

2024



NZ Certificate in Outdoor and Adventure Education (Multi-skilled)

Level 4

This one-year programme will teach you how to guide people safely in a range of outdoor pursuits, such as kayaking, rafting, mountain biking and tramping and will put you on the path to a job in outdoor education and recreation.

You will learn both in the classroom and out on field trips, with a balance of theory and practice. The programme covers soft skills like leadership, communication, teamwork and professionalism, as well as knowledge and skills for guiding people in outdoor activities, such as planning and logistics, weather, navigation, risk management, and so on.

You will also learn about kaitiakitanga and environmental sustainability along with the tikanga and kawa relevant to your field trips.

Location	Hawke's Bay
Start	July
Length	One year full-time
Contact	Sue Jackson Phone: 06 830 1521 Email: sjackson@eit.ac.nz



TE AHO A MĀUI



Te Pūkenga

Do you love outdoor adventure and want to share it with others?

The NZ Certificate in Outdoor and Adventure Education (Multi-skilled) (Level 4) programme is a full-time, one-year programme that equips you with the knowledge and skills to enter the outdoor adventure, recreation and tourism industries.

You will learn both in the classroom and out on field trips, with a balance of theory and practice. The programme covers soft skills like leadership, communication, teamwork and professionalism, as well as knowledge and skills for guiding people in outdoor activities, such as planning and logistics, weather, navigation, risk management, and so on.

You will also learn about kaitiakitanga and environmental sustainability along with the tikanga and kawa relevant to your field trips.

Subject areas

- Leadership concepts, theories and application
- Environment and sustainability
- Kaitiakitanga, manaakitanga, whanaungatanga and hauora in the context of the outdoors
- Technical competency in a minimum of four pursuits that include (but are not limited to):
 - Tramping
 - Camping
 - Kayaking
 - Mountain biking
 - Rock climbing
 - Abseiling

- Adventure-based learning
- Rafting

You are welcome to make an appointment to discuss your study options with our staff and to view our facilities.

Career and study opportunities

Upon graduating you could progress to Level 5 study at EIT | Te Pūkenga, with a Certificate or Diploma in Exercise, a Diploma in Tourism and Travel, or a Bachelor in Sport and Exercise Science.

This programme provides a pathway to paid or volunteer roles as a trainee instructor, leader or guide within community and private outdoor or adventure education, recreation and tourism providers.

Timetable

Your study time will be made up of contact time (lectures, tutorials, practical and field trip learning) and non-contact time (your own individual study time).

Contact time

On-campus classes are usually scheduled between 8.00am-5.00pm, Monday to Friday.

Non-contact time

You should plan to spend 15 hours per week on your own individual study.

Your field trips may take up some additional time not dedicated to learning, such as travel time.



NZ Certificate in Outdoor and Adventure Education (Multi-skilled) Level 4, 60 credits

 Hawke's Bay

 Full-time: 1 year

 Fee:
Visit fees.eit.ac.nz to see the fees for this programme

Additional costs

- \$1,000 approximately for gear and clothing

Entry requirements

Standard entry requirements

- NZ2570 NZ Certificate in Outdoor Experiences (Level 3), or
- NZ3658 NZ Certificate in Assistant Outdoor Leadership (Level 3), or
- NCEA Level 2 Literacy and Numeracy requirements (or equivalent), and
- Demonstrated interest in the industry and evidence of the potential to succeed, as determined on the basis of a CV, evidence portfolio and interview.

Health and professional criteria

All applicants are required to sign:

- Sign a declaration that you are in good health (having no medical, physical or psychological conditions that would preclude working with vulnerable clients).
- In order to comply with the provisions of the Vulnerable Children Act 2014 all applicants will be subjected to safety checks. These will include but are not limited to:
 - A formal interview
 - Referee checks
 - A NZ Police Vetting request

Any unsatisfactory result arising from the full safety checking process may result in the applicant being precluded/declined entry or withdrawn from the programme of study. Furthermore, learners must declare any pending or new convictions arising during any stage throughout their entire enrolment period.

These requests are consistent with industry expectations and the type of work undertaken whilst on the programme or as a graduate of the programme.

Information session

An information session is recommended as it is an opportunity for us to clarify what is involved in the programme and to get to know you, as a potential learner, to make sure the programme is right for you.

2024 Key dates

Programme starts Monday, 22 July

Programme ends Friday, 27 June 2025

Semester breaks 1-19 July
30 September-11 October

English language entry requirements

All applicants must demonstrate an acceptable level of English language fluency prior to acceptance in the programme. Ways in which English language fluency may be demonstrated include the following:

- Successful study of a programme in which English was the language of instruction (subject to NZQA conditions)
- Completion of a New Zealand Certificate in English Language (Level 4 with any endorsement)
- IELTS Academic score of 5.5, with no band score lower than 5.0, achieved in a single test within the two years preceding enrolment
- Accepted international equivalents to the above IELTS scores
- Completion of an EIT | Te Pūkenga assessment

Entry with credit

If you wish to receive credit recognition from previous studies or experiences, you can do so by applying for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- CC is based on the equivalency of courses or qualifications. You would apply for CC if you have passed a very similar course at the same level.
- RPL is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

You will be asked to provide details of anything that you would like considered as credit toward your intended programme of study, as part of your application.

CC and RPL cannot be awarded for a course if you are enrolled in that course. **Please contact the Programme Coordinator to discuss this option BEFORE you enrol.**

Please note recognising prior learning may reduce your study load in this programme and impact on your ability to receive funding.

For further information and enquiries about CC and RPL please contact the Programme Administrator, Sue Jackson, on 06 830 1521 or email sjackson@eit.ac.nz.

Facilities

Classes are held at the EIT | Te Pūkenga Hawke's Bay campus. Field trips will cover a range of destinations within the region.

Assessments

Assessments are of various types, including practical skills assessments, projects and written assessments such as reports and reflections.

Experienced lecturers

At EIT | Te Pūkenga, you can be confident in the quality of our teaching and your learning experience.

EIT | Te Pūkenga is highly regarded in New Zealand for research excellence due to the quality of our community centred research, our publications and our external grant income provided by funding institutions who have confidence in our research capability. You can be confident your lecturers use the latest knowledge and research in their field of expertise to inform their teaching, and many are at the forefront of knowledge creation within their discipline area.

Staff have industry experience and are passionate about the practical application of teaching techniques to help others to pursue their goals in the field of outdoor and adventure education.

Programme information

The NZ Certificate in Outdoor and Adventure Education (Multi-skilled) (Level 4) programme is a full-time, one-year programme that consists of three theory courses and four practical pursuit courses.

Pre-requisite = courses that must be successfully completed before the next course can be taken.

Course descriptions

Course no.	Brief description	NZQA level	No. of credits
SPOE401	Introduction to the Outdoors Introduction to a range of outdoor pursuit experiences, learning basic skills in a range of settings.	4	15
SPOE402	Introduction to Outdoor Leadership Introduction to a range of outdoor leadership theories in both personal and group activities.	4	15
SPOE403	Outdoor Kaitiakitanga and Tikanga Practical knowledge and understanding in tikanga, kawa of mana whenua and sustainable practice.	4	15
SPOE404	Outdoor Safety Management Introduction to outdoor safety management and skills across a range of outdoor activities.	4	15
SPOE405	Technical Outdoor Development 1 Development of technical skills across a range of outdoor activities. <i>Pre-requisite: SPOE401</i>	4	15
SPOE406	Technical Outdoor Development 2 Development of technical skills across a range of outdoor activities. <i>Pre-requisite: SPOE401</i>	4	15
SPOE407	Outdoor Leadership Experience of a range of outdoor leadership situations in personal and group activities. <i>Pre-requisite: SPOE402</i>	4	15
SPOE408	Outdoor Performance Principles of health, physical and psychological performance in the outdoors.	4	15

EIT is now part of Te Pūkenga

Te Pūkenga brings together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on-campus and online learning. The services we offer not only remain, they are strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2024 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

The experience you need & the support to succeed

When you study at EIT | Te Pūkenga you'll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number.

They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.

How to enrol

There is an easy 3-step process to follow when enrolling at EIT | Te Pūkenga.

Step 1

Check out eit.ac.nz to see the programmes available for you to study. A copy of the course information for each programme is available on our website.

Step 2

You can now use your RealMe verified identity to apply for study at EIT | Te Pūkenga. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign. It will also include course selection forms which you need to complete and return. Your enrolment cannot progress until you have sent the summary and forms back to us.

You can also apply using a paper enrolment form. Please call us on 0800 22 55 348 and we will send you one out.

You will receive an acceptance letter from your Faculty with programme information. This will include the start date of your study and any special information regarding your programme. Depending on your chosen programme of study, you may be invited to attend an interview before you are accepted.

Step 3

Arrangement for full payment of enrolment fees must be made before the start of your programme. You will receive an invoice with payment details.

Fees-free government scheme: Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to FeesFree.govt.nz and enter your National Student Number (NSN). If you are not eligible you will be responsible for paying your fees.

Scholarships and grants: Scholarships and grants make life easier by helping to cover your fees, other costs and living expenses while you study. You don't always need to be an academic high-flyer to qualify. You can find out more about scholarships and other options for paying your fees at eit.ac.nz.

StudyLink: If you need to pay for your own study you can choose to apply for your Student Loan and Student Allowance with StudyLink. You should do this early, even if you haven't yet been accepted on your programme. You can change your details later if anything changes. Visit studylink.govt.nz to find out more about StudyLink.

Student services levy

The student services levy is a compulsory non-tuition fee that is charged to students enrolled at EIT | Te Pūkenga. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT | Te Pūkenga from the levy are ring-fenced, meaning they can only be spent on student services.

Student loans and allowances

StudyLink is a service of the Ministry of Social Development. Apply well before your programme begins (even if you haven't been accepted yet) so you'll be ready to get your payments when you need them most.

Check out what you qualify for at studylink.govt.nz.



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NZ Certificate in Outdoor and Adventure Education (Multi-skilled) (Level 4)

Documentation/Forms

Please Note

These forms are to be returned with your
completed enrolment form.

Without these we are unable to process your application.

Please complete and return the following:

- Enrolment Form
- Brief Personal Statement
- Health Declaration Form
- Personal Information Form
- NZ Police Vetting Service Request and Consent Form
- Please provide two of the following as evidence of your identity:
 - Passport (NZ or Overseas)
 - NZ Full Birth Certificate
 - NZ Driver Licence
 - Community Services Card
 - 18+ Card



NZ Certificate in Outdoor and Adventure Education (Multi-skilled) (Level 4)

Brief Personal Statement

(Handwritten please)

Applicant name:

Please tick which campus you are intending to study the programme on:

- Hawke's Bay Tairāwhiti

1. What do you believe are your personal strengths?

.....
.....
.....

2. Why are you interested in studying the NZ Certificate in Outdoor and Adventure Education (Multi-skilled)?

.....
.....
.....

3. Have you ever had a criminal conviction?

- Yes No

As part of this programme you may have practical experiences with agencies or organisations who may require you to obtain a Police vet of your personal information for any criminal convictions, criminal history, and details of fines and enforcements. A prior conviction may not necessarily exclude you from acceptance into the programme, but we may need to discuss it with you.

4. Do you have a First Aid Certificate that includes NZQA Unit Standards 6400, 6401 and 6402?

- Yes (a copy of this will need to be provided at time of application)
 No

If you have any other First Aid Unit Standards, please list them here:

.....

Note that a First Aid Certificate is valid for two years from date the of issue. If you do not hold a **current** First Aid Certificate you will have an opportunity to gain this as part of the programme.

Applicant name:

Date:



NZ Certificate in Outdoor and Adventure Education (Multi-skilled) (Level 4)

Health Declaration Form

Applicant name:

Should you have any questions about the level of health required to complete this programme please contact the Programme Coordinator prior to completing this declaration.

I declare that I have no medical, physical or psychological conditions that would significantly impact on my ability to participate in the practical and theory components of this programme. Should my health status change dramatically during my study I confirm I will make the Programme Coordinator aware of this change:

Applicant signature:

Date:

Section 1: Agency to complete

For more information please see the [Guide to PVS Request & Consent Form](https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides)
(<https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides>)

1.1 Name of agency submitting vetting request

EIT/Te Pukenga

1.2 Name of the person being vetted

1.3 Description of the role of the person being vetted

This is a brief description of the role (not the job title). This is used by Police to help decide what type of vet is conducted if it is unclear from the following questions.

Student - Recreation and Sport

1.4 Which groups will the person being vetted be working with (select all that apply):

Children/ Young People

Vulnerable Adults

1.5 Does the role involve caring for people in the home of the person being vetted?

This is about whether the person being vetted is providing services out of their own home (that is, are vulnerable children or adults visiting the home of the person being vetted for support).

Yes

No

1.6 Is the person being vetted:

A paid worker

A volunteer

Undertaking vocational or educational training

1.7 Is the person being vetted a Children's Worker according to the Children's Act 2014, section 23(1)?

If the person being vetted is not working with children/ young people (Q 1.4), tick 'No' then skip to question 1.11.

If the person being vetted IS working with children (Q 1.4) AND is a volunteer (Q 1.6), tick 'No' then skip to question 1.9.

Yes

No (skip to question 1.9)

1.8 Is the role of the person being vetted a core or non-core worker role according to the Children's Act 2014, section 23(1)?

Core worker

Non-core worker

1.9 Has the person being vetted previously been Police vetted by your agency?

Yes

No (skip to question 1.11)

1.10 Is the person being vetted still working in the role for which your agency last obtained a Police vet?

If this request is a renewal of the person's previous vet for this role, please select Yes. Otherwise, answer no.

Yes

No – the person being vetted is applying for a new role or position

1.11 What is the job title of the person being vetted?

Student

1.12 Evidence of identity (to be completed by agency representative or identity referee)

[See consent form guide for details on how to complete this section](#)

A primary ID has been sighted (mandatory)

A secondary ID has been sighted (mandatory)

One form if ID is photographic (mandatory)

Evidence of name change has been sighted (if applicable)

OR: *If your agency is able to accept a verified RealMe identity then:*

An assertion of a RealMe identity has been received (see [consent form guide](#) for further information)

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Approved Agency Agreement](#).
- ✓ I am satisfied as to the identity of the person being vetted.
- ✓ I have obtained the authorisation of the person being vetted to submit this vetting request as set out in section 3 of this form.

Agency Representative:

Name:	Sue Jackson	Date:	
Signature:		Electronic signature	<input type="checkbox"/>

Section 2: Person being vetted to complete and return to agency

** Denotes a mandatory field*

2.1 Personal Information

Note the name you are most commonly known by is your primary name

* Family name (Primary)	
* First/Middle name(s)	
* Gender	
* Date of birth	
Place of birth (Town/ City/ State)	
* Country of birth	
NZ Driver Licence number	

2.2 Previous names if applicable

Please include other alias or alternate names; married name if not your primary name; previous/ maiden/ name changed by deed poll or statutory declaration. Please include ALL names (first, middle and last) for each alias/previous name.

Family name	First name	Middle names

2.3 Permanent residential address

* Flat/ Number/ Street			
* Suburb		Post Code	
* Town/ City			

Section 3: Person being vetted to complete and return to agency

3.1 Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
 - a. Conviction histories and infringement/demerit reports.
 - b. Active investigations, charges and warrants to arrest.
 - c. Charges that did not result in a conviction including those that were acquitted (not guilty), discharged without conviction or withdrawn.
 - d. **Any** interaction I have had with New Zealand Police relevant to the role being vetted, including investigations that did not result in prosecution or were resolved by an alternative resolution programme.
 - e. Information regarding family violence where I was the victim, offender or witness to an incident or offence. This is particularly relevant where the role being vetted for takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - f. Information subject to name suppression where that information is necessary for the purpose of the vet.
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime).
 - b. Section 31(3) of the Children’s Act 2014 applies to this request (safety checks of core children’s workers).
 - c. The vetting request is made for the purpose of an overseas visa/work permit and authorises the vetting report to be provided directly to the relevant embassy, high commission, or consulate.

Please see the [vetting website](#) for more information regarding the Clean Slate legislation and what may be released.

3. The Police Vetting Service may disclose newly obtained relevant information to the requesting agency after the completion of the Police vet in the following circumstances:
 - a. The disclosure of the newly obtained information is justified under the Privacy Act 2020 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - b. The Police Vetting Service has taken steps to confirm that the purpose for the Police vet still exists – e.g., that I am employed or engaged in a role that required a Police vet.

The Police Vetting Service will take reasonable steps to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting report released to the agency (to be provided by the agency) and can request a correction of any personal information by contacting the Police Vetting Service.
6. Please notify the agency or the Police Vetting Service if you wish to withdraw your consent.

For further information about the vetting process, please see the [vetting website](#).

Authorisation of person being vetted:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information relevant to my application (as described above) to the agency making this request for the purpose of assessing my suitability.

Name:		Date:	
Signature:		Electronic signature	<input type="checkbox"/>