



VOCATIONAL
PATHWAYS

TOI-OHOMAI
Institute of Technology

Services Industries Courses

Business & Communications

Conveyancing

Legal Executive

Occupational Health & Safety

Real Estate

Road Transport

Warehousing & Logistics



TOI-OHOMAI

Institute of Technology

Kia ora and welcome to Toi Ohomai Institute of Technology

**Our name means to aim high and achieve great heights -
to be awakened by learning**

We believe that your success is the key to the success of our whole region. That's why we're here to help make your dreams a reality.

Our five main campuses are located throughout the beautiful Bay of Plenty and South Waikato - in Rotorua, Taupō, Tauranga, Tokoroa and Whakatāne. We also have 86 extra delivery sites dotted across our region and almost 200 courses to choose from, including 25 courses which can be completed online. All of this makes it easy for more than 13,000 students to study with us every year.

This guide highlights half of the Toi Ohomai courses in the Services Industries Vocational Pathway - preparing for roles in administration, business, legal services, real estate, occupational health and safety, road transport, and logistics. If you enjoy working in teams and dealing with people, we're confident you'll find something here to inspire you.

The other half of our Services Industries courses feature in a separate Vocational Pathway booklet - preparing for roles in beauty, hairdressing, retail, sport and fitness, tourism, hospitality, baking, and culinary arts.

Join us for your learning journey and let's discover your true potential!

CONNECT

info@toiohomai.ac.nz

0800 86 46 46
toiohomai.ac.nz





95%

Employers say our qualifications prepare students for their future needs

93%

Graduates use the skills and knowledge gained during their study in their job

91%

Students are satisfied with their course

84%

Students are employed soon after course completion

Disclaimer: Every effort has been made to ensure the information contained in this Vocational Pathway booklet is accurate at the time of printing in July 2018. However, no liability can be accepted for any errors or omissions or views expressed herein, and information is subject to change. Toi Ohomai Institute of Technology reserves the right to cancel or change the content, timing, method or place of delivery of any course.

YOU'RE WELCOME HERE

Education is for everyone – we currently have students from 15 through to 82 and every age in between! Whether you're straight out of school, heading in a new direction, need to upskill to move up the career ladder, or just love a new challenge, you've come to the right place. Every member of our Toi Ohomai team is here to help you succeed. You'll also get plenty of opportunities to chill out and socialise with other students – there's heaps of fun stuff to do on campus.

How to Apply



STEP 1: SEND US YOUR APPLICATION

You can apply online at toiohomai.ac.nz, in person at one of our campuses, or over the phone by calling one of our friendly team on 0800 86 46 46.



STEP 2: WE'LL BE IN TOUCH

We'll let you know if you need to come in for an information session or interview (this is a requirement for some courses, but not for others). This is your opportunity to find out more about the course and check that it's the best fit for you, and allows us to make sure you meet the entry requirements. If you don't need to come in, you'll skip to Step 3.



STEP 3: COMPLETE YOUR PAPERWORK

Complete your Study Agreement and associated paperwork, including your legal identification. If you're a domestic student, we'll encourage you to contact StudyLink now to make sure you receive any payments you're entitled to. If you need help with your StudyLink application, we can step you through it.



STEP 4: RECEIVE YOUR ACCEPTANCE LETTER

Once we receive your completed Study Agreement and supporting documentation, you will receive an acceptance letter.



STEP 5: PAY YOUR FEES

Ensure your fees have been paid before your course starts (if paying via StudyLink, make sure you complete your StudyLink application before your course starts).



STEP 6: RECEIVE YOUR FIRST DAY LETTER

Your First Day letter has all the information you'll need to help you settle in.

START STUDYING AT TOI OHOMAI

Welcome, it's great to have you with us!

WHY TOI OHOMAI IS A GREAT CHOICE

You're not just a number

Our smaller class sizes make learning easier and more engaging, helping you connect with your teachers and other students. We also offer loads of free support to suit your needs – research and writing tips, maths tutorials, tikanga Māori guidance and more!

Real-life applied learning

Our students learn by doing, so you'll get plenty of valuable practical experience in the field you've chosen. All of our courses are aligned with industry needs to make sure you'll have a relevant qualification you can use to reach your goals.

Build your network

More than 75% of our students spend part of their course undertaking work placements. This will give you the chance to impress potential employers and make valuable connections for the future.

An exceptional team

Our passionate teachers are among the best in New Zealand – award-winning academic and industry leaders from an array of vocational fields. Prepare to be blown away by our team's dedication and enthusiasm; we all want you to succeed!

Impressive facilities

We offer high quality teaching spaces, multi-sport recreational centres and outdoor areas, healthy smoke-free campuses, and convenient low-cost student accommodation.



Flexible study options

Nervous about giving up your job? Check out our range of part-time and online courses, which may allow you to keep working while you're studying.

Easy pathways to further study

In addition to all the Toi Ohomai degrees we offer, several of our diplomas also pathway directly into degrees offered by the University of Waikato (UoW) in Tauranga. This gives you the option to complete a diploma course, with all the benefits featured on this page, and then cross-credit what you've learnt to complete a UoW degree without having to leave this region.

Experienced and future-focused

Toi Ohomai is only a few years old, but our origins lie in our two legacy institutions – Bay of Plenty Polytechnic and Waiariki Institute of Technology. These respected tertiary providers merged in 2016 to better cater for the needs of our region, resulting in one of New Zealand's largest tertiary institutes, Toi Ohomai Institute of Technology.

STANDARD ACADEMIC ADMISSION REQUIREMENTS

These are the minimum academic requirements for Toi Ohomai courses based on their New Zealand Qualifications Authority (NZQA) level. Some courses may specify additional requirements, including domestic and international IELTS requirements, so please check the entry criteria for the course you are interested in or contact our Information Centre for assistance.

Certificate (Levels 1-3)

Domestic and international students are required to provide evidence of ability to complete academic requirements

Certificate (Level 4)

Domestic and international students will normally be required to have:

- NCEA Level 2 with passes in English/Te Reo Māori or education achievement at least equivalent to NCEA Level 2; or
- evidence of ability to complete academic and any other course requirements

Certificate or Diploma (Levels 5-7)

Domestic students under 20 years of age and all international students must have:

- NCEA Level 2 with passes in English/Te Reo Māori or education achievement at least equivalent to NCEA Level 2, and a minimum of 42 credits at Level 3; or
- evidence of ability to complete academic requirements for the course

Bachelor's Degree (Level 7)

Domestic students under 20 years of age and all international students must:

- meet the University Entrance criteria as specified by NZQA or have education achievement at least equivalent to NZQA University Entrance. Where an applicant did not attend schooling in New Zealand, the

relevant equivalent to University Entrance will be considered on a case-by-case basis; and

- meet all course entry requirements; or
- provide evidence of ability to complete academic and other requirements (special admission requirements)

Domestic students over 20 years of age:

- students who do not hold a University Entrance qualification or equivalent may be eligible for admission to a bachelor's degree course subject to any entry and selection requirements specified in the respective course regulations and must provide evidence of their ability to complete academic requirements

Graduate Certificate or Graduate Diploma (Level 7)

All students (domestic and international) must:

- have completed an undergraduate degree in any discipline; or
- have completed a minimum of a two-year diploma equivalent to NZQA Level 7 or higher in a related discipline; or
- be able to demonstrate at least three years' equivalent relevant practical and/or professional experience (a curriculum vitae must be submitted detailing relevant work experience and professional achievements)

Postgraduate Certificate or Postgraduate Diploma (Level 8)

All students (domestic and international) must:

- have completed a graduate certificate, graduate diploma or a bachelor's degree in a related subject recognised by Toi Ohomai; or
- be able to demonstrate at least five years' equivalent relevant practical and/or professional experience; and
- provide evidence of ability to complete academic and other requirements (special admission requirements)

Master's Degree (Level 9)

All students (domestic and international) must:

- have completed a bachelor's degree, bachelor's degree with honours, or a postgraduate diploma in a related subject recognised by Toi Ohomai; or
- be able to demonstrate at least five years' equivalent relevant practical and/or professional experience; and
- provide evidence of ability to complete academic and other requirements (special admission requirements)

Special Admission

- a) where applicants do not meet all entry requirements, they may gain special admission if Toi Ohomai is satisfied the applicant is capable of meeting the academic requirements and where literacy and numeracy skills are sufficient to meet health and safety requirements
- b) no domestic student under the age of 16 years may be admitted for any course unless permission has been granted by the Principal of the school at which the student is enrolled or the student has been exempted from attending school by a designated officer of the Ministry of Education. Any such student must also demonstrate ability to be able to achieve at the level of tertiary study they plan to study.

Additional Requirements for International Students

In addition to meeting the course entry requirements, international students must:

- have evidence of receipt of an appropriate visa; and
- be over 18 years of age (applicants between the ages of 14 and 18 years will only be accepted after an assessment of the student's support systems has been made)
 - a) international students must demonstrate their ability to meet the English language requirements of the course in which they enrol, including any professional requirements for English capability
 - b) unless otherwise specified in the course regulations, the English language requirements for students who come from non-English speaking backgrounds are those equivalent to:

Qualification Level	L3	L4	L5	L6	L7	L8 and Above
IELTS	General or Academic score of 5 with no band score lower than 5	General or Academic score of 5.5 with no band score lower than 5	Academic score of 5.5 with no band score lower than 5	Academic score of 6 with no band score lower than 5.5	Academic score of 6 with no band score lower than 5.5	Academic score of 6.5 with no band score lower than 6

- a) other approved English language tests may be used to demonstrate that the English standard is met
- b) exemptions from proof of English language proficiency criteria will comply with NZQA rules
- c) Toi Ohomai reserves the right to test students for English language proficiency at any time during their enrolment. Test results will be used to determine additional support requirements, where it is identified that students need additional support.

NEED A JUMP-START?

Are you thinking about tertiary education but don't meet the entry criteria? Or perhaps you're interested in a trade, but can't decide between engineering, automotive or carpentry?

Our bridging courses will give you the confidence, knowledge and skills to succeed in higher level study. They can also help you choose the right career pathway.

GETTING STARTED

		Rotorua	Tauranga	Taupo	Tokoroa	Whakatāne	Other
New Zealand Certificate in Skills for Living for Supported Learners (Level 1)	1 year	•	•				
New Zealand Certificate in Foundation Skills (Level 2)	1 trimester	•	•	•	•	•	•
New Zealand Certificate in Foundation Skills (Level 2) – Trades	1 trimester	•	•	•	•	•	•
New Zealand Certificate in Study and Career Preparation (Level 3) – Study and Career; Police and Services	1 trimester	•	•	•	•	•	•
New Zealand Certificate in Study and Career Preparation (Level 4)	1 trimester	•	•	•	•	•	

Courses are subject to sufficient demand at each location.

FINANCIAL INFORMATION

Fees Free – what it means

The first year of a tertiary course or the first two years of industry training are now fees free for school leavers and for anyone else who has completed less than half a year of tertiary study.

General 'fees free' criteria:

- NZ citizen or resident of any age
- less than six months' previous tertiary study at Level 3 or higher
- for full-time or part-time study
- if students don't use all their 'fees free' allocation in the first year (i.e. if they are part-time or start studying mid-year), they can use the remainder the following year
- usually covers tuition fees and compulsory costs – living costs and some other costs are not included

Visit www.feesfree.govt.nz and enter your National Student Number (NSN) to check if you qualify.

Please note that most of our Level 1 and 2 courses are fees free for all domestic students.

Financial Assistance

Make sure you check out all of the financial assistance available to you such as:

- scholarships (ask our Information Centres or click on the Student Services tab at toiohoma.ac.nz)
- student loans and allowances (ask our Information Centres or visit www.studylink.govt.nz)

YOUTH PATHWAYS



Secondary Tertiary Programmes

(STAR, Trades Academy and Gateway)

These programmes give secondary school students free access to selected Toi Ohomai courses while they are still at school. Students can use the credits gained in this programme towards a Level 1, 2 or 3 qualification and can also earn Vocational Pathway endorsements. Contact the careers advisor at your school for more information. Places are limited and conditions apply.



SmartPaths

Year 12 and 13 students can access the SmartPaths programme in a variety of ways, depending on your location and area of interest. Some students enjoy a one-day experience at one of our campuses, while others take a year-long Toi Ohomai course conveniently taught at their school, allowing them to learn new skills in areas like horticulture, automotive, marine studies and sports leadership. Contact the careers advisor at your school for more information.



Student for a Day

Trying to decide what to study? If you're a senior student and you want to experience a particular course first-hand to help you make your decisions, try our Student for a Day programme. Complete the online form on our website under Secondary School Services. This programme is only available at our Windermere Campus in Tauranga.



Fees Free through Youth Guarantee

Struggling with school? Youth Guarantee programmes are fees free for students aged 16 to 19. Learn practical skills and get on the pathway to your chosen career. Places are limited and conditions apply.



Māori and Pasifika Trade Training

Te Ara Poutama – SkillME improves employment opportunities for Māori and Pasifika learners aged 16 to 40 by providing fees free tailored education and training and possible entry into an apprenticeship. The scheme offers mentoring and support throughout the training and employment-seeking process, and assistance with goal-setting and work readiness preparation. Places are limited and conditions apply.

CAMPUS SERVICES

We provide some pretty amazing campus services at student prices!

- aquatic, fitness and recreation centres
- automotive workshops
- beauty and hair salons
- cafés
- childcare centres
- computer services team, computer labs and Wi-Fi – all free for student use
- copy centres

Watch out for term time treats from the hospitality students too – serving up a selection of tasty delights from their own pop-up cafés.

Not all services are available at all campuses. Please ask our Information Centre if you'd like to know more.

Academic Assistance

Our learning facilitators are always available to offer advice and advocacy services to help you reach your academic goals. Topics include:

- academic writing
- computing support
- essay and report writing
- library support
- mathematics
- referencing
- study skills
- time management
- online learning resources

Careers Services

Choosing a career pathway that best reflects your passion, skills and strengths can sometimes be a daunting process. Our careers team offer online and face-to-face services across all of our campuses to support you on your journey.

Equity Support Services

Our equity facilitators are keen to ensure you get all the help you need to succeed at Toi Ohomai. They offer:

- advocacy and advice
- ergonomic equipment
- exam and test support
- note-taker support

Health Care

The health care team provides a range of free and subsidised health services at our Rotorua and Tauranga campuses. Discretion is always assured.

- counselling services
- first aid
- health education and awareness
- mental health and community support services
- onsite nurses
- onsite physiotherapy
- sexual health services
- quit smoking support
- stress management

Māori Cultural Support

Traditional Māori pōhiri are important ceremonies that welcome new students to our campuses. At Mokoia Campus, in Rotorua, pōhiri are held at our own Tangatarua Marae. Windermere Campus, in Tauranga, features the Pomare whareniui, as well as a Kōhanga Reo childcare facility.

Prayer Facilities

Prayer rooms are available 24 hours a day, seven days a week, at Tauranga's Bongard Centre, and the Mokoia and Windermere campuses.

VOCATIONAL PATHWAYS

The following pages provide information about some of the Toi Ohomai courses in the Services Industries Vocational Pathway.

It is one of the six Vocational Pathways designed by the government to help identify the type of job you would like and the subjects and courses you'll need to take to reach your goals.

Vocational Pathways also provide a framework to demonstrate the value of

your education to the workforce, aligning your learning to the skills required by each of the six industry sectors.

If you have no idea what job or career you want to pursue, the Vocational Pathway tools can also demonstrate how your strengths and interests relate to a wide range of job and study options. To get started, visit www.youthguarantee.net.nz and try the Profile Builder.





SERVICES INDUSTRIES

ARE
YOU...

Practical,
Organised,
a People Person,
Analytical,
Entrepreneurial,
Safety-conscious,
Independent,
Motivated,
Energetic?



Courses are subject to sufficient demand at each location.

This sector covers a huge range of occupations and makes up 25 percent of New Zealand's workforce. This guide focuses on the services which help New Zealand's businesses to work efficiently and effectively. If you enjoy working with people and making decisions, this is the right path for you.

Services skills are usually easily transferable, which will give you the flexibility and opportunity to challenge yourself with new roles for different employers throughout your career, or even work overseas. There are plenty of entry-level roles to get your career started, but if you have passion, determination and the right connections and qualifications, there are plenty of ways to move up.

Whichever path you choose, you'll get lots of variety meeting different people every day. These roles often involve lots of teamwork and attention to detail. You'll need good communication skills and the ability to relate to people from all walks of life.

Ref: www.youthguarantee.net.nz





BUSINESS & COMMUNICATIONS

New Zealand Certificate in Business (Administration and Technology) (Level 3)

Duration	Study Option	Locations	Credits
1 trimester	Full or Part-time	Rotorua, Tauranga, Taupō, Whakatāne, and other regions; online (TANZ)	60

Learn in our purpose-built training centres, where you'll perform front-line reception duties using phone systems and dealing with customers. You'll learn how to use Excel for spreadsheets and invoicing, databases to plan conferences, and how to create newsletters and a range of business documents.

You'll apply your new skills and knowledge in practical assignments which are cleverly linked to industry needs. This will equip you to work as a receptionist, data entry operator, call centre operator, or junior administrator.

New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)

Duration	Study Option	Locations	Credits
1 trimester	Full or Part-time	Online (TANZ)	48

Recommended school subjects: Business

Do you want to step into junior management? This introductory course is an ideal first step to gain the skills and, even more importantly, the confidence to give direction, feedback and motivation to the staff who will be working under you.

You'll learn how to lead, solve problems, handle conflict, communicate, set goals, and manage resources. You can then use these skills to move into your first leadership role.

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

TANZ – Tertiary Accord of New Zealand eCampus course. TANZ is a joint venture between several of New Zealand's leading tertiary institutions, including Toi Ohomai, sharing knowledge and resources to improve community access to quality education. See our website for more information.



New Zealand Certificate in Business (Introduction to Small Business) (Level 3)

Duration	Study Option	Locations	Credits
18 weeks	Full or Part-time	Online (TANZ)	60

Recommended school subjects: Business

If you're currently working in a small business, or perhaps looking for an opportunity to become involved in one, this certificate will build the knowledge you'll need to operate effectively.

You'll learn about planning, operations, stakeholders, and how to recognise and pursue new opportunities. Topics include technology, legislation, customer management, and communication.

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

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New Zealand Certificate in Business (Administration and Technology) (Level 4)

Duration	Study Option	Locations	Credits
1 trimester	Full or Part-time	Rotorua, Tauranga, Taupō, Whakatāne; online (TANZ)	60

Recommended school subjects: Accounting, Business

You'll expand your knowledge of business and technology systems and graduate with a highly sought-after set of skills, ready to work as an administrator or office manager. You'll learn how to run a payroll system and deal with customer complaints.

You'll also learn about health and safety legislation, introductory accounting and related software, and basic website development. You'll be encouraged to come up with new ideas and systems to help a business grow, and industry placements are available.

New Zealand Certificate in Business (Small Business) (Level 4)

Duration	Study Option	Locations	Credits
1 trimester	Full or Part-time	Online (TANZ)	60

Recommended school subjects: Accounting, Business

An ideal course if you're currently working in a small business, or if you're looking for an opportunity to establish and grow your own business. You'll learn about business planning, finance management, technology options, and managing staff.

You'll also learn crucial customer service techniques and how to build and maintain key stakeholder relationships.



If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

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New Zealand Certificate in Business (First Line Management) (Level 4)

Duration	Study Option	Locations	Credits
1 trimester	Full or Part-time	Taupō, Tokoroa, Whakatāne (blended)*; online (TANZ)	60

Recommended school subjects: Accounting, Business

If you've recently stepped into a supervisor or leadership role, or if you're keen to do so, this course will give you the systems and tools to capably and confidently lead others.

You'll learn how to achieve team objectives, lead effectively, manage performance and variance, and manage and motivate your team. You'll learn how to understand staff performance via key performance indicators, reviews, training and development.

New Zealand Certificate in Project Management (Level 4)

Duration	Study Option	Locations	Credits
17 weeks	Full or Part-time	Online (TANZ)	60

Recommended school subjects: Accounting, Business

Arm yourself with the knowledge and skills to plan, lead and execute a project with confidence. You'll learn technical skills to budget and manage project workflows, including GANT charts.

Risk management, contingency planning, problem-solving, and team collaboration will all be covered to ensure you will achieve your project objectives and milestones. You'll also learn how to engage and communicate with a range of stakeholders.



*Pending approval

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

Blended - a mix of campus classes and online learning

TANZ - Tertiary Accord of New Zealand eCampus course. TANZ is a joint venture between several of New Zealand's leading tertiary institutions, including Toi Ohomai, sharing knowledge and resources to improve community access to quality education. See our website for more information.

New Zealand Diploma in Business (Level 5)

Accounting; Leadership and Management; Marketing and Sales

Duration	Study Option	Locations	Credits
1 year	Full or Part-time	Rotorua, Tauranga, Taupō, Whakatāne	120

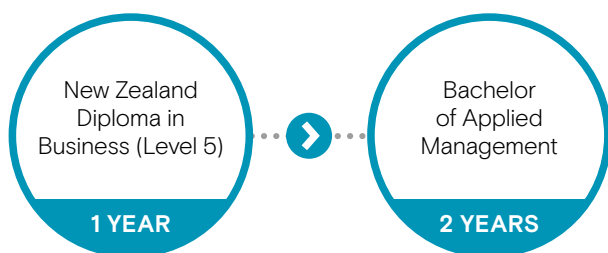
Recommended school subjects: Accounting, Business

Whether you're aiming at entry or top level, local or international, self-employment or working for a corporation, you'll learn a wide range of skills and knowledge that can apply to any industry.

You'll cover business fundamentals such as accounting principles, interpreting financial performance, economic theory, commercial law, organisational management, communication and marketing.

Businesses need skilled and adaptable employees who can keep up with technological developments and who are always looking for ways to improve and innovate. Graduates can work as an accounting technician, analyst, business banker, event manager, marketing executive, office manager, or sales executive – depending on the papers they have chosen.

Our pathway programme gives graduates the option to use this course to cross-credit as the first year of the Bachelor of Applied Management.



Jake Hoffart was only 16 when he attended his first New Zealand Diploma in Business class. When he completed the course, he used the Toi Ohomai and University of Waikato pathway to fast track into a business degree, conveniently taught in Tauranga. Along the way, Jake won a coveted Port of Tauranga cadetship, offered to second-year business students.

"Leaving school early was certainly a daunting prospect. Thankfully, with the full support of my previously dubious parents, I am now several years ahead of my school mates and saved a heap of money living at home."

Jake Hoffart

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

New Zealand Diploma in Business (Level 5)

Accounting; Administration and Technology; Leadership and Management

Duration	Study Option	Locations	Credits
1 year	Full or Part-time	Online (TANZ)	120

Recommended school subjects: Accounting, Business

This course suits students who prefer the convenience of online learning. You'll cover the fundamentals of business such as basic accounting principles, how to interpret financial performance, economic theory, commercial law, organisational management, communication and marketing.

Students can specialise in accounting, administration and technology, or leadership and management.

New Zealand Diploma in Business (Level 6)

Accounting; Leadership and Management

Duration	Study Option	Locations	Credits
1 year	Full or Part-time	Rotorua, Tauranga	120

Required: Must complete New Zealand Diploma in Business (Level 5) first

This course will equip you with all the core skills to work in management. This could help you move up the career ladder, set up your own business, or work for an international corporation.

Topics include strategy and risk, marketing and strategic relationships, human resource operations, and applied accounting.



If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

TANZ - Tertiary Accord of New Zealand eCampus course. TANZ is a joint venture between several of New Zealand's leading tertiary institutions, including Toi Ohomai, sharing knowledge and resources to improve community access to quality education. See our website for more information.

Bachelor of Applied Management

Accounting; Business Management; Finance; Human Resource Management; Marketing

Duration	Study Option	Locations	Credits
3 years	Full or Part-time	Rotorua, Tauranga	360

Recommended school subjects: Accounting, Business

This degree equips graduates for executive practitioner roles in accounting, finance, business management, human resources, or marketing.

You'll learn management theory alongside practical industry projects. These will allow you to apply your knowledge and understanding to help solve real-life problems at local businesses. You'll also get opportunities to apply for internships or work experience days.

Businesses need skilled and adaptable employees who can keep up with technological developments and who are always looking for ways to improve and innovate.

This course is approved by the Chartered Accountants Australia and New Zealand (CAANZ) and Certified Public Accountant (CPA), which makes it easier for those who select the accounting strand to pathway into qualified accountancy roles.



For Kyra van der Vlugt, the Bachelor of Applied Management was the perfect way to enhance her basic accounting skills and move forward in her career.

Choosing this Toi Ohomai course meant Kyra could study in her home town without any extra travel - these were huge pluses as she juggled her two small children and a full-time role at an accountants' office while she studied part-time.

Having now graduated, Kyra works for a chartered accountant firm where she spends her time preparing financial statements, tax returns, and building relationships with her clients.

"Studying part-time while working in the field helped me to gain practical experience and the theory side of things at the same time, which definitely helped me get to where I am today."

Kyra van der Vlugt

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.



Bachelor of Business (BBus)

Accounting; Finance; Marketing; Strategic Management

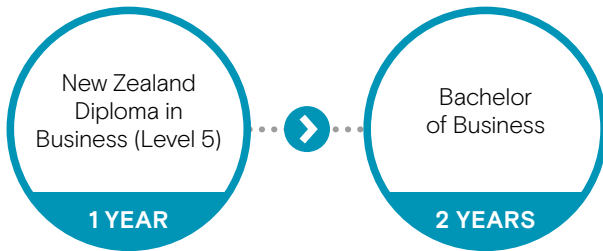
Duration	Study Option	Locations	Credits
3 years	Full-time	Tauranga	360

Recommended school subjects: Accounting, Business

This degree will equip you to lead and manage a successful company or organisation across a wide range of industries, or take the entrepreneurial route and create your own start-up business.

You'll gain well-rounded business and financial skills across all the key areas of management, including accounting, digital business, economics, finance, marketing, and supply chain management.

Our pathway programme means you'll spend your first year studying the New Zealand Diploma in Business (Level 5) and the following two years studying Toi Ohomai and University of Waikato degree-level papers. This will allow you to graduate with a University of Waikato degree, taught in Tauranga.



Graduate Diploma in Applied Management

Accounting; Business Management; Finance; Human Resource Management; Marketing; Project Management; Manufacturing Management⁺

Duration	Study Option	Locations	Credits
1 year	Full or Part-time	Rotorua, Tauranga	120

Postgraduate Certificate in Management

Business; Health; Hospitality; Information Technology

Duration	Study Option	Locations	Credits
1 trimester	Full or Part-time	Rotorua, Tauranga	60

Postgraduate Diploma in Management

Business; Health; Hospitality; Information Technology

Duration	Study Option	Locations	Credits
1 year	Full or Part-time	Rotorua, Tauranga	120

Master of Management

Business; Health; Hospitality; Information Technology

Duration	Study Option	Locations	Credits
2 years	Full or Part-time	Rotorua, Tauranga	120-240

Skills for Entrepreneurs (Level 7)

Training Scheme

Duration	Study Option	Locations	Credits
1 trimester	Full-time	Tauranga	40

⁺ Manufacturing Management not available in Tauranga

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

Training Schemes not eligible for student loans or allowances



CONVEYANCING, IMMIGRATION, LEGAL EXECUTIVE & REAL ESTATE

New Zealand Certificate in Real Estate (Salesperson) (Level 4)

Duration	Study Option	Locations	Credits
15 weeks	Full or Part-time	Online	50

Recommended school subjects: English

This essential qualification must be completed before you start working as a registered real estate salesperson. You'll learn about legal regulations, marketing strategies, and how to list and sell. You'll also develop the written and oral communication skills that are essential to success.

You'll also learn about different types of land ownership, and building structures and materials. This will enable you to effectively complete property inspections and appraisals.

New Zealand Diploma in Conveyancing (Level 6)

Duration	Study Option	Locations	Credits
2 years	Full or Part-time	Online	240

Recommended school subjects: English, Maths

Conveyancing is a specialist legal profession and we are the only New Zealand provider offering this unique qualification. It allows graduates to specialise in the legal field of transferring residential and commercial property.

You'll learn about the laws and systems governing property, land, finance, commerce, resource management and contracts. You'll also have the opportunity to develop skills in the administration of estates, client care and stakeholder relationships.

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

New Zealand Diploma in Legal Executive Studies (Level 6)

Duration	Study Option	Locations	Credits
1 year	Full or Part-time	Online	120

Recommended school subjects: English, Maths

Looking for a challenging legal career that only requires one year of tertiary study to get you started? This diploma examines the New Zealand legal system, allowing graduates to assist in the transfer of land ownership, the administration of deceased estates, and the preparation and filing of court documents.

This course is an ideal foundation for those considering a law degree further down the track. This qualification also pathways into the New Zealand Diploma in Conveyancing.

Graduate Diploma in New Zealand Immigration Advice

Duration	Study Option	Locations	Credits
1 year	Full or Part-time	Online	120

New Zealand Immigration Advice Refresher Course (Level 7)

Training Scheme

Duration	Study Option	Locations	Credits
6 weeks	Part-time	Online	10



If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

Training Schemes not eligible for student loans or allowances

OCCUPATIONAL HEALTH & SAFETY

New Zealand Certificate in Workplace Health and Safety Practice (Level 3)

Duration	Study Option	Locations	Credits
15 weeks	Full or Part-time	Rotorua, Tauranga, Taupō, Tokoroa, Whakatāne, and other regions	40

This course will equip you with the health and safety knowledge required by employees and supervisors across a range of industries.

You'll learn how to assess your workplace for risks and hazards, and develop the skills to become a health and safety warden and representative in your workplace.

You'll then be able to play an active role in analysing and improving your organisation's health and safety.

New Zealand Certificate in Workplace Health and Safety Practice (Level 4)

Duration	Study Option	Locations	Credits
1 trimester	Full or Part-time	Rotorua, Tauranga, Taupō, Tokoroa, Whakatāne, and other regions	60

Ready to advance your knowledge around health and safety in the workplace? This course is ideal for supervisors and team leaders who have previous experience and a good grounding in safety practices within the workplace.

You'll learn how to develop and maintain a health and safety workplace culture, implement a hazard management system, plan and conduct a health and safety audit, and document workplace incidents.

Graduate Diploma in Occupational Health and Safety*

Duration	Study Option	Locations	Credits
1 year	Full or Part-time	Tauranga	120

*Pending approval

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

ROAD TRANSPORT, WAREHOUSING & LOGISTICS

New Zealand Certificate in Distribution (Level 3)

Duration	Study Option	Locations	Credits
1 trimester	Full-time	Tauranga, Tokoroa	60

Recommended school subjects: Maths, English

This practical course offers a formal qualification in distribution. You'll learn all about the warehousing and distribution industry, its operating procedures and inventory controls, how to receive and dispatch goods, health and safety practices, teamwork and communication, and customer service.

This course is taught by supportive tutors from industry, using theory-based learning backed up by practical on-site training, as well as work placements within the industry.

New Zealand Certificate in Commercial Road Transport (Heavy Vehicle Operator) (Level 3)

Duration	Study Option	Locations	Credits
1 trimester	Full-time	Rotorua, Tauranga, Tokoroa	90

Recommended school subjects: Maths, English, Geography, relevant car licence

Want to be a professional truck driver? This course equips you with the skills and knowledge to safely drive and operate trucks up to 44 tonnes.

You'll also learn how to drive forklifts, handle dangerous goods, fill out logbook and load manifests, load vehicles, operate truck curtains, and meet legal requirements for load weights, driving hours, and road user charges.

To do this course, you'll need to have held a full car licence for at least six months.



New Zealand Certificate in Supply Chain Management (Level 5)

Duration	Study Option	Locations	Credits
1 trimester	Full or Part-time	Tauranga (international students only); online (domestic students only)	60

Recommended school subjects: Maths, English, Geography

This qualification has been designed by the industry and is perfect if you're working in, or planning to work in, an operational decision-making position in supply chain management.

You'll learn about demand and inventory management, procurement and distribution, health and safety, codes of compliance, dangerous goods, financial analysis, and customer service. Our online delivery means you can study anywhere in New Zealand.

New Zealand Certificate in Commercial Road Transport (Operations Management) (Level 5)

Duration	Study Option	Locations	Credits
1 year	Full or Part-time	Online	120

Recommended school subjects: Maths, English, Geography

An ideal qualification if you want to manage dispatching and logistical operations for land-based freight.

You'll gain advanced knowledge of the regulatory environment, mechanical systems and principles, freight coordination, and staff supervision. This qualification will boost your job performance and enhance your employment opportunities within commercial road transport.



If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.



New Zealand Diploma in International Freight Logistics (Freight Forwarding) (Level 5)

Duration	Study Option	Locations	Credits
1 year	Full or Part-time	Tauranga (blended); online (domestic students only)	120

Recommended school subjects: Maths, English, Geography

An ideal course if you're already working for international freight logistics operations, or if you'd like to enter the industry.

You'll gain advanced knowledge and practice working with logistical concepts and legislation to equip you to work in sectors like air freight, sea freight, and customs broking. You'll also learn how to manage customers and staff.

New Zealand Diploma in Supply Chain Management (Level 6)

Duration	Study Option	Locations	Credits
1 year	Full or Part-time	Tauranga (blended); online (domestic students only)	120

Recommended school subjects: Maths, English, Geography

This logistics course has been created for middle to senior managers who are already in the industry, or for those wanting to work within supply chain management.

This course helps formally cement knowledge and skills across a range of supply chain business settings. As a graduate, you'll be equipped to be a key decision maker, contributing strategic skills and knowledge to your workplace to optimise the supply chain of products to the market.

Blended - a mix of campus classes and online learning

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.



Class 2 Driver Licence (Level 3)

Training Scheme

Duration	Study Option	Locations	Credits
6 weeks	Part-time	Rotorua, Tauranga, Taupō, Tokoroa, Whakatāne, and other regions	12

Class 4 Driver Licence (Level 3)

Training Scheme

Duration	Study Option	Locations	Credits
6 weeks	Part-time	Rotorua, Tauranga, Taupō, Tokoroa, Whakatāne, and other regions	12

Commercial Road Transport – Dangerous Goods (Level 3)

Training Scheme

Duration	Study Option	Locations	Credits
3 weeks	Part-time	Rotorua, Tauranga, Taupō, Tokoroa, Whakatāne, and other regions	5

Training Schemes not eligible for student loans or allowances

Commercial Road Transport – Forklift Operator (Level 3)

Training Scheme

Duration	Study Option	Locations	Credits
3 weeks	Part-time	Rotorua, Tauranga, Taupō, Tokoroa, Whakatāne, and other regions	9

Class 5 Driver Licence (Level 4)

Training Scheme

Duration	Study Option	Locations	Credits
6 weeks	Part-time	Rotorua, Tauranga, Taupō, Tokoroa, Whakatāne, and other regions	13



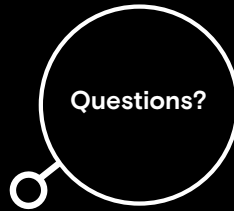
Training Schemes not eligible for student loans or allowances

HOW TO APPLY

Either in person, by phone, or online

Before you apply you'll need to make sure you have the following information:

Date of birth
Address
Contact numbers
Email address
Your tertiary qualifications (if applicable)



Phone 0800 86 46 46
Email info@toiohomai.ac.nz
Website toiohomai.ac.nz

Financing your study

Once you've decided what you want to study, there are numerous funding options available and our friendly team are here to help. Pop in to see them on campus or give us a call.

LOANS & ALLOWANCES

All of our full-time courses qualify for student loans and student allowances through StudyLink. Some part-time courses qualify for student loans too.

Student loans are available to help you meet costs while you're studying – such as fees, course-related costs and living expenses. You'll need to repay the loan once you finish studying.

Student allowances are also available to help eligible students with living expenses. Student allowances don't have to be repaid.

Find out more at www.studylink.govt.nz or call StudyLink on 0800 88 99 00.

We advise you to apply early – as soon as possible! Student loans and allowances are subject to eligibility.

SCHOLARSHIPS & GRANTS

We offer a range of scholarships and grants for all sorts of people, not just straight-A students. For more details, visit one of our Information Centres or click on the Student Services tab on the toiohomai.ac.nz website.

You can also check the nationwide givME database with your careers advisor, on your school internet account, at your local library, or at our Information Centres or libraries.



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Institute of Technology

ROTORUA
TAUPŌ
TAURANGA
TOKOROA
WHAKATĀNE

T 0800 86 46 46
E info@toiohoma.ac.nz
W toiohoma.ac.nz

