



TANGAROA
COLLEGE

Careers Department Information Guide

A comprehensive guide for Students, Staff and Whānau containing information about the Careers Department, Study and Training opportunities, NCEA, University entry requirements, Scholarship Information, Resources and much more.

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How to use this Guide

For Students

This Information Guide has been designed to provide students with a broad overview of what the Careers Department has to offer and provide career-related information to assist students when making decisions about their futures. Students are encouraged to take their time to read the information contained in this document and to also use this guide as a reference when having conversations at home with parents and whānau about their future.

For Staff

Staff are encouraged to use this Information Guide to better understand how the Careers Department can assist students and also as a reference guide when having career related discussions with students.

For Whānau

This guide can be referred to when having career related conversations at home and provides information for parents/caregivers and families around different options that are available to students when they finish school.

Careers Centre

In the Careers Centre at Tangaroa College, we aim to facilitate planned learning experiences that assist students in the process of making well-informed decisions about their future study options and work opportunities.

Our goal is to equip students with career management competencies that are required in a modern and fast-changing work and study environment.

Career advice and planning starts in Year 9 and continues as students move through the senior years. Individual career pathway planning is provided for every student.

The Careers Centre has Tertiary education information, Scholarship options and Career and Employment opportunities. There are computers available for students to use when writing CVs, making tertiary applications, practicing for their learner's license or researching information.

We have experienced staff members who support students with effective career guidance:

Alice Va'a - Head of Careers/Future Pathways - Ph: (09) 274 5764 ext. 302

Amy McPhail - Careers Advisor - Ph: (09) 274 5764 ext. 253

Our friendly team is located in the Careers Centre inside C Block.

Please feel free to come and see us or contact us if you have any questions.

Email: careers@tangaroa.school.nz

Career Central

Career Central is our school's chosen platform for student career pathway management.

| Instructions for logging into Career Central | |
|--|---|
| <u>Teacher</u> | <u>Student</u> |
| 1. To login as a Teacher go to cc.school.nz 2. Click on 'staff login' 3. Select 'Tangaroa College' from the drop-down list 4. Log in with your school google account | 1. To login as a student go to cc.school.nz 2. Click on 'student login' 3. Select 'Tangaroa College' from the drop-down list 4. Log in with your school google account |
| The below link contains a short video about Career Central for students and login instructions: https://rise.articulate.com/share/zTsUjymEVh-GY4uYsFgIRW4X6GRculuo#/ | |

Career Department Sessions and Events

Throughout the school year the Career Department arranges a number of sessions and events for Students and their Whanau to keep them informed of relevant career-related information and to assist in making educated career decisions.

Career Expo

Every year Tangaroa College hosts a Career Expo for senior students. Tertiary Education providers and Employers are invited to showcase what future pathways are available for

students when they finish school. This is a chance for students to see a wide range of options in one place and meet and talk to industry professionals.

Talanoa Evenings

Talanoa is a night where Tangaroa College alumni and/or community members are invited to come into the school and Talanoa (tell their story) to Yr13 students about their lives and careers after school.

Career Talks

Individuals from different career pathways are invited to come in and speak to interested senior students about their career, what qualifications are needed, what the job entails, and what subjects would be useful. This is a great chance to get first-hand knowledge and ask questions from someone who is working within the industry you may be considering.

Student Programs

Tangaroa College collaborates with a number of student programs run by different organisations throughout the year. The selection criteria and maximum number of students able to participate varies for each program. Some programs that may be offered are:

NIU Programme

The NIU Programme is organised by the University of Auckland, this is a mentor based programme offered to Pacific Year 13 students who are interested in attending the University of Auckland once they have finished school. They offer a range of in school mentoring workshops and out of school events throughout the year.

Malosi Project

This programme is organised by a group of Pacific law students at the University of Auckland. Our collaboration with this team is very unique as this is a tailor made programme that we have designed together to offer a practical learning experience for students interested in studying Law when they finish school.

KATTI (Kei a Tatou te Ihi)

KATTI is a leadership and development programme for high school students from Year 10-13. KATTI is run by 10 organisations across Auckland including tertiary providers and support services. This programme has been developed to support current career initiatives in schools and delivered within ahuatanga Māori.

PILOT (Pacific Island Leaders of Tomorrow)

PILOT or Pacific Island Leaders of Tomorrow is a programme designed to engage with Pasifika students from Years 10-13. The programme focuses on fostering skills and leadership within the young Pacific Island community. The purpose of the PILOT programme is to inspire, engage and develop Pacific leaders and help them to make informed decisions about their education and career.

NCEA

The National Certificate of Educational Achievement (NCEA) is the main national qualification for secondary school students in New Zealand.

NCEA is recognised by employers and used for selection by universities and polytechnics, both in New Zealand and overseas.

How NCEA Works

- Each year, students study a number of courses or subjects.
- In each subject, skills and knowledge are assessed against a number of standards. For example, a Mathematics standard could be: Apply numeric reasoning in solving problems.
- Schools use a range of internal and external assessments to measure how well students meet these standards.
- When a student achieves a standard, they gain a number of credits. Students must achieve a certain number of credits to gain an NCEA certificate.
- There are three levels of NCEA certificate, depending on the difficulty of the standards achieved. In general, students work through levels 1 to 3 in years 11 to 13 at school.
- Students are recognised for high achievement at each level by gaining NCEA with Merit or NCEA with Excellence. High achievement in a course is also recognised.

NCEA Guide App

NZQA has a mobile App called NCEA Guide written for parents, whānau and employers.

The App provides quick and easy access to key information about NCEA. Content can be viewed in English and Te Reo Māori.

The App makes practical information about NCEA more easily accessible and enables parents and whānau to access simple content about how NCEA works and how they can support family members studying for NCEA.

The NCEA Guide App is free to download from the Apple App Store and Google Play Store.

NCEA Levels and Certificates

| NCEA Level | Requirements |
|----------------|--|
| Level 1 | 80 credits are required at any level (level 1, 2 or 3) including literacy and numeracy. |
| Level 2 | 60 credits at level 2 or above + 20 credits from any level Level 1 literacy and numeracy requirements must also be met. |
| Level 3 | 60 credits at level 3 or above + 20 credits from level 2 or above Level 1 literacy and numeracy requirements must also be met. |

Further Education

Learning doesn't stop when you finish school and plays a big role in shaping your career. We have provided an overview in this guide of some study, training and apprenticeship options that are available to you when you leave school.

It's a good idea to start to think about what you may be interested in so that you can ensure you are taking the right subjects and are aware of what the entry requirements are for your chosen option/s.

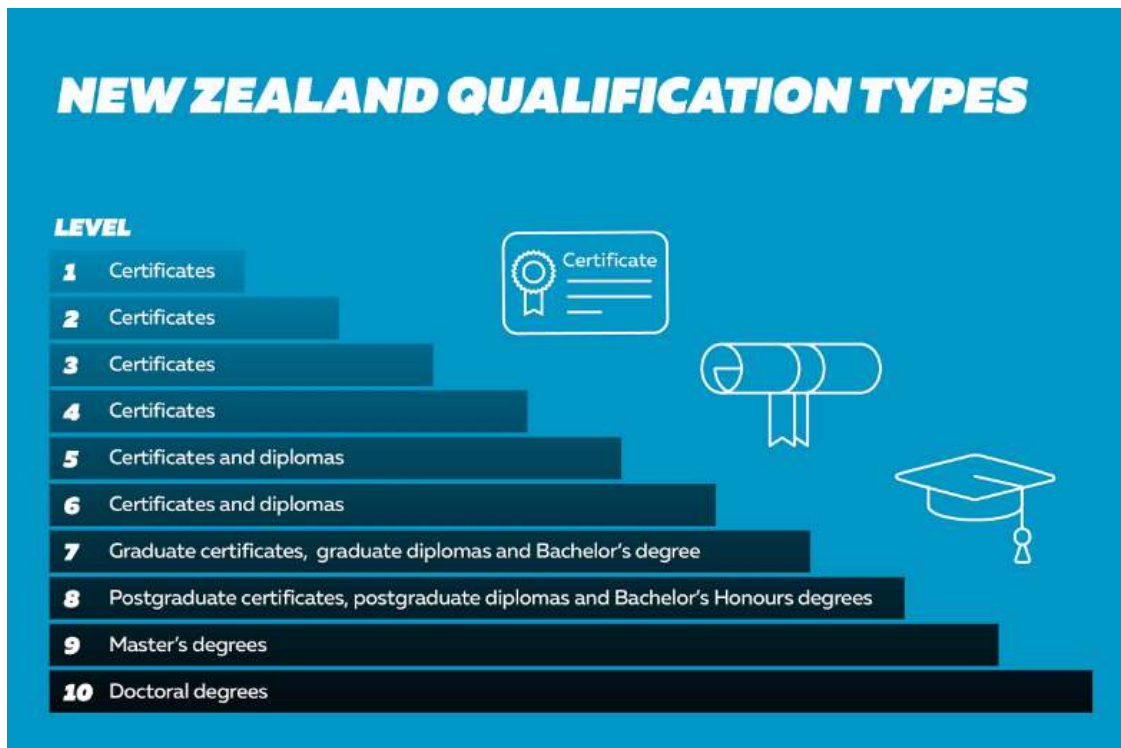


We recommend thinking about what interests **you** have (not what your friends are thinking of) as studying towards a career you have a genuine interest in is essential for your success and enjoyment.

None of these options are 'better' than the others. What you choose should be based on the job and experiences that you want.

Qualifications and their Levels

There are 10 Tertiary qualification levels that exist in New Zealand. They are:



It is important to know what level the qualification is that you choose to study towards as this will give you an idea of how much work and time will be involved in completing the qualification. For example it will require more time and the workload will be heavier to complete a level 5 Diploma compared to a level 4 Certificate.

University

University courses traditionally focus on teaching academic subjects, but many now include work placements and internships.

There are currently eight universities in Aotearoa New Zealand. They typically offer a mix of general degrees, such as a Bachelor of Arts or Commerce, as well as some more specialist degrees.

Some specialist degrees are only offered at certain universities, so if you're interested in something like Veterinary Science or Medicine, you'll want to look into which university or universities offer these.

While some jobs will need you to have a degree, such as becoming a doctor or a lawyer, not all of them will.

University Entry Requirements

The entry requirements for University are much stricter than some other further education options. This is because university level qualifications are generally at level 7 or above.

University Entrance (UE) is the minimum requirement to go to a New Zealand university.

To qualify you will need:

- NCEA Level 3
- Three subjects - at Level 3, made up of:
 - 14 credits each, in three approved subjects
- Literacy - 10 credits at Level 2 or above, made up of:
 - 5 credits in reading
 - 5 credits in writing
- Numeracy - 10 credits at Level 1 or above, made up of:
 - achievement standards – specified achievement standards available through a range of subjects, or
 - unit standards - package of three numeracy unit standards (26623, 26626, 26627- all three required).

Once you have met the requirements for University Entrance it will appear on your Record of Achievement.

Rank Scores

Some universities offer you guaranteed entry if you reach their guaranteed entry rank score (unless there are also other entry requirements).

Your rank score summarises your best NCEA results into points and:

- is based on your University Entrance-approved subjects
- is calculated on your best NCEA Level 3 credits
- allocates higher points for excellence and merit grades.

Different qualifications have different minimum rank scores for enrolment and these can be found on the university's individual websites.

Other requirements for entering university

Depending on the course you want to enrol in, and who provides it, you may also need to:

- pass particular NCEA subjects or achievement standards
- attend an interview or audition
- provide a portfolio
- have relevant voluntary or paid work experience
- pass police checks
- provide references

University's in New Zealand

| University | Campus Location/s | Website |
|-----------------------------------|--------------------------------|---|
| The University of Auckland | Auckland | https://www.auckland.ac.nz/en.html |
| AUT | Auckland | https://www.aut.ac.nz/ |
| University of Waikato | Hamilton, Tauranga | https://www.waikato.ac.nz/ |
| Massey University | Auckland, Manawatu, Wellington | https://www.massey.ac.nz/ |
| Victoria University of Wellington | Wellington, Auckland | https://www.wgtn.ac.nz/ |
| University of Canterbury | Christchurch | https://www.canterbury.ac.nz/ |
| Lincoln University | Canterbury | https://www.lincoln.ac.nz/ |
| University of Otago | Dunedin | https://www.otago.ac.nz/ |

Institutes of Technology and Polytechnics

Polytechnics, also known as institutes of technology and polytechnics (ITPs), focus on teaching a range of technical and vocational learning options. This covers not only learning practical skills aimed at getting a job, but also qualifications including certificates, diplomas and degrees.

If you are interested in more ‘hands on’ learning options you should explore what courses are available at ITPs.

ITPs Entry Requirements

Depending on the level of qualification you choose to study towards will determine what your course entry requirement is for ITPs. The entry requirements vary:

- Level 1 to 4 certificates may not have particular NCEA requirements. However, literacy and numeracy are usually useful, and some courses require specific NCEA subjects.
- Level 5 and 6 certificate and diploma entry requirements vary from NCEA Level 2 to University Entrance.
- Degrees usually require University Entrance or an approved Level 4, 5 or 6 qualification.

ITPs in New Zealand

| ITPs | Campus Location/s | Website |
|--|---|---|
| Manukau Institute of Technology (MIT) | South Auckland | https://www.manukau.ac.nz/ |
| Unitec | Auckland | https://www.unitec.ac.nz/ |
| Northland Polytechnic (NorthTec) | Dargaville, Kaikohe, Kaitaia, Kerikeri, Whangarei | https://www.northtec.ac.nz/ |
| Waikato Institute of Technology (Wintec) | Hamilton | https://www.wintec.ac.nz/ |
| Toi Ohomai Institute of Technology | Tauranga, Rotorua, Taupo, Tokoroa, Whakatane | https://www.toiohomai.ac.nz/ |



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|--|--|---|
| Eastern Institute of Technology (EIT) | Hawkes Bay, Gisborne | https://www.eit.ac.nz/ |
| Universal College of Learning (UCOL) | Palmerston North, Whanganui, Marsterton, Levin | https://www.ucol.ac.nz/ |
| Western Institute of Technology at Taranaki (WITT) | New Plymouth, Hawera | https://www.witt.ac.nz/ |
| Wellington Institute of Technology (Weltec) | Wellington | https://www.weltec.ac.nz/ |
| Whitireia Community Polytechnic | Wellington | https://www.whitireia.ac.nz/ |
| Nelson Marlborough Institute of Technology (NMIT) | Nelson, Blenheim | https://www.nmit.ac.nz/ |
| Tai Poutini Polytechnic | Christchurch, Greymouth, Reefton, Auckland, Wanaka, Westport | https://www.tpp.ac.nz/ |
| Ara Institute of Canterbury (ARA) | Christchurch, Ashburton, Timaru, Oamaru | https://www.ara.ac.nz/ |
| Otago Polytechnic | Dunedin | https://www.op.ac.nz/ |
| Southern Institute of Technology (SIT) | Invercargill, Queenstown, Christchurch, Gore, Auckland | https://www.sit.ac.nz/ |
| The Open Polytechnic of New Zealand | Distance Learning | https://www.openpolytechnic.ac.nz/ |

Private Training Establishments

PTEs can offer study options ranging from vocational study to degrees. While some PTEs offer a variety of subjects, some focus on more specific areas.

New Zealand has over 700 private training establishments that provide job pathways into specialist industries like, Business and Technology, Food and Hospitality, Tourism, Commercial Aviation, Animation and Game Design.

PTE's can offer a more practical learning environment and smaller class sizes give you access to academic staff and industry partners.

PTE Entry Requirements

The entry requirements into Private training establishments will vary depending on the subject area and the level of qualification you choose to study.

- Level 1 to 4 certificates may not have particular NCEA requirements. However, literacy and numeracy are usually useful, and some courses require specific NCEA subjects.
- Level 5 and 6 certificate and diploma entry requirements vary from NCEA Level 2 to University Entrance.

PTE Providers

The below table gives an idea of some of the PTE's in Auckland but does not cover them all. There are also lots of other PTE's around the country.

| PTE | Area/s of Study | Website |
|---|--|---|
| International Travel College of New Zealand (ITC) | Airline, Travel and Tourism | https://www.itc.co.nz/ |
| New Zealand School of Tourism | Airline, Travel and Tourism | https://nzschooloftourism.co.nz/ |
| NZMA | Hospitality, Cookery, Business, Floristry, Construction, Early Childhood, Trades Training, Sport, Health, Pharmacy | https://www.nzma.ac.nz/ |
| New Zealand School of Education (NZSE) | Business, Early Childhood, Healthcare, IT, Retail, Security, Military Prep | https://www.nzse.ac.nz/ |



| | | |
|---|---|---|
| New Zealand Institute of Health and Fitness (NZIHF) | Personal Training | https://nzihf.ac.nz/ |
| New Zealand Institute of Sport (NZIS) | Health and Fitness, Sport Management | https://www.nzis.co.nz/ |
| New Zealand College of Massage | Massage Therapy | https://www.massagecollege.ac.nz/ |
| Air New Zealand Academy of Learning | Aeronautical Engineering | https://www.airnzlearning.co.nz/ |
| Techtorium | IT – Computer Engineering, Software Development | https://techtorium.ac.nz/ |
| Yoobee Colleges | Animation, Design, Film | https://www.yoobee.ac.nz/ |
| Cut Above | Hairstyling, Barbering and Makeup | https://www.cutabove.ac.nz/ |
| Servilles Academy | Hairstyling, Barbering and Makeup | https://servillesacademy.com/ |
| Elite School of Beauty and Spa | Beauty Therapy | https://www.elitebeautyschool.co.nz/ |

Wānanga

Wānanga offer a Māori-centred tertiary education that supports te ao Māori. They have courses in a range of subjects right up to Postgraduate level (further study after completing a first degree), where āhuatanga Māori and tikanga Māori are central to the programmes.

There are currently three Wānanga, all of which have multiple campuses throughout the country.

Wānanga Entry Requirements

The entry requirements vary depending on the level of the qualification and course you choose to study.

Wānanga in New Zealand

| Wānanga | Location/s | Website |
|----------------------------------|---|---|
| Te Wānanga o Aotearoa | Locations throughout New Zealand plus Home based learning | https://www.twoa.ac.nz/ |
| Te Wānanga o Raukawa | Otaki, Manukau | https://www.wananga.com/ |
| Te Whare Wānanga o Awanuiāraangi | Whakatane, Auckland, Northland, Some courses offered Nationwide | https://www.wananga.ac.nz/ |

Industry Training

Industry training allows you to do formal education and training through your workplace, with most learning done on the job. Apprenticeships are one type of industry training.

You can do workplace training in a range of hands-on industries, such as engineering or construction.

Industry Training Organisations (ITOs) are in charge of organising the training for employees. Being able to train while you work means you can earn money at the same time as getting your qualification.

When you complete your apprenticeship you receive a Level 4 New Zealand certificate in the area you have studied.

Industry Training Entry Requirements

The entry requirements vary depending on the industry you are interested in working in but in general you will need to be 16 years or older and may need to have achieved NCEA level 2 or NCEA Level 2 in the subject area you are completing your apprenticeship in.

You will need to find employment with an employer who supports staff through Industry Training.

There are also fees involved with industry training. Some employers will pay your apprenticeship fees. Others will expect you to pay the fees.

Completing an Apprenticeship

As an apprentice you will:

- work for, and learn from, an employer who supports you through your apprenticeship
- complete practical, on-the-job assessments
- attend courses that are part of the apprenticeship such as block courses, evening courses and day-release classes
- complete written assessments

ITO's in New Zealand

Have a look at the relevant ITO's website for the industry you are interested in to find out more information.

| ITO | Industry Area/s | Website |
|--|---|---|
| BCITO - Building and Construction Industry Training Organisation | Building, construction, flooring, masonry, glass and glazing, joinery, interior systems, and painting and decorating. | https://bcito.org.nz/ |
| Careerforce - Community Support Services Industry Training Organisation Limited | Health and disability support, social and community support, cleaning, caretaking, and pest management. | https://www.careerforce.org.nz/ |
| Competenz - Competenz Trust | Engineering, manufacturing, forestry, communications and media, maritime and rail transport, and other trades (locksmithing, fire protection, refrigeration, heating and air conditioning). | https://www.competenz.org.nz/ |
| Connexis - Infrastructure Industry Training Organisation | Civil construction, electricity supply and transmission, water, and telecommunications. | https://www.connexis.org.nz/ |



| | | |
|---|--|---|
| HITO - New Zealand Hair and Beauty Industry Training Organisation Incorporated | Hairdressing, barbering and beauty. | https://www.hito.org.nz/ |
| MITO - MITO New Zealand Incorporated | Automotive, commercial road transport and logistics, stevedoring and ports, freight forwarding and distribution, industrial textile fabrication, extractives and drilling, gas, protective coating, and resource recovery. | https://www.mito.org.nz/ |
| NZ MAC ITO - Boating Industries Association of New Zealand Incorporated | Boat building design and manufacturing, composite manufacturing, marine support services, and sail making. | http://www.nzmacito.org.nz/ |
| Primary ITO - Primary Industry Training Organisation Incorporated | Agriculture, horticulture, sports turf, equine, dairy manufacturing, meat processing and seafood, and petrochemical, energy and chemical plant. | https://www.primaryito.ac.nz/ |
| ServiceIQ - Service Skills Institute | Tourism, travel, retail, hospitality, museums, aviation and wholesale goods operations. | https://www.serviceiq.org.nz/ |
| Skills Active Aotearoa - Skills Active Aotearoa Limited | Sports, fitness and recreation, snow sport and performing arts. | https://www.skillsactive.org.nz/ |
| The Skills Organisation | Plumbing, gasfitting, drainlaying, roofing, electrotechnology, real estate, financial services, local government, public sector (with some exclusions), security, contact centre, offender | https://skills.org.nz/ |

| | | |
|--|---|--|
| | management, cranes and scaffolding, ambulance, emergency management, and fire services. | |
|--|---|--|

Other Career Options

If you are looking for a Career where you get paid to complete your training, learn on the job and have career progression, one of the below options may be for you:

Police Force

As a member of the New Zealand Police you'll help people every day, and no two days will be the same. You'll constantly grow and learn because professional development continues throughout your career. The Police Force has a range of diverse people with different backgrounds, experiences and interests and welcome applications from anyone regardless of gender, ethnicity, culture, sexuality, or faith. We're also very interested in applicants who understand different languages and cultures. New Zealand's diversity is growing, so bring your background and values to the job.

Must Haves:

- You must be at least 17 years old to apply and 18 when you start at Police College, there's no upper age limit
- You must be a New Zealand or Australian citizen or have New Zealand permanent residency
- You must be able to speak, read, write and listen in English
- You must be physically fit
- You must have good eyesight (minimum visual standard of 6/12 unaided in each eye, correctable to 6/6 with contact lenses or glasses)
- You must have a full New Zealand Driver's Licence.

Important Qualities:

- Outstanding communication skills
- Empathy for others
- Unwavering loyalty
- Commitment
- Integrity
- Problem-solving abilities

- A sense of humour is also pretty important.
- You'll need the ability to understand the communities you serve and be able to identify and examine the problems that lead to trouble.

Training

Once you have been accepted into the Police Force you will complete 16 weeks training at the Royal NZ Police College. You will be paid a training salary during this time. In your first 2 years you will start as a probationary Constable and respond to emergencies and prevent crime. You'll train on-the-job attending street disorder, family violence, road crashes, and stolen car investigations. You'll participate in operations at major sporting events, prepare files for court, and help to locate missing people. After two years as a probationary Constable, you'll become a fully-qualified Constable. Choose to stay in this role or apply to work in a specialist area—there are over 30 roles to choose from.

More Information

<https://www.newcops.co.nz/>

Defence Force

A career in the Defence Force gives you real purpose. You'll work as part of a tight-knit team, protecting your whānau, your country and our environment from harm. And you'll have the honour of representing New Zealand wherever you go. The Defence Force is made up of three unique services, each with its own strengths. We're New Zealand's Navy, Army and Air Force. Together we stand up for what is right. By protecting New Zealand's interests at sea. By safeguarding peace and stability within our neighbouring regions and further afield. And by helping others in times of need, with agile air operations across the world.

Must Haves:

To apply for any career with the Defence Force, you'll need to be:

- Medically and physically fit
- A New Zealand citizen, or New Zealand Residence class visa holder
- Preferably free from criminal convictions (assessed on a case by case basis)
- At least 17 years of age.

Training

Everyone starts their career with us by getting to grips with military culture during their initial training. From there, you will move into specialised training to develop you for your chosen trade and career. You could be learning on the job, doing tertiary study, or attending one of many courses relating to your trade and Service. Whatever you do,

training is an integral part of being in the Defence Force. You'll find yourself taking pride in keeping your brain, as well as your body, in peak condition.

More Information

<https://www.defencecareers.mil.nz/defence-careers/>

Fire Service

As firefighters we do the right thing, work together as a team, serve and support and are always striving to improve. Fire and Emergency New Zealand value people from all walks of life. The modern firefighter role encompasses a wide range of skills and each individual contributes something to the team. There's a lot more to being a modern firefighter. You'll be responsible for operational readiness, first and foremost. You'll fight fires. You'll help with medical emergencies, motor vehicle incidents, search and rescue, civil defence and natural disaster responses. You'll be busy with fire prevention activities, presenting the Get Firewise programme in schools, checking fire alarms in homes and businesses, and offering safety advice wherever it's needed. You'll help with administration, data input, station and equipment cleaning and maintenance.

Must Haves:

- All applicants for paid firefighter positions must hold permanent residency before submitting a job application.
- You also need to be 18 years of age or older to apply. There's no maximum age.
- You must also be able to pass our police and medical checks.

Desirable Skills:

- Some life experience
- Mental strength
- Strong morals and ethics
- Drive, energy and a can-do attitude
- Experience as a team player
- Effective communication skills
- Physical fitness

Training

Successful candidates will be invited to attend a 12-week live-in course at our National Training Centre in Rotorua. The 12-week recruit course is the most challenging but the most rewarding part of the whole process. It includes studying and practising to develop

the mental and physical toughness needed to start work as a firefighter. We put you up for the duration. Hearty meals and accommodation is provided.

More Information

<https://www.fireandemergency.nz/campaign/apply-to-be-a-career-firefighter/>

New Zealand Customs Service

Our Customs Officer and Assistant Customs Officer positions are entry level operational roles that provide foundational knowledge and experience for your Customs career. Working as part of a team to protect New Zealand and its people can be interesting and highly rewarding. It can be a busy and challenging environment and we need people who are dedicated, enjoy team work, and hold themselves to the highest standards of integrity. Our workforce is diverse and we welcome applicants with a variety of skills, experience, and backgrounds. If you have excellent customer service skills, and enjoy working in a fast paced environment where you welcome people and assist them with queries, you may want to become an Assistant Customs Officer. If you have these skills and are also interested in focusing on law enforcement and identifying risk, you may be interested in becoming a Customs Officer. Both of these roles require people with a high level of judgement and the flexibility to work a variety of shifts including weekends, nights and public holidays.

Must Haves:

- I am a New Zealand Citizen or have a New Zealand Permanent Resident Visa (with no travel restrictions).
- I feel confident I would pass comprehensive security and background checks
- I have the highest levels of integrity, honesty, trust and discretion
- I'm committed to working shift work. Customs operates 24 hours a day, 7 days a week, 365 days a year; this means working shifts that include public holidays, nights and weekends.
- I'm able to work in an environment where I will be sitting or standing for long periods of time and have a level of fitness that allows me to lift heavy and awkward baggage, pack and unpack cargo, climb ship ladders, and search confined spaces if required.
- I have a full current New Zealand driver licence.
- I have a real commitment to keeping the New Zealand border safe and secure.
- I am willing to undertake a full medical and drug screening if I am offered a position.

Training

You'll start as a Trainee Customs Officer and will be sworn in after successfully completing your training. This will start with a comprehensive six week course to introduce you to Customs and train you in the following and more:

- Border Legislation and Customs powers
- Offences
- Questioning and interviewing
- Searching baggage, goods and people
- Kapa Haka
- Drug identification
- Officer Safety and Tactics (de-escalation of situations and self-defence)

You'll then join your team where you'll receive a further six months of on the job training including coaching by experienced officers and e-learning, before you graduate.

More Information

<https://careers.customs.govt.nz/home>

Financial Assistance

Financial assistance is available in different forms to help you succeed in your further education.

Scholarships

There are hundreds of scholarship opportunities available for students who are prepared to complete the application process. The team in the Careers Centre is available to help assist with scholarship applications.

StudySpy

StudySpy has New Zealand's largest database of scholarships. Explore over \$70 Million worth of opportunities.

Website: <https://studyspy.ac.nz/search/scholarships>

MoneyHub

MoneyHub has published a guide to hundreds of scholarships for students in Year 13 starting university. All universities are covered, and there are hundreds of privately-funded, Maori, Pacific and International University scholarships.

Website: <https://www.moneyhub.co.nz/scholarships-nz.html>

First Foundation

Year 12 students who are endorsed at Merit or above have the opportunity to apply for the First Foundation scholarship programme. This is a unique programme that not only includes financial assistance but also includes mentoring and work experience.

Website: <http://www.firstfoundation.org.nz/>

Fees Free

You can get one year of tertiary study or two years' training up to the value of \$12,000 fees-free:

- The equivalent of one year's full-time study fees-free at an institute of technology, polytechnic, private training establishment, university or wananga.
- Up to 24 months of an apprenticeship or training fees-free with an employer or industry training organisation.

You may be eligible for Fees Free if you are:

- a New Zealander or ordinarily resident in New Zealand; and
- a recent secondary school leaver; or
- not a recent secondary school leaver but have undertaken less than half a year of tertiary study or training.

Website: <https://www.feesfree.govt.nz/>

StudyLink

StudyLink may be able to help pay for your study through allowances and loans.

There are a number of ways StudyLink can help pay for your study. They can also help you sort a budget and find out what you can get.

You need to apply as early as you can to make sure you get everything sorted in time, including your payments.

They may be able to help with:

- compulsory course fees
- course-related costs (eg, books, laptop, etc)
- day-to-day living costs

- other costs (eg disability or childcare)

How much you can get depends on your age, income and course type.

Website: <https://www.studylink.govt.nz/>

Finding Employment

This section provides you with information on how to prepare for gaining employment. Whether you are looking for casual or part time work to gain experience or searching for full time employment you will find some useful resources here.

Find Job Vacancies

Search online and traditional sources. Most job vacancies are listed online, but more traditional methods of job searching are still good. Search job vacancy websites and job listings on recruitment agency and social network sites.

- Look on employers' websites and social media.
- Register with a recruitment agency or use online job vacancy sites.
- Check daily and local newspapers.
- Put up a notice on community or supermarket noticeboards – especially for local or short-term jobs.
- Attend career expos to find out more about particular companies and apply for vacancies while you're there.

One of the best ways to get a job is through networking, so talk to everyone you know, including:

- family and friends
- previous employers and colleagues
- local business people.

Job Vacancy Websites

Seek - <https://www.seek.co.nz/>

Trade Me Jobs - <https://www.trademe.co.nz/jobs>

Student Job Search - <https://www.sjs.co.nz/>

Work and Income Job Search Database - <https://job-bank.workandincome.govt.nz/find-a-job/search.aspx>

Teen Jobs - <https://www.teenjobs.co.nz/>

Creating a CV

Recruiters take 15-20 seconds to scan your CV the first time. If you make a good impression, they'll read your CV more closely.

To make your CV look good:

- use a black, easy-to-read font in one size
- use short sentences and break up blocks of text
- use bullet points to list information
- keep the tone formal
- avoid abbreviations, slang or jargon
- avoid photos or images
- have strong headings and lots of white space
- keep your CV short
- Save your CV as a Word document and label it with your name, the application date and the job you're applying for.

A CV must include:

- your name and contact details
- technical and personal skills
- work, and community and volunteer experience
- qualifications and education
- referees (you can include referees or note that referees are available on request).

A CV could also include:

- an objective and personal statement
- achievements
- interests
- job-specific information

Check out the Careers NZ Website for detailed information on how to write a CV:

<https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/how-to-write-a-cv/>

You can also find CV templates here on the Careers NZ Website:

https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/templates/#cID_6540

How to write a Cover Letter

Your cover letter needs to show:

- why you are interested in the job
- how your skills and experience match the job
- why an employer should read your CV.

Remember to:

- check your cover letter for spelling and grammar
- send your cover letter as a Word document
- also copy your cover letter into the message box of the email.
- Make your cover letter easy to read

To make your cover letter look good:

- use a black, easy to read font in one size
- use simple language and be warm and friendly
- use positive phrases like 'I have' and 'I can'
- use bullet points to list information
- avoid weak words like 'some knowledge' or 'fairly experienced'
- avoid starting each sentence with 'I'
- avoid repeating your whole CV
- avoid photos or images
- keep your letter to one page.

Check out the Careers NZ Website for detailed information on how to write a Cover Letter:

<https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/how-to-write-a-cover-letter/>

You can also find Cover Letter Templates here on the Careers NZ Website:

https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/templates/#cID_6522

Interviews

How to prepare for your job interview so you know what to expect.

Research the organisation

Learning as much as you can about the organisation you want to work for is important. You'll get an idea of what they're looking for in an employee, and researching the organisation will prove you're serious about getting the job.

- Use the internet, business or industry magazines and brochures to find out information.
- Speak to anyone you might know who has or does work there.

Get ready for the employer's questions

- Review your CV, cover letter and application forms to remember the skills and experiences you shared.
- Read the job description and think of questions the employer may ask.
- Do an online search for common interview questions.
- Prepare answers to possible questions. Even if you aren't asked them, it will help you plan what skills and experiences to highlight.

Get your questions ready

Make sure you have questions ready to ask the employer as this shows you're interested in the organisation and the job. Your research can help you come up with some questions.

Look the part

You don't have to wear new or expensive clothes, but make sure you wear something smart and tidy. Employers will notice that you've made an effort to be well dressed.

If it's a video interview it's still important to dress well so you look presentable on screen. It will also help you to focus and feel confident.

Know where the interview is

Work out how you will get to the interview and how long it will take to get there. Have a back-up plan in case something goes wrong such as your child getting sick or your car breaking down.

Know what to expect at the interview

Not all interviews are the same, so find out what you'll need to do at the interview before you go.

You may need to:

- prepare to be interviewed by a panel of two or more people or go through a series of interviews
- take a test before or after the interview to find out if you're suitable for the job
- prepare and lead a presentation as part of the interview, so make sure you'll have access to any equipment you need such as a laptop or projector
- take part in group activities to test your teamwork and leadership abilities.

Check out the Careers NZ Website for more detailed information on preparing for an Interview: <https://www.careers.govt.nz/job-hunting/interviews/>

Driver Licences

Learning to drive is a key skill that all students should aim to achieve. Learning to drive and getting your licence will help you gain independence and could assist you in being able to attend further education or be a requirement of getting a job.

For information on Drivers licences check out the NZTA Website:
<https://www.nzta.govt.nz/driver-licences/>

DRIVE

Drive is a free website and learning tool created by the New Zealand Transport Agency and ACC. It is designed to help young people become confident, capable drivers.

Drive is packed full of helpful tools and content that make learning the road rules, and learning to drive, easy and fun.

Everything on Drive was produced with the help of the Transport Agency's driving experts and driving instructors. So you know it's accurate and trustworthy.

Website: <https://drive.govt.nz/>

Online Resources

There are a lot of great online resources for students to help you make informed career decisions. Take the time to look at the below and give yourself the best chance of success.

Careers.govt.nz

The Careers.govt.nz website has great tools and information to help students with their education and career decisions. Explore Job profiles, complete skill matching or subject matching activities, browse study and training information or create a CV.

Website: <https://www.careers.govt.nz/>

StudySpy

The StudySpy website lets you search and compare every course in New Zealand - from apprenticeships to university degrees.

Website: <https://studyspy.ac.nz/>

School Leavers Toolkit

The School Leavers Toolkit is a one-stop-shop of advice and resources for finding your way after leaving school. A must-read for all Year 13 students.

Website: <https://school-leavers-toolkit.education.govt.nz/>