for advice about getting tested. These symptoms include:

  - a new or worsening cough
  - a fever of at least 38°C
  - shortness of breath
  - sore throat
  - sneezing and runny nose
  - temporary loss of smell.
- **If you're unwell, wear a face covering**

Please wear a face covering whenever you're on public transport, including flights. Keep your community safe, and cover for each other.

- **Practice good hygiene**

This includes:

- washing your hands with soap thoroughly and often, or using hand sanitiser
- coughing or sneezing into your elbow
- trying not to touch your face
- regularly cleaning surfaces that get touched frequently
- minimising touching things unnecessarily, sharing mobile phones etc.

- **Connect with others**

Connecting with others is an incredibly powerful way to continue to support each other through the recovery. We can support each other by keeping the connections and close-ties to others that we forged during the COVID-19 pandemic. Your emotional and mental wellbeing is important.

**More information is available at [www.covid19.govt.nz](http://www.covid19.govt.nz)**

## **Drug and Alcohol Policy**

- Illegal drugs are not permitted on the premises.
- Alcohol is not to be consumed on the premises.
- No person is permitted on the premises who is under the influence of illegal drugs, legal highs or alcohol.
- People Potential will provide Health Education.
- All staff are responsible for monitoring rules.
- Counselling will be available.

**In any instance where the Drug & Alcohol policy is not followed the Disciplinary Procedure will be practiced.**

## **Smoking and Vaping Policy**

- People Potential will provide a designated area for all participants.
- For those who wish to smoke, a safe environment will be provided.
- Smokers will dispose of their ashes and butts in the receptacles provided.
- People Potential will provide Health Education.
- Smoking of illegal substances or legal highs is prohibited at all times.
- Designated areas will be clearly sign posted.
- Times allocated for breaks will be observed.
- All staff are responsible for monitoring rules.

**Note:** People Potential encourages health and wellbeing and works closely with agencies who support you to quit smoking.

If you would like more details for this, please see your Tutor or Department Manager.

## Fire Evacuation Procedure

Students are to make themselves aware of the following basic steps in the event of a fire being discovered or emergency evacuation being required. People Potential will hold a trial evacuation once every term at each site.

### Procedure for Whangarei Campus:

1. Activate fire alarm by breaking glass and switching on.
2. When the alarm signal is heard, leave by the nearest safe exit.
3. Assemble at the grass area on the Kamo Road side of the driveway.
4. Staff will be responsible for contacting emergency services.
5. Locate nearest Fire Extinguisher.
6. Locate nearest Fire Hose Reel.
7. Locate and report to your Tutor immediately.
8. Wardens will check if all occupants are in the safety area by having a roll call.
9. When occupants are evacuating the building, they should not worry about their own private property. The safety of people must have priority.

### Procedure for Kaikohe Campus:

1. Activate fire alarm by breaking glass and switching on.
2. All occupants must leave the building by a safe exit and assemble in the car park opposite the front of the building where a check on students will be carried out by the Tutor and Warden.
3. Staff will alert all occupants in the area for which they are responsible.
4. Staff will be responsible for contacting emergency services.
5. When occupants are evacuating the building, they should not worry about their own private property. The safety of people must have priority.

### Procedure for Papakura Campus:

1. Activate fire alarm by breaking glass and switching on.
2. When the alarm signal is heard, leave by the nearest safe exit.
3. Assemble outside of the gate in the carpark to the left, next to the Dance Studio.
4. Staff will be responsible for contacting emergency services.
5. Locate nearest Fire Extinguisher.
6. Locate nearest Fire Hose Reel.
7. Locate and report to your Tutor immediately.
8. Wardens will check if all occupants are in safety area by having a roll call.
9. When the occupants are evacuating the building, they should not worry about their own private property. The safety of people must have priority.

**ALL OCCUPANTS MUST REMAIN AT THE ASSEMBLY POINT UNTIL THE  
"ALL CLEAR" IS GIVEN BY THE FIRE SERVICE.**

## Treaty of Waitangi Policy

People Potential aims to fulfil the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage. People Potential has an approach to well-being that encompasses taha whānau (social/cultural), taha wairua (spiritual), taha hinengaro (emotional/mental) and taha tinana (physical) dimensions to encourage and enable progress.

### OBJECTIVES

1. Ensure the curriculum reflects Maori perspectives.
2. Make equitable provisions in the curriculum for the instructional needs of Maori students.
3. Provide a Maori Language component in appropriate programmes which incorporates an understanding of taha Maori, local and general tikanga and local history, with particular regard to the area.
4. Recognise Maori values in the provision of resources and facilities within the institution.
5. Ensure staff training is available in Tikanga Maori and the protocol is followed when appropriate.
6. Consult with Maori Stakeholders on effectiveness with Maori learners, programme content, and other relevant matters.

## Pasifika Policy

People Potential aims to support the aspirations of the Pasifika community and will take account of processes and knowledges that are fa'asamoa (the Samoan way), faka-Tonga (the Tongan way), faka-Tokelau (the Tokelau way), faka-Niue (the Niue way), akano'anga Kuku Airani (the Cook Islands way), and vaka-Viti (the Fijian way), for the major Pasifika populations. Teaching and service methods will be culturally appropriate and Pasifika pedagogy will be accommodated in terms of teaching styles, language, culture and spirituality.

## Internet Policy

It is illegal for any user of a computer to download or view any of the following:

- Music
- Games
- Movies
- Gambling Websites
- Anything from an Adult Website
- Any website that contains illegal or offensive material.

Failure to comply with this policy will mean that the user will be denied further access immediately.

It will result in disciplinary action and may result in withdrawal. A full copy of the computer and internet policy is on the student contract and students must agree to these rules prior to accessing this technology.

## Academic Integrity

When we refer to academic integrity, it means that your work needs to be your own. In practice this means that:

- Your assessments must be your own authentic and independent work
- If you refer to someone else's ideas or words, you must acknowledge that you have done this and reference where you found the information.
- You need to reference the information if you have either: *Paraphrased* - put information into your own words, or *Quoted* - used the exact words of the source

If you do not acknowledge (reference) the source when you use someone else's ideas, words or images in your assessment it is plagiarism and you will not gain credit for the work that has been done.



AI (artificial intelligence) is a useful tool for learning, but you must not use it to write your assessments. Your tutor will use a number of strategies to ensure that your work is authentic and not generated by AI. These could include:

- setting milestones (regular check-ins) with ākonga or students
- observing progress
- requiring ākonga or students to identify and reference all sources of information
- follow-up conversations and questions, such as 'how did you come to that conclusion?'
- making comparisons to other samples of the ākonga or student's work
- looking out for telltale signs such as American spelling, the style of grammar, tone, too many commas
- careful use of AI checkers or detectors
- manage the environment in terms of location and time (it could be supervised)
- manage the format and types of questions
- include self-reflection activities
- use authenticity declarations from ākonga or students.

## Equal Education Opportunities Policy

**People Potential supports the principles of Equal Education Opportunities as a means of ensuring all students have equal opportunity to achieve their potential.**

### POLICY

The company's recruitment and promotion policies are designed to ensure equal opportunity for all individuals.

Programme entry criteria will be kept to a minimum and restricted only to those criteria set down by either the funding agency or the New Zealand Qualifications Authority.

There will be no discrimination on any of the following grounds:

- Gender
- Marital status
- Family status (eg. Having responsibility for children or dependents)
- Religion or ethical belief
- Colour
- Race
- Ethnic or national origin
- Disability
- Age
- Political opinion
- Employment status (eg. Being unemployed or a beneficiary)
- Sexual orientation

All employees of the organisation and students have a responsibility to act in a non-discriminatory manner. Those that fail to do so will be liable to appropriate disciplinary procedures.

### PROCEDURE

Particular care must be exercised to comply with this policy in:

- wording of all educational materials
- selection processes for recruitment, promotion and training opportunities
- design and development of programmes.

The legislation relating to discrimination is contained in the Human Rights Act 1993.

# Student Guidance & Support

If you require support or guidance, please feel free to approach any member of staff you are comfortable talking to. They will be able to refer you to the appropriate person on staff or an outside agency.

We can help you to get support with a range of things including:

- Programme Requirements: Learning Assistance, Expectations, Literacy and Numeracy
- Conflict: Student / Student, Student / Tutor
- Harassment: What to do about it
- Sexual Harassment: What to do about it
- Health: Physical, medical and mental health, Doctors' Appointments, First Aid / Sickness, Emergency Contraception, Class Visits / Information etc, Health Nurse
- Appropriate Resource People: Maori Liaison Person, Pasifika Liaison Person, Other Liaisons
- Student: Advocacy and Support
- Wellbeing and safety
- Healthy lifestyles
- Cultural, spiritual and social needs and aspirations
- Meeting your basic needs of housing, food and clothing

**Your first point of contact is your Tutor, Department Manager** or you can talk to anyone on the team that you feel happy to approach. We will provide a confidential support service. We have training and experience to assist you with many issues. Where we are not equipped to help, we can support you to get the help and guidance that you need.

## What is harassment?

Harassment is when verbal or physical conduct, including misuse of visual or written material, by one person toward another is unwelcome, offensive and might reasonably be perceived as unwelcome and offensive. Such conduct is of a serious nature or is persistent to the extent that it interferes with the individual's study or other work or enjoyment of the campus amenities.

## What is the definition of sexual harassment?

It covers a range of verbal and/or physical behaviour of a sexual nature which is unwelcome, unsolicited and non-reciprocal. It takes many forms including: sexually orientated jokes, cartoons, posters, pin-ups, offensive questions, comments, abuse, leering, unwanted and deliberate contact, touching, pinching, rubbing, questions and comments about one's private life, suggestive remarks. Such behaviour is harassment whether it comes from an individual or a group, staff or students.

**PEOPLE POTENTIAL IS OPPOSED TO ANY FORM OF HARASSMENT**

# Guidance & Support Contact Information

The internet has a range of up-to-date information about services that you can access for guidance and support. It details the services available locally to your campus and those that are available nationwide.

There are recommended websites below, which you can access yourself, or you can approach your tutor, Department Manager, or any member of the team you feel comfortable to talk to, and they will help you through the process of finding the support that is right for you. Please don't hesitate to ask.



- Family Services Directory  
<https://www.familyservices.govt.nz/directory/>



Ngā pou whakawhirinaki o Aotearoa

- Citizens Advice Bureau – Community Directory  
<https://www.cab.org.nz/search/#qa=0&sp=1&ir=0&wc=0>



- New Zealand Disability Support Network  
[https://nzdsn.org.nz/region/auckland-northland/?post\\_types=member](https://nzdsn.org.nz/region/auckland-northland/?post_types=member)



- Health Point  
<https://www.healthpoint.co.nz/>

# Tikanga Māori

Generally, tikanga are Māori customary practices or behaviours. The concept is derived from the Māori word 'tika' which means 'right' or 'correct' so, in Māori terms, to act in accordance with tikanga is to behave in a way that is culturally proper or appropriate.

We honour Te Tiriti o Waitangi as the founding document in Aotearoa New Zealand and are responsible for ensuring all aspects of our activities reflect our commitment to Te Tiriti o Waitangi. It is important that the learning environment and the teaching we provide is culturally appropriate. If you have any concerns about this or observe ways in which we can meet your needs more appropriately we will be pleased to have your help. We have cultural advisors available. They speak for us and for you.

## Māori Words and Greetings

### Greetings

- Tēnā koe (Name) ..... Dear (Name) — greeting one person.  
Kia ora ..... Hello any number of people  
Tēnā kōrua..... Greeting two people. (don't insert the names)  
Kia ora koutou katoa ..... hello to three or more  
Tēnā koutou ..... Greeting three or more.  
Mōrena or Ata mārie ..... Good morning

### Other helpful phrases

- Ngā mihi ..... Thank you  
Ngā mihi nui ..... Thank you very much  
Ngā mihi maioha ..... Thank you with appreciation  
Aroha mai ..... Sorry, I'm sorry, my apologies  
Kei te pēhea koe? ..... How are you? (one person)  
Kei to pēhea kōrua? ..... How are you? (two people)  
Kei to pēhea koutou? ..... How are you? (three or more people)  
Kei te pai..... I'm well  
Kei te tino pai ..... I'm very well  
Kia manahau! ..... Enjoy!  
Ka mau te wehi! ..... Awesome! Fantastic!  
Mere Kirihimete ..... Merry Christmas

### Signoffs or farewells

- Nā ..... From  
Nāku, nā ..... Yours faithfully  
Nāku iti noa, nā ..... Yours sincerely  
Ngā mihi ..... Kind regards or thank you  
Ngā mihi nui ..... Kind regards  
(with more emphasis on gratitude)  
Hei konā mai..... Goodbye for now  
Mā te wā ..... Bye for now, see you later  
Noho ora mai..... Stay well, look after yourself,  
good bye

Kia pai tō rā ..... Have a nice day  
Kia pai tō kōrua rā ..... Have a nice day (two people)  
Kia pai tō koutou rā ..... Have a nice day (three or more people)  
Kia pai tō rā whakatā ..... Have a great weekend!

### Other helpful phrases

ae ..... yes  
aroha ..... love/sorrow  
haere mai ..... welcome  
haere ra ..... goodbye (to the person leaving)  
haka ..... ceremonial dance  
hangi ..... earth oven and food prepared in it  
hongi ..... greeting by pressing noses  
hui ..... meeting  
huihui ..... to meet  
hunga kainga ..... hosts, people of the land  
iwi ..... tribe or people  
ka pai! ..... exclamation of pleasure or approval; good, agreement  
kaahore ..... no  
kai ..... food  
karakia ..... chant or prayer  
karanga ..... call of welcome  
kaumatua ..... male elder  
kia ora ..... hello  
koha ..... gift  
kuia ..... female elder  
mana ..... authority / pride  
manuhiri ..... guest, visitor  
marae ..... enclosed space in front of meeting house, meeting place  
moana ..... sea or lake  
pa ..... settlement or stockaded village  
puke ..... hill  
rangitira ..... chief  
tane ..... man  
tangi ..... bereavement, funeral gathering  
tapu ..... sacred, restricted  
tupuna ..... ancestor  
wahine ..... woman  
wai ..... water  
whanau ..... family  
whare ..... house, hut or building  
whenua ..... land

## Karakia

### Inoi a te Ariki

E to matou matua I te rangi  
Kia tapu tou ingoa  
Kia tae mai tou rangatiratanga  
Kia meatia tau e pai ai ki runga I te whenua  
Kia rite ano ki to te rangi  
Homai ki a matou aiane  
He taro mo matou mo tenei ra  
Murua o matou hara  
Me matou hoki e muru nei I o te hunga e hara ana  
Ki a matou  
Aua hoki matou e kawea kia whakawaia  
Engari whakaorangia matoa I te kino  
Nou hoki te rangatiratanga  
Te kaha me te kororia  
Ake Ake Amine

### Tūtawa mai – Karakia timatanga

Tūtawa mai i runga  
Tūtawa mai i raro  
Tūtawa mai i roto  
Tūtawa mai i waho  
Kia tau ai te mauri tū,  
Haumi e, hui e, tāiki e

### Karakia Whakakapi – Karakia Whakamutunga

Kia whakairia te tapu  
Kia wātea ai te ara  
Kia turuki whakataha ai  
Kia turuki whakataha ai  
Haumi e. Hui e. Tāiki e!

### Karakia kai

Whakapaingia ēnei kai  
Hei oranga mō ō mātou tinana  
Mō ō mātou wairua hoki  
Āmine

### The Lords Prayer

Our Father who art in Heaven  
Hallowed be thy name.  
Thy kingdom come  
Thy will be done  
On earth as it is in heaven  
Give us this day our daily bread  
And forgive us our trespasses  
As we forgive those who trespass  
against us  
and lead us not into temptation  
But deliver us from evil  
For thine is the kingdom  
The power and the glory.  
Forever and ever.  
Amen

### Prayer to Open

I summon from above, below within,  
from the outside environment,  
to calm and settle the vital inner essence,  
the well-being of everyone,  
lets come together  
United!

### Prayer to Close

Restrictions are moved aside  
so the pathways is clear  
to return to everyday activities  
Let's come together – united!

### Blessing for Food

Bless this food  
For the health of our bodies  
And our spirits  
Amen

## Waiata

### Wairua Tapu

Wairua tapu tau mai ra  
Wairua tapu mai runga  
Uhia mai nga taonga pai  
Homai to aroha

Wahia kia tika  
Akona mai ra kia u ki te pai  
Horoia kia ma tonu ra  
Ko koe te tino kororia

Holy spirit rest upon us  
Holy spirit from above,  
With your many gifts  
We receive your love.  
Teach us your ways  
As we remember you.

### E Te Ariki

E Te Ariki  
Whakarongo mai  
Tenei hoki matou  
E Inoi atu nei

Manaakitia mai ra  
Taku reo e tangi nei  
Awhinatia ra  
E te Ariki

Ko koe te aroha  
Te rangimarie  
I roto i te wairua  
Te painga o te ao

Our heavenly father  
Hear our prayer  
It is we  
Who pray to you  
Share with us  
The language we cry out  
Help us  
Our heavenly father  
You are the love  
The peace  
In our souls  
And kindness to the world

### E Hara I Te Mea

E hara I te mea  
No naiane te aroha  
No nga tupuna  
I tuku iho I iho

Te whenua te whenua  
Hei oranga mo te iwi  
No nga tupuna  
I tuku iho I tuku iho

Whakapono tumanako  
Te aroha o te iwi  
No nga tupuna  
I tuku iho I tuku iho

It is not the thing  
That love is only of now  
Our ancestors  
Gifted to us  
The land, the land  
That people will live on  
Our ancestors  
Gifted to us  
Truth and honesty  
The love of the people  
Our ancestors  
Gifted to us

### **Te Puawaitanga O Ngapuhi**

Whakarongo mai  
Ki te reo e tangi nei  
E ringihia mai ana,  
Mai i aku kamo  
Nga roimata e

Whiti mai te ra  
Ngaro ana te mamae  
Ngaro noa te pouri  
Kaua e mau riri  
Anei ano he ra

**Maranga mai e te iwi  
O nga hapu Ngapuhi  
Kia mau, kia u, kia pupuri ai  
Ki nga akoranga nui**

Takahia te ao  
Ka kitea te iwi  
E tu tangata mai tatou,  
Nga uri o ratou  
Kua mene ki te po

Tenei te mihi  
Ki nga kai awhina e  
Ki nga whaea nga matua  
Anei ra ko nga hua  
E puawai ana mai  
Maranga mai...

### **Ka Waiata**

Ka waiata  
Kia marie  
Hine I whakaae  
Whakameatia mai  
He whare tangata

Hine purotu  
Hine ngakau  
Hine rangimarie

Ko te whaea  
Ko te whaea  
O te ao  
O te ao

Listen  
to the voice that is crying out  
and see the tears that  
are falling from the eyes

But as the sun shines  
the pain disappears and  
the sadness falls away  
don't hold any anger  
for today is another day

**Rise up ye the people  
of the sub tribes of Ngapuhi  
to hold firmly & securely & forever  
the great teachings**

As you travel the world  
it will be seen by the people  
that we stand proud  
we the descendants of those who have  
been lost to the night

This is the thanks we give  
to our many helpers,  
to our aunts and uncles, mothers  
and fathers. Here we are the  
fruit of your labour  
that blossom before you.

To the mother of the world  
Songs of praise onto mother earth  
She is the chosen one  
As the womb of mainland  
Her inner beauty, open heart  
Humble by nature  
You are the mother of the world



### **Tūtira mai ngā iwi**

Tūtira mai ngā iwi, (Aue!) tātou tātou e  
Tūtira mai ngā iwi, (Aue!) tātou tātou e  
Whai-a te marama-tanga,  
me te aroha - e ngā iwi!  
Ki-a ko tapa tahi, Ki-a ko-tahi rā Tātou tātou e  
*(2x then finish as below)*  
Tā-tou tā-tou e E!!

Line up together, people, All of us, all of us.  
Stand in rows, people, All of us, all of us.  
Seek after knowledge  
and love of others - everybody!  
Be really virtuous And stay united.  
All of us, all of us.  
*Sing it all a second time.*  
All of us, all of us!!  
Hi aue hei !!!

### **Utaina**

Utaina mai nga waka  
Nga waka o te motu  
Toia mai ra ki uta  
Ki te takotoranga  
Hiki nuku, hiki e  
Hiki rangi, rangi e  
Tena, tena ra koutou katoa

Bring ashore the canoes  
The canoes of this island  
Bring forth to shore  
to the resting place  
Uplift here  
Uplift there  
Welcome, welcome to one and all

### **He Honore**

He honore, he kororia  
Maungarongo ki te whenua  
Whakaaro pai e  
Ki nga tangata katoa

Honour and glory  
Peace on earth  
and goodwill  
to mankind

Te atua, he piringa  
Toku oranga  
(Repeat – He Honore)  
Ake Ake Ake

May the Lord  
look after our wellbeing  
Forever and ever

Amine

Amen

### **Ma te Kahukura**

Ma te kahukura ka rere te manu  
Ka rere koe  
Ka tae atu koe ki te taumata  
Whakatau mai ra e

It is the rainbow that encourages the bird to fly, and so it  
must encourage you  
Only when you reach your destination  
may you return

Mau ana taku aroha  
Whai ake ki nga whetu  
Rere to tika rere pai  
Rere runga rawa ra e

Grab hold of my love and  
spread it amongst the stars  
may your pathway be direct  
for your journey afar

# Getting here

- Whangarei has a number of bus routes that connect to the Campus. Timetables can be found online at [www.citylinkwhangarei.co.nz](http://www.citylinkwhangarei.co.nz), or you can ask your Department Manager, Tutor or the administration team for assistance.
- Papakura has a number of bus and train routes that connect to the Campus. Timetables can be found online at [www.at.govt.nz/bus-train-ferry/timetables/](http://www.at.govt.nz/bus-train-ferry/timetables/) or you can ask your Department Manager, Tutor or the administration team for assistance.
- If you are at our Kaikohe or flexi sites and need support with a plan to get to campus, talk to your Tutor or Department Manager.
- Travel allowance is available for students who are eligible – check with your Department Manager if you meet the criteria.

**Whangārei Campus**

17 Keyte Street  
Whangārei 0112

**Kaikohe Campus**

7 Dickeson Street  
Kaikohe 0405

**Papakura Campus**

17 Porchester Road  
Papakura 2110



**People  
Potential**

*Iwi Whakaatu*

Call us today on 0800 367 2562

Email: [admin@peoplepotential.co.nz](mailto:admin@peoplepotential.co.nz)