



Travel Careers & Training 2007

WELLINGTON

Welcome to Travel Careers & Training. We are delighted that you have chosen to train with us and we look forward to a positive and successful relationship.

Student Handbook Rules and Guidelines

Accepting a Position

If you accept a position in the airline, travel or tourism industry before you complete your course you may still participate in the educational with your group if your employer agrees. There is no refund for not going on the educational or for the units you have not completed.

If the position is not a recognised travel industry position then you will not be able to go on the educational as we work with suppliers to obtain discounts on the understanding that you are looking for a position in the industry on completion of the course.

If you have not completed your course the following options are available to you at no additional charge.

- Join another Day Class
- Complete units by Distance Learning
(A selection of Level 3 and 4 units are available)

Please note, these options are subject to availability

Accidents

Please report any accidents to a staff member so they can notify the manager immediately. Travel Careers and Training have a Health and Safety plan in place which is reviewed twice annually by the Campus Manager. Any accident that occurs needs to be reported to the Health and Safety Officer (Campus Manager) and logged in the accident register. An investigation will occur to identify all hazards concerned so that the issue can be minimised/eliminated. Should you notice a potential hazard, please advise a tutor or the Campus Manager immediately.

Administration

Office hours for administration are 8.00 am – 5.00 pm. The team are there to assist with any queries you may have.

Our Sales & Marketing Executive is available for any course related issues including Studylink payments. As all administration staff get extremely busy at certain times of the year, an appointment to see the appropriate person may be necessary.

Administration Costs Sheet

- **Photocopying** 20 ¢ per page
- **Faxing** \$ 1.00 per page (National calls only)
No charge for receiving faxes (on very rare occasions)
- **Binding** \$2.00 per booklet
(including the binding, plastic front and back page)
- **Printing** 40 ¢ per page printed

Stamps, envelopes or stationery are not available for students to buy. Please make sure you have the correct money, as change is not available from the office.

Appealing Results

If you wish to appeal any result, please present your case in writing to your Campus Manager, Kylie Wilson, PO Box 9820 Wellington. She will then review the result with the tutor checking it against the marking guide.

Assessments

Assessments for the unit standards vary. Some will be by written exam, others by assignments, role-plays or observations. Your tutor will explain the assessment procedures.

All work for assessments, both classroom and home study, must be your own work. Copying or using notes, etc, from previous students or the internet is not acceptable.

Assessments will be shown to you upon completion of marking, and returned to you at the end of the course. The management of Travel Careers and Training will deal with any cases of cheating seriously.

Flight Attendant Course: In addition to NZQA unit standard assessments you will also be required to complete CAA (Civil Aviation Authority) exams. These will be closed book exams and an 80% pass mark is required for each exam to be eligible for the CAA certificate. One resit is permitted in total.

Assessment Procedures

- Leave all bags at the front of the room.
- You may have with you applicable workbooks, a pen and a calculator (if required).
- The supervisor will hand out blank paper if required. You may not use your own blank paper or pads.
- No red pens, pencils or twink / white out are allowed.
- No cell phones are permitted.
- During the assessment you are not allowed to communicate with other students. If you have any concerns or queries you must raise your hand and wait for the supervisor to assist.
- Once you have completed your assessment you may quietly leave your paper with the supervisor and exit the room. You will not be allowed back in once you have left.
- Please use the bathrooms prior to the assessment commencing. If you do need to use the bathroom during the assessment you will need to let the supervisor know and return to the examination room immediately. You are not permitted to leave the building at any stage.
- Cheating in any form is a serious offence and will be dealt with by management.
- The maximum turn around time for assignments and assessments could be up to 3 weeks.

Attendance

If you are unable to attend class or if you are going to be late, you are required to advise us before 9.00 am by phone on 04 384 3985 or by email on: info@travelcareers.co.nz. A text message to a friend is not acceptable.

Appointments should be made outside of class time. Arriving late or leaving early will see you marked absent for that half day.

If you have missed a class, extra catch up tuition can be provided at a cost of \$40.00 an hour. If you have a medical certificate for your absence you will need to arrange with your tutor to join another group to make up the lost tuition.

If you have not attended class for a period of one week without advising us we will write to you. You will be informed that if we have not heard from you by the date stated, we will assume that you have withdrawn from the course and immigration/studylink will be advised if applicable.

Cell Phones

Phones must be off and unseen and not able to disturb classes. You may use these in your breaks or after class. Text messaging is not permitted during class time or on visits. Bags may be stored away from you during class.

Change of Address or Phone Numbers

Please let us know if you change your address, phone numbers or email details during or up to six months after the course has finished. We may need to contact you regarding situations vacant or so any additional certificates, graduation invitations etc. can be sent to the correct address.

It is a requirement that International Student must advise the Campus Manager of any change of address, accommodation type or contact numbers immediately.

Computers

The computers are not available for personal use and no disks may be bought in. This is to protect our computer system for everyone.

Each computer is named and you will be allocated a computer to use for Amadeus, Word Processing, Internet and Email. Please do not use other computers without checking with a tutor first.

The computers are set up for training purposes and you may not, under any circumstances, change any of the settings, screen savers etc. Any such changes would mean disciplinary action including refusal of access to the computers.

The computers are available for you to complete any extra study for **Amadeus or Word Processing only**. Please arrange this with a tutor.

If you are unable to complete any computer studies within the given time of the course you may return and finish the unit. This will incur the following charges unless special circumstances prevail.

- \$ 35.00 per day
- \$ 150.00 for five days

This charge is applicable regardless of whether you are here for two hours or eight hours, and is applicable for all areas involving the computers.

Course Fees

The direct cost of the course for you is as per the Dates and Costs page in the brochure pack. For New Zealand citizens or permanent residents the Ministry of Education subsidises part of your course fee.

Course Cost includes:

GST (Government Goods and Services Tax)
NZQA registration and credit fees
All tuition, workbooks, manuals, and resources
All outside visits, and domestic field trips

Course Cost excludes:

General

- Personal stationery
- NZQA and IATA/UFTAA certificates.
- NZQA \$ 15.00 per certificate (maximum of 3)
- IATA/UFTA Foundation Diploma \$ 290.00 per certificate (maximum of 1)
- Resit fee for IATA Unit Std 18218 - \$30.00 per resit
- 2nd Resit fees and Late fees: \$ 30.00
- Lost, destroyed or stolen workbooks: \$ 10.00 per workbook.

Domestic Educationals

- Transport to and from the airport/transport station on all educationals
- All meals and drinks
- Items of a personal nature

Optional International field trips

The educational includes flights ex Auckland or Wellington, accommodation, airport transfers, hotel inspections, and possible sightseeing depending on destination.
Estimated extra cost of \$750.00

Excludes departure taxes, meals and insurance and domestic fares for Wellington students if flights are ex Auckland.

Due to Government regulations any overseas field trip cannot be paid for using a student loan or allowance. Students will need to raise finance for these trips themselves.

The cost for any educational depends on where you go and the activities you experience. We would recommend you have at least NZD50.00 - NZD100.00 per day for your educational.

Course Content

Travel Careers & Training Ltd reserves the right to change or remove any of the course content should they need to do so. Strike action, political unrest or change in airline or supplier policy may mean educationals, visits, guest speakers etc cannot go ahead as planned. There is no refund for any part of the course not undertaken for whatever reason. It is not the intention of Travel Careers & Training to change the course, however, agreements between suppliers and ourselves can change at any time.

The daily and weekly programme can be subject to change without notice

Course Tutors

Your course tutor is available to talk to you about any queries or concerns during office hours.

CV's

To be considered for placement within the travel industry you must provide the Manager with a professionally presented CV prior to the end of the course. Compiling a CV will be covered during the course.

Deadlines

It is important that you meet any deadlines, which may be given for the completion of reports and assignments. If you are unable to meet a deadline then you will be asked to submit the work you have completed so far by this date. Special cases will be considered by consultation with the Tutor and Management. Late assignments and reports will incur a \$ 30.00 penalty fee.

Reports and assignments must be received by 9.00 am on the due date and handed directly to the Tutor who set the assignment or another Tutor if specified.

Disciplinary Procedures

Disciplinary procedures could occur for inappropriate behaviour. The following is a guideline on different situations:

Minor behaviour – e.g Absenteeism, dress, no-show for resits etc

Discussions will be held with yourself and the tutor concerned. Notes on this discussion will go on your file. If it continues, it could affect your participation in work experience, industry visits, educational and us assisting you with employment.

Concerning behaviour – Attitude, not participating in class, respect etc

A discussion will be held between the tutor and yourself and notes will be written on your file. It could affect your participation in work experience, industry visits, educational and us assisting you with employment. If it continues, you will have a meeting with the Campus Manager to discuss whether you want and are able to continue with the course.

Major / Expulsion behaviour

The following actions are examples of the type of situations which will be viewed seriously by Travel Careers and Training and may result in **instant expulsion**, or in the circumstances where Travel Careers and Training does not consider that expulsion is appropriate, a final warning will be issued even if no other warnings have been issued previously. The items listed are examples only and the list is not intended to be exhaustive:

- Wilful abuse of or damage to property of Travel Careers and Training or their suppliers
- Drunkenness or being under the influence of or in the possession of, or misuse of illegal drugs
- Inappropriate or offensive sexual behaviour or sexual misconduct
- Assault or abusive behaviour towards another student, staff member or supplier
- Repeated harassment of a staff member or another student
- Plagiarism
- Theft

Dress

You will be required to wear corporate dress at all times. A professional appearance will be required of both men and women. This will include long hair tied up or back off your face. Jewellery must be minimal and of a corporate style and no nose or facial jewellery is permitted. Denim is not regarded as corporate.

Footwear needs to be appropriate and does not include sneakers, skate shoes, jandals or other casual footwear.

For women this will mean a suit, dress trousers or skirt and blouse or shirt, court shoes, smart sandals (must have a back strap), or laced shoes.

For men, a suit or dress trousers and a business shirt with a tie and business styled shoes.

Educational Pre-requisites

- Have not had more than 5 days absent in total since your first day at TCT
- Maintained a high standard of corporate dress and behaviour throughout the course
- Shown a positive and professional attitude throughout the course.
- Be deemed by Travel Careers & Training to have the appropriate level of professionalism to represent Travel Careers & Training in the travel industry.
- Handed in all assignments and reports

Travel and Tourism students

Domestic Educational

- Completed the Amadeus exam if scheduled prior to the educational

International Educational

- Completed and passed all of Level 3

The group should stay together as much as possible. No one should ever go off alone unless it has been specifically agreed by the tutor.

At night the group should also stay together or in larger groups. The tutor should set a recommended time for everyone to have returned to the accommodation. If anyone is missing please do not leave your door unlocked for them. Under no circumstances are visitors that are not part of the group permitted in any of the rooms unless this has been cleared with the tutor beforehand. Otherwise students could be putting themselves at risk. Any problems with this should be communicated to the tutor immediately.

Professional behaviour is expected of everyone at all times.

Corporate dress is compulsory for flights and for hotel inspections, and at any other time the tutor deems suitable.

Your tutor will give you details about what should be included in your educational report and the date for handing in the report.

Emergency Procedures

Should an emergency arise please follow the instructions of the appointed floor warden. Emergency procedure notices are posted in the building. Please take a moment to read these and familiarise yourself with evacuation routes and assembly areas.

External Support

The following agencies can be contacted should you require assistance:

Salvation Army

Central Division Head Quarters
202-204 Cuba Street
Wellington Phone: 04 384 4713

Work and Income New Zealand

Wellington Service Centre
235 – 243 Willis Street
PO Box 11511
Wellington
Phone: 04 918 0174

Citizens Advice Bureau

Central Library
65 Victoria Street
Wellington
Phone: 04 472 2466

Facilities

The student café area is located on level 1; please feel free to use this facility to relax in.

The male and female toilets are located along the corridor that leads into Travel Careers & Training.

First Aid

A First Aid box is held at reception.

Food and Drinks

No food or drinks (except water) are permitted in the training rooms.

No food or drinks are permitted in the computer room. Water bottles only.

We provide tea and coffee for morning and afternoon tea.

It is your responsibility to clear away your empty cups and general "mess" that occurs during the day, in the training rooms and in the kitchen. There is a kitchen roster, which is shared amongst the groups to help ensure the kitchen and lunchroom are kept tidy.

Graduation Certificate/Graduation

This certificate is a reference to the industry based on your attendance, dress, attitude and professionalism, this certificate is different from NZQA Qualifications. In order to receive your Travel Careers & Training Graduation Certificate you need to have completed the following:

- Attended all classes or had no more than 5 days absent. Even with medical certificates you may not receive a graduation certificate if you have been absent for more than 5 days unless you have made up the days by attending another class.
- Completed competently all assessments and assignments for the required unit standards.
- Maintained a high standard of corporate dress.
- Handed in all Educational reports.
- Shown a positive and professional attitude throughout the course.
- Be deemed by Travel Careers & Training to have the appropriate level of professionalism to represent Travel Careers & Training in the travel industry.

Grievance Procedures

If you have a grievance it should be taken to your Course Tutor, Head Tutor or Manager for discussion. It will be discussed with you and, if necessary, any other parties involved, in an attempt to solve it.

If the grievance is unable to be resolved satisfactorily then it can be taken to:

Rosanne Matheson
General Manager, Travel Careers and Training
112 Thomas Road
Hamilton Ph: (07) 853 7457

If the grievance can still not be resolved then it can be taken to:
Aviation Tourism & Travel Training Organisation
P O Box 6466
Te Aro, Wellington Ph: (04) 499-6570

New Zealand Qualifications Authority
The Terrace
Wellington Ph: (04) 802-3000

The International Education Appeal Authority
C/- Ministry of Education
Private Bag 47 911
Ponsonby
Auckland Ph: (09) 374 5481
Fax: (09) 374 5403
Email: info.ieaa@minedu.govt.nz

Learners may lodge a complaint using the 'Complaints Kit for Formal Complaints about Providers' if the provider's internal procedures do not result in a satisfactory resolution of concerns. Information on this kit can be found at the following web address:

<http://www.nzqa.govt.nz/for-learners/rights/complaints.html>

Internal Support Services

Your internal support service is in the first instance your Course Tutor who will be able to lend support to your academic learning, and also refer you to other support services if required.

If you need extra tutoring assistance please see a tutor to discuss the matter. Tutors are available half an hour prior to teaching to offer additional tuition

For International Students the pastoral (general welfare) support person is the Campus Manager - Kylie Wilson. She is available to assist you with (international) student requirements such as:

- Accommodation
- Cultural issues
- Road safety Driving regulations and laws
- General student welfare requirements and requests

There is also a resource of information on the student notice board in the café'

NZITT Membership

Membership to the New Zealand Institute of Travel & Tourism Inc is available to students at Travel Careers & Training for a cost of \$ 33.75. Some of the benefits of joining the organisation are:

- Acknowledgment by a professional organisation of a member's skills, experience and / or qualifications. By accepting the Code of Ethics, members indicate that they are professional in their work and overall conduct.
- NZITT operates a Student Mentor Scheme where industry employees of long service volunteer to counsel students undertaking formal studies in tourism and travel.
- NZITT has the resources to sponsor scholarships and awards directly related to travel and tourism education and attainment.
- NZITT offers value added benefits to the main intent of membership. e.g. Photo ID card, credit card, industry and other discounts.

More information is available on their website: www.nzitt.co.nz

Orientation Programme

On the first day of your course you will be given a tour of the premises. The first day will also involve going through this booklet to discuss any of the points. You will be introduced to your course tutor who will be your liaison for the duration of the course.

Our Expectations

While you are here we expect you to behave as a tourism professional. The Travel and Tourism industry needs people who are friendly, courteous, and sensitive towards others, have a positive outlook, and who enjoy interacting with others in one to one and group situations. Please respect the other students in the course, look after, encourage and help one another if you can. Arrive on time, give the tutors 100% and try to relax and enjoy the classes.

Swearing or any type of harassment is not regarded as appropriate to the travel and tourism industry. This includes while in class, the lunchroom, on visits, and on educational. Continued poor behaviour could lead to expulsion from the course.

Passports and visas

It is your responsibility to ensure you have the correct documentation such as a valid passport, visa and re-entry visa etc. for the international educational. Some countries require that your passport is valid for six months after departure, and so you will need to check to ensure you have the correct documentation. Failure to have this will result in your non-participation on the educational during your course.

New Zealand Passport forms are available from reception. To avoid additional expense, please do not leave this process until the last minute.

Photocopying

If you require any photocopying during the course please see the receptionist. There will be a charge of 20 cents per copy.

Punctuality

Classes start on time, so please be here at least ten minutes prior to the start of the course. If you are late to class you will be marked absent by half a day.

Recognition of Prior Learning/Credit Transfers

Travel Careers & Training Ltd recognises those students who have gained NQF units prior to the course or who have prior learning. Credit transfers can be obtained by either producing evidence of achievement of the required unit standard or if you believe to have prior learning then you can request to sit the assessment prior to the learning taking place.

Satisfactory evidence must be presented to your Course Tutor at least 2 days prior the commencement of the unit standard or the assessment completed prior to the commencement of the unit standard. If this is not possible, you will be expected to attend the class and complete the assessment. If you do not attend you will be marked absent.

Travel Careers and Training have a procedure for this and a form can be requested. This will be processed within one week of receipt, for no additional cost

Resits

Resit days are held every Wednesday from 4 - 5 pm. It is your responsibility to keep up to date with your resits. Before leaving on Tuesday you need to have checked with a Tutor to see if you have any outstanding resits. On Wednesday's you will need to bring any workbooks and material (e.g. calculators etc) required to complete your resit papers.

Additional Resit Days will also be timetabled. You will need to be present for these along with your workbooks, ready to complete any revision assessments. If you have no resits you will be required to check with your Tutor to see if attendance is required.

If you have resits and do not attend the weekly resits or resit days you will be marked absent.

For the cost of re-sits refer to Course costs section above.

Our resources are updated regularly; therefore any resits should be completed within three months from the last day of the course. Should you be able to attempt a resit after this time, a \$ 50.00 fee will be charged. It is highly recommended that Amadeus resits are completed on the same day.

Results

Throughout the course you will be given an updated Results Notice notifying you of your results. Please check this thoroughly and advise your Course Tutor of any problems.

Smoking

No smoking is allowed in the building. There is a car park area at the side of our building where smoking is allowed. Please place cigarette butts in the container provided and please do not smoke in the entrance way. Please do not place rubbish in the ash trays. The smoking area can be changed at any time by the Campus Manager if behaviour is not appropriate – remember that we share the carpark with other companies.

Stationery

You will need your own calculator for the course. The calculator need only be a basic one, e.g. from The Warehouse, unless you plan to do the IATA ticketing papers. Stationery is not available for you to purchase from the office.

Telephone/Fax

A telephone for student use is located in the lunchroom. Calls cost 20c per minute for a local call and the phone does not issue change.

Our business fax line is available should you need to send a fax at a cost of \$1.00 per fax. You will need to arrange this at Reception.

Tutors

Tutors are available half an hour prior to each class and after class to discuss homework from the day before or material covered that day.

Should you miss a class, please see the tutor before or after class to arrange work books, etc, on your first day back.

Withdrawal

If you wish to withdraw from your course you must put this in writing and either post it in or hand it in to the office. The cancellation fees are as follows:

- After enrolment but on or within the 8th day of the course starting – 10% or \$ 500.00 whichever is the lesser amount
- After eight days – full course fee, no refund applicable

Withdrawal of Services

In the unlikely event that Travel Careers and Training ceases operating for any reason students may contact the holders of the Travel Careers and Training Trust Account to apply for any applicable refund of fees

Address:

Accountants on London

1 London Street

Hamilton

Work Experience

(Travel and Tourism students)

The work experience module is an elective part of the course. It is scheduled once during the 19 week Certificate in Airline, Travel and Tourism and twice during the 32 week Certificate in Advanced Airline, Travel and Tourism.

It is seen as an integral part of the TCT training program and essential for exposing students to the working environment. It is timetabled near the end of Level 3 and Level 4 courses and can only be undertaken if all study requirements and academic work have been completed.

To be eligible to participate in Work Experience you must have:

- Attended all classes or had no more than 5 days absent. Even with medical certificates you may not be able to attend work experience if you have been absent for more than 5 days unless you have made up the days by attending another class.
- Maintained a high standard of corporate dress.
- Handed in all assignments and educational reports.
- Shown a positive and professional attitude throughout the course.
- Be deemed by Travel Careers & Training to have the appropriate level of professionalism to represent Travel Careers & Training in the travel industry.
- Completed Interviewing skills and had your interview reviewed.
- Completed and passed the following unit standards:
 - **3734** Process travel requirements using a computer reservation system
 - **18215** Demonstrate knowledge and process reservations for Domestic Air
 - **18217** Process domestic and international accommodation and participated in the accommodation role-play
 - **Work Based Reality** - All allocated days

Travel Careers & Training Team

SENIOR MANAGEMENT

Nicole Domett	Managing Director (Hamilton)
Guy Domett	Chief Financial Officer (Hamilton)
Rosanne Matheson	General Manager (Hamilton)

WELLINGTON TEAM

Kylie Wilson	Manager
Rebecca Tarring	Sales & Marketing
Malia Lemalu	Receptionist
Angela Banfield	Head of Studies
Andrea Adams	Sales Executive/Senior Travel Tutor
Payal Dang	Senior Flight Attendant Tutor
Francesca Ngan	Head of Flight Attending Programme (part-time)
Juliette Buri	Travel and Tourism Tutor
Vivien Lynch	Travel and Tourism Tutor
Marcel Tuuta	Travel and Tourism Tutor
Jude Chan	Flight Attendant Tutor
Megan Hall	Travel and Tourism Tutor (part-time)
Kim Bright	Travel and Tourism Tutor (part-time)
Louise Cartwright	Flight Attending Tutor (part-time)

OTHER CAMPUS'

Auckland

Level 1
17 Albert Street
P O Box 2899
Shortland Street
Auckland
Phone (09) 358-3006
Fax (09) 358-3026

Hamilton (Head office)

112 Thomas Road
Hamilton
Phone (07) 853 7457
Fax: (07) 853 7592

Please use this booklet as a guide to refer to during and after your course. If you have any problems or concerns during the course please do not hesitate to discuss it with your Course Tutor or Management who will be more than happy to help.

We hope you enjoy the next few months.

Student Copy

I have read and understood the Rules and Guidelines for 2007.I I agree to abide by these as set out in the Handbook.

Student name:_____

Signature:_____

Date:_____

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Office Copy

I have read and understood the Rules and Guidelines for 2006. I agree to abide by these as set out in the Handbook.

Student name:_____

Signature:_____

Date:_____

I authorise for photographs taken of me to be used for marketing purposes.

Signature:_____