



Welcome to Employ NZ

The team at EmployNZ extend our warmest welcome to you and congratulate you on making the decision to study with us. We commit to providing you with the best service and support we can, it is our goal to make sure you get the best education, value and enjoyment from your time at EmployNZ. We have compiled the key information you will need to know before you travel in this handbook. Please do not hesitate to contact our International team if you have any further questions at international@employnz.co.nz

For more information please visit www.employ.co.nz/international.co.nz

Code of Practice for the Care of International Students

EmployNZ is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016. The code sets out the standard of care, support and advice that are expected of education providers for international students. This ensures students coming from other countries to study in New Zealand are well informed, safe, and properly cared for. The New Zealand Qualifications Authority (NZQA) is the administrator of the Code on behalf of the New Zealand government.

You and your family can expect EmployNZ to:

- Provide clear, sufficient and accurate information so you can make informed choices about your education.
- Give you clear, understandable information on your legal obligations and rights, refund policies, and termination of your enrolment under any contracts you enter into with the provider.
- · Check that you have the prescribed insurance cover.
- Provide a safe and supportive environment for study as far as practicable.
- Ensure you live in accommodation that is safe and appropriate.
- Provide you with a comprehensive orientation programme to support you in your study and outline your obligations.
- Monitor our international agents to ensure they provide you with reliable information and advice about studying, working and living in New Zealand.
- Ensure that our educational instruction on offer is appropriate for your expectations, English language proficiency, and academic capability.
- Have proper policy and processes in place to safeguard the fees you have paid and be able to provide an appropriate refund if you withdraw or your course closes.
- Ensure you have access to proper and fair procedures for dealing with grievances (concerns or complaints).

Pre-Departure Information

About Tauranga And Rotorua

Tauranga has the perfect combination of natural beauty, adventurous activities and economic prosperity. It has the largest port by in New Zealand and had the highest economic growth of any region in New Zealand in 2016. Tauranga is one of New Zealand's most popular holiday spots and is only a 25 minutes' flight or 3-hour drive from Auckland.

Rotorua is surrounded by lakes and native forest and has been consistently voted one of New Zealand's most beautiful cities. International students have been coming to Rotorua for a number of years and are now part of the fabric of the city. Rotorua is known for its Maori culture, geothermal activity and is a popular International tourist destination.

Both of the cities are located in the Bay of Plenty of New Zealand.

Bay Of Plenty Weather

There are four distinct seasons in the Bay of Plenty. It is best to be prepared for all types of weather and a range of temperatures.

Spring (September – November)

Windy with a mild daytime temperature of around 22°C, and around 5°C at night

Summer (December – February)

Warm and dry with temperatures reaching 28°C or more. Overnight temperatures rarely dip below 10°C

Autumn (March – May)

The wettest season but temperatures are still mild averaging 21°C during the day and dropping to 4°C at night temperatures are still mild averaging 21°C during the day and dropping to 4°C at night temperatures are still mild averaging 21°C during the day and dropping to 4°C at night temperatures are still mild averaging 21°C during the day and dropping to 4°C at night temperatures are still mild averaging 21°C during the day and dropping to 4°C at night temperatures are still mild averaging 21°C during the day and dropping to 4°C at night temperatures are still mild averaging 21°C during the day and dropping to 4°C at night temperatures are still mild averaging 21°C during the day and dropping to 4°C at night temperatures are still mild averaging 21°C during the day and dropping to 4°C at night temperatures are still mild averaging 21°C during the day and dropping to 4°C at night temperatures are still mild averaging 21°C during the day and dropping to 4°C at night temperatures are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging at the 4°C at night temperature are still mild averaging

Winter (June - August)

The coolest time of year with temperatures averaging 15°C during the day and falling to 2°C or less overnight.

Packing Suggestions

Clothes for winter: Warm clothing such as long pants, jeans and thermal undergarments are suitable for colder days and evenings. Bring wool or well insulated jumpers/sweaters, jackets and warm hats. A raincoat and umbrella are also useful. These and additional items can be purchased locally from a range of shops in Tauranga or Rotorua.

Clothes for summer: Light, comfortable clothing such as T-shirts, shorts, sandals, swim suit, etc., will be suitable for the warmer months.

Food: Tauranga and Rotorua have many grocery stores and some sell Asian and European products, therefore you will not need to bring these items with you.

Electrical appliances: New Zealand appliances operate on 240 volts. Adapters are available for purchase upon your arrival if you bring items such as computers, chargers, hair dryers and shavers.





New Zealand Custom Services - What Not To Bring

You should avoid bringing any plant or animal material into the country (e.g., fruit, vegetables, herbs, spices, meat, noodles, etc). All passengers are required to fill in a New Zealand Passenger Arrival Card upon arrival, you must declare any plant or animal material in your possession. If you do you not declare them in the quarantine section of the card, you will be at risk of being charged heavy fines and penalties of up to NZ\$100,000 or even a prison term for serious breaches of the New Zealand bio-security laws.

If you have any questions, ask the advice of the airline crew or an airport authority in Auckland. Please visit the New Zealand Customs Service website for full details and a list of additional restricted items: www.customs.govt. nz.

The following goods must be declared upon arrival:

- Food of any kind
- Plants or parts of plants (alive or dead)
- Animals (alive or dead) or their products
- Equipment such as camping gear, golf clubs and used bicycles
- Biological specimens

There are a few things you will need to take care of prior to your stay in New Zealand.

Travel And Medical Insurance

Professional health care in New Zealand is not free to international students.

The Education (Pastoral Care of International Students) Code of Practice 2016 requires international students in New Zealand on a student visa to have travel and medical insurance for the duration of their student visa.

EmployNZ has included in your offer letter the cost for travel and medical insurance with Southern Cross Health Care. Please view the policy at www.scti.co.nz/ispublic/premiums.aspx Insurance will usually be purchased for you by EmployNZ, the cost will be included as part of your course fees. You may be able to opt out of this option if you prefer to organise insurance yourself, however your policy will need to be approved by EmployNZ first, please contact us to discuss this option further.

Applying For Or Renewing Your Student Visa

All International Students planning to study in New Zealand must have a valid Student Visa. Full details of visa and permit requirements and advice on employment rights while on a student visa are available through Immigration New Zealand and can be viewed on their website at http://www.immigration.govt.nz/new-zealand-visas/options/study.

Once you have received a Letter of Offer from EMPLOYNZ visit www.immigration.govt.nz for details and the forms you will need to apply. Your local Agent or EmployNZ will assist with any questions you have regarding the visa application process.

Keep - Requirements of Student Visa Holder section

Requirements Of Student Visa Holders

Student visa holders must comply with the following:

- 1. To maintain your student visa status you need to be a full-time student on campus;
- 2. You must participate and meet your course requirements; student performance will be monitored (100% attendance is required for international students);
- 3. You must notify EmployNZ of any change of address;
- 4. You may not work unless specified on your student visa that you have a Variation of Condition to Work, allowing you to work up to 20 hours per week. It will state, "Holder may work for up to 20 hours each week. Holder may work during summer vacation and scheduled holidays."; and
- 5. If you are in New Zealand on a visitor visa or working holiday visa you can study for up to three (3) months.

For full details of visa requirements, advice on rights to employment in New Zealand while studying, and reporting requirements, visit www.immigration.govt.nz.





Employment In New Zealand

You are entitled to work part-time (up to 20 hours per week) while you study in New Zealand, however conditions do apply, visit www.visitnzstudywork.immigration.govt.nz to learn more. Once you successfully complete a qualification in New Zealand, you may be eligible for a Post Study Work Visa. This is valid for a maximum of 12 - 24 months after you have completed your qualification. Please discuss this with the International Student Manager.

Careers and Employability Centre

EmployNZ has excellent community and business contacts meaning we can provide you with real world advice if you are looking for part-time employment. We can also help setup on the job work experience training if this is required as part of your course.

We specialise in career planning and pre-employment training especially for the New Zealand job market. We run workshops on career development, CV development, how to find work opportunities, and preparing for interviews. We have dedicated work brokers who know the local labour market and are available to help you.

The following websites can be very helpful in finding employment while in New Zealand:

www.seek.co.nz www.trademe.co.nz www.sjs.co.nz

IRD – Before you start work

Before you start working you need to apply for an Inland Revenue Department number before you are eligible to work. Please find all details at www.ird.govt.nz.

Banking In New Zealand

Opening an account

It is a good idea to open a bank account if you are staying in New Zealand for more than 12 weeks. This will ensure your money is in a safe place. There are several different banks which offer various services. Please note that some banks charge fees for their services, and impose daily withdrawal limits from your bank account (generally NZD\$800). It may be a good idea to compare the services at several different banks to determine which one best suits your needs. *Please note that the bank will require a proof of address, a copy of your passport, and a copy of the entry stamp in your passport to open a bank account.

Using a bank card

When setting up your new account, it is a good idea to ask for a bank card. A bank card gives you access to your money and account information 24 hours a day by using automatic teller machines (ATMs) which are usually located outside banks or retail shops. Be aware that your bank and other banks may charge fees for withdrawal from an ATM other than the one that holds your account. The bank card can also be used to make purchases from most retail businesses. This transaction is commonly referred to as an EFTPOS transaction and the money comes directly out of your checking account.

Online banking

Another convenience of having a New Zealand bank account is that your family will be able to transfer money directly into your account from overseas, ensuring that your money is safely deposited. Be aware the process generally takes three to five business days. Online banking also enables you to monitor your account, transfer money, make electronic payments, and more, all via a computer.

Credit cards

Credit cards can be used at ATMs and at retail shops to withdraw money or purchase goods. Commonly accepted credit cards are Visa, MasterCard, Diners and American Express. Be aware that making ATM withdrawals using your credit card may incur fees from your bank and the local bank which you use.

Receiving Mail

If your family and friends want to send you letters or parcels please ask them to wait until you have settled into your accommodation, and have your mail sent to that address.

Phone Calls, Services And Options

Calling your family in your home country can be very expensive. We recommend using Skype or other free options via the Internet to talk to your family.

The alternative is to use a pre-paid international telephone calling card when making calls from a private or public telephone, and you will then pay as you use the telephone. Calling cards can be purchased from the post shop or convenience stores. If you are in homestay, ask permission from your host family if you want to use the telephone.

Computer Access And Usage

Computers are available for students to access software such as MS Office, email, internet and printing. You will use your EmployNZ student ID to access these services.

Wi-Fi Connection On Campus

EmployNZ campuses provide free wireless internet (Wi-Fi) for your personal devices like laptop or smartphone. Our International Student Manager will help you set this up.





Your Arrival At Employnz

Arrival And Orientation

Student orientation is held during the first 2 weeks of term. The date will be confirmed on the Letter of Offer you get from us. During Orientation you will learn everything you need to know about studying at EMPLOYNZ and living in New Zealand.

Arrival and Setup

The International team will either meet you at the Auckland International Airport or organise for you to be picked up there and transported to Tauranga or Rotorua. They will take you to the pre-booked accommodation and introduce you to the staff and show you around the premises.

When you arrive at the Campus you will be introduced to the staff and shown around the facilities. You will then be taken on a tour of the City and shown the key amenities and attractions, including where the local bus stops are located, important services such as Supermarkets, Health services, Banks, Police, Social services, Mosques and Churches, Gyms and Sport clubs etc. The International Student Manager will be the key contact for you and will be available as a 24 / 7 emergency contact.

Orientation workshops will be run in the first 2 weeks and will include information on EmployNZ policies and procedures, using the Student Handbook, information on how to open bank accounts and how to obtain driver's licenses. Other workshops will cover accommodation options, how to connect with the Student community and options for finding part time employment (including the support EMPLOYNZ can offer). The grievance procedure is also discussed at this workshop.

Bring the following to Orientation

Your Passport
Your Letter of offer and payment receipt from EMPLOYN2
Your New Zealand Visa
Your Original academic documents for verification
Your Travel and Medical Insurance documentation

During Orientation you will learn about:

- ✓ EMPLOYNZ services and facilities
- ✓ Medical & travel Insurance
- ✓ Local medical services
- ✓ Living costs and budgeting
- ✓ Immigration regulations governing visa requirements and extending your visa
- ✓ Information about banking in New Zealand and the Inland Revenue Department (IRD)
- ✓ Employment services offered by EmployNZ, including work experience options
- Local Public Transport and how to use it
- ✓ Accommodation options and support
- ✓ Local recreation facilities and activities
- ✓ Structure of EmployNZ's academic programmes





Living In New Zealand

EmployNZ's International Student Manager assists with finding suitable accommodation and can help you with a wide range of issues including academic counselling, visa queries and general enquiries. They will also be available to discuss, in strict confidence, any difficulties and personal problems (homesickness, health issues, accommodation, etc.) that you may experience.

EmployNZ arranges the first 2 weeks of accommodation for students. This is to make the transition to living in New Zealand as easy as possible. Accommodation provided is usually in a Backpackers or Motel, these are reviewed to ensure they are safe, comfortable and meet the regulatory and legislative requirements. One of the international team will take you to the accommodation provided and introduce you to the manager.

Selecting Accommodation

There are a few options from which students can choose regarding their accommodation: homestay, hostel, or renting privately.

Upon your request your accommodation with homestay families or the hostel can be arranged by EmployNZ. The minimum stay at the hostel is two weeks, or four weeks for the homestay. After the minimum stay, you may choose to continue in the same accommodation or make alternative arrangements.

EmployNZ recommends you choose your new accommodation carefully to ensure suitability for you. Speak to the International Student Manager for advice.

Homestay Accommodation

Homestay accommodation is an ideal way to become familiar with your new environment and culture while living in a family situation. This will provide you with an opportunity to practice your English on a daily basis.

- All homestay hosts are registered with EmployNZ according to the New Zealand Qualifications Authority Education (Pastoral Care of International Students) Code of Practice 2016.
- Homestay families can provide support, understanding and assistance in becoming familiar with daily living activities in Tauranga. Your English language skills will develop more quickly through interaction with your homestay provider.
- Meals (breakfast, lunch and dinner) are included in your homestay fees. Please respect your homestay hosts by letting them know when you are not going to be home for meals.
- It is important to interact with your homestay family, sharing chores and participating in recreational activities as though you are part of the home and not a guest at a hotel. Each family will do things differently: meals, chores, rules and responsibilities. Learning to fit into the family will help you understand New Zealand's culture and values.
- Should you become dissatisfied in your homestay, the International Student Manager will assist
 with any issues concerning your accommodation. A minimum of two weeks' notice is required
 when you decide to change homestay locations or go into alternative accommodation.

Guidelines For Homestays

Bathroom usage: Water supply in Tauranga is readily available although you do need to be careful how much hot water you use. Your homestay host will advise you how long to shower and when so others in the family can enjoy hot water also when they shower.

Clothes washing: All homestay hosts have clothes washing facilities, making it easy to include your washing with that of your host's or to wash clothes yourself. Ask your hosts how and where to hand wash your clothes. Please do not wash your clothes in the bathroom.

New Zealand electricity: The electrical power voltage is 240 volts but to use international appliances you will need an adapter which can be purchased at the airport or in any hardware store in New Zealand. Please check with your host.

Using appliances: Most hosts will allow you to use their electrical appliances in the home. Always ask first and then ask your host to show you how to use it properly.

Electricity is costly: Most homes try not to use electrical appliances unnecessarily. Make sure the appliance is turned off when you have finished.

Heater use: If you use a room heater please turn it off before leaving the house or going to sleep.

Electric blankets: If you use an electric blanket, switch it on the recommended amount of time before bed- time (sometimes as little as 10 minutes), and switch it off before going to sleep.

Appliances and lights: Always make sure that all appliances are switched off when not in use.

Smoking: New Zealand law bans cigarette and pipe smoking inside all public buildings. You must check with your host if you or your guests are allowed to smoke in or outside the house. Please ensure that you respect your host's wishes in this regard. Do not smoke in your bedroom. All EmployNZ campuses are smoke- free; smoking must take place off EmployNZ property.

Homestay costs are approx. \$200 - \$250 per week (subject to change).

Hostel Accommodation

There are many Hostel or Backpacker accommodation options in Tauranga and Rotorua, talk to the International Student Manager about our recommendations.

Renting Privately

Rental houses and apartments are available throughout town and near bus routes, shopping and entertainment.

Visit <u>www.tenancy.govt.nz</u> for quick access to renting information which outlines important rights and responsibilities for landlords and tenants.





Student Accommodation Policy

It is required under New Zealand law that EmployNZ maintains current records of its international students' accommodation details and addresses. Therefore, it is your responsibility to advise the International Student Manager immediately of any change to your accommodation address and/or phone numbers.

- You, your agent or your parent have the option to arrange your accommodation privately in Tauranga or Rotorua.
- EmployNZ will make direct payment for the first two weeks to the accommodation provider
 when transmitted living expenses are included with your tuition fees as part of the international
 study visa application requirement. The balance remaining of the living expenses will be
 refunded to you after your arrival. You will be responsible for making further direct payments to
 the accommodation provider after the first two weeks.
- Before completing the pre-arranged two-week accommodation, you may choose to extend
- the existing arrangement or find alternative accommodation. The International Student Manager will assist you in extending your stay.
- Accommodation providers may have a separate accommodation contract that you will be required to complete.

Preparing Financially For Life In New Zealand

It is important that you are financially prepared for your stay in New Zealand, especially if you are not planning to work.

In New Zealand the word flatting means to rent a house with others (flatmates). This can be with students, friends or strangers. You and your flatmates will be responsible for securing your own furniture, sharing the cost of power, water, telephone and other bills. Cooking your own meals, doing your own laundry and maintaining the rental agreement are some of the other responsibilities you will have to undertake.

It can take some time to find a flat to rent. You may need to stay in temporary accommodation for the first two to four weeks after arriving in New Zealand. A hostel or homestay might be your best option while you search for a flat. Please ensure you have enough money for living expenses in case you do not find a job in Tauranga straight away.

Basic Living Costs in New Zealand - weekly

- Accommodation \$180 \$450 (based on type of accommodation)
- Food \$150
- Electricity & heating \$40
- Internet \$20
- Mobile phone \$20 (based on usage)

Total - \$400 - \$680

Entertainment & leisure activities - extra





Keeping Safe In New Zealand

Generally, Tauranga, Rotorua and other New Zealand cities are safe places. However, you do need to take some basic precautions to help protect yourself and your property.

New Zealand police officers are here to help and assist you at ANY time (24 hours a day, seven days a week). Unlike some other countries, the New Zealand police DO NOT accept bribes. They DO NOT accept money or gifts in payment of any help they may give you.

ALL SERVICES PROVIDED BY THE NEW ZEALAND POLICE ARE FREE.

CALL 111 IN THE CASE OF AN EMERGENCY (FIRE, AMBULANCE and POLICE) CALLS ARE FREE.

KEEP SAFE – Personal safety tips:

- DO NOT walk the streets on your own at night time and avoid unlit areas
- Make sure there is always someone who knows where you are going
- If approached by a stranger by whom you feel threatened, go to a nearby house or shop and ask them to ring the police to help you
- When asking another person to ring the police for you, stay at their house or inside their shop
- DO NOT return to the location to continue the confrontation with the stranger
- DO NOT carry any weapons to protect yourself as they may be used against you. It is illegal to carry mace/pepper sprays, firearms or other weapons
- If confronted by a stranger/s and you are threatened with violence, be careful not to provoke the situation. It may be necessary for you to do as they say to prevent any serious harm to yourself ALWAYS tell the police as soon as possible after any incident in which your safety has been threatened
- NO hitchhiking
- KEEP SAFE Keep your personal property safe:
- DO NOT carry large amounts of cash
- ALWAYS lock your doors and windows (house and car)
- DO NOT leave valuables or passports visible in parked cars at any time
- RECORD serial numbers of all your valuable possessions, such as your phone or laptop. You can record serial numbers online at www.snap.org.nz
- ALWAYS report lost or stolen possessions to the nearest police station
- REPORT the theft or loss of any bank cards, credit cards or cheque books to your bank immediately
 to prevent fraudulent use of your money, then advise the police
- DRIVING IN NEW ZEALAND
- EmployNZ would like your stay in New Zealand to be safe and enjoyable.

New Zealand Land Transport Rules & Regulations

You are allowed to drive on a current (unexpired) foreign drivers licence for one year from the date of arrival in New Zealand. It is recommended by New Zealand Land Transport that you visit their website and download in your own language the booklet with New Zealand's road rules for new resident drivers: www.landtransport.govt.nz.

We recommend using public transport such as the city bus which is free for our students around Tauranga. We understand that you may want to maintain your independence and purchase a vehicle.

We strongly advise before driving independently to undertake a minimum of two hours of driving lessons from a registered driving teacher. New Zealand roads and regulations are different from what you are accustomed to using.

Purchasing a car and car insurance

We recommend when you buy a vehicle to buy one from a licensed vehicle dealer. If you purchase a car from an individual, it is advised you make sure the car is legal. (The car needs to have a current registration and warrant of fitness.) It is important to buy auto insurance to protect you against theft and damage to your or another person's vehicle. Speak to the International Student Manager for assistance.

Important New Zealand driving laws to remember

- Alcohol and drugs: It is a crime to drive any vehicle or bicycle while under the influence of alcohol (beer, wine, etc.) and/or drugs. It will affect your future in New Zealand if you get caught driving on drugs or driving under the influence of alcohol.
- It is illegal to use your mobile phone while driving.
- All drivers and passengers must wear a safety belt at all times.
- Accidents: In case of accident, the driver of a vehicle involved in a crash is required to:
- Advise the police within 24 hours of any persons injured; and
- Advise the police within 48 hours when there is damage to private property.
- · Restricted driver's licence:
- If you hold a restricted driver's licence you may drive only between 5.00am and 10.00pm. If you carry passengers, one of the passengers must hold a full New Zealand driver's licence.





Studying At Employnz

Teaching Methods

Academic staff take into account a range of learning styles and cultural backgrounds. You may be surprised by the new learning approaches that could be different from what you are accustomed to but you will soon adapt and become independent through what you have learned. Please remember to tell your teacher about any difficulties you may have, they will always be happy to assist.

Learning English

English, like any new language, takes time to learn.

You may experience some difficulty communicating in English and it may take time to become proficient. This is natural. You will be using conversational (spoken) English, which may be different from what you have been taught prior to your arrival. One way of improving your conversational English is to ask for assistance from your English speaking friends, teachers and host family. Another way is to ask an English speaker to talk slowly and clearly so you can understand more easily. New Zealanders are familiar and comfortable with meeting and speaking with many non-English speakers, so don't be shy in asking for assistance.

Asking For Help

If there is something you don't understand or something you are not sure how to handle, ask someone for help or advice. If you do not ask, we do not know how to help you.

Remember these sentences to assist you if you do not understand:

- "I don't understand. Can you explain this to me?"
- "Can you help me, please?"
- "I would like some help, please."

Learner Support

EmployNZ Tutors are able to help all students with their academic work and can assist you with other aspects of your study such as improving reading and writing skills, organising a study plan, and helping with assignments and exams. If you have additional needs discuss these with the International Student Manager.

EmployNZ's Buddy Programme

EmployNZ's unique Buddy Programme has been very successful for both international and domestic students. We encourage all of our international students to sign up for a buddy. Buddies are here to help you to learn about and settle into your life in New Zealand and the culture, become familiar with EmployNZ's campus, introduce you to new friends, develop your study skills and English language skills. Contact the International Student Manager, for more information.

Important Contacts

NZ Customs Service 0800 4 Customs (0800 428 786) www.customs.govt.nz www.protectnz.govt.nz Information about what to bring into New Zealand	NZ Department of Labour Employment Relations Service 0800 227 774 www.ers.govt.nz Information about your rights while working in New Zealand
New Zealand Police 111 www.police.nz For emergency Services only For all non-emergency call check the white pages or Police website for local phone numbers	New Zealand Tenancy Services 0800 737 666 - Bond Enquiries 0800 836 262 - Tenancy Advice www.tenancy.govt.nz www.minhousing.govt.nz Information about flatting and tenancy
Inland Revenue Department 0800 257 777 Automated Services www.ird.govt.nz Information about general tax matters	Employment Relations Infoline 0800 800 863 Information about your rights while working in New Zealand
Quality Commission Scheme 04 472 2757 commissioner@qualitycommission.co.nz PO Box 6411, Marion Square , Wellington 6141 A free complaints resolution service for Students	Immigration New Zealand Contact Centre: 0508 558 855 Auckland: 09 914 4100 Wellington: 04 910 9915 https://www.immigration.govt.nz/contact
Legal Advice and Support http://communitylaw.org.nz/ Keeping Safe in New Zealand See the link below www.police.govt.nz/advice/personal-community/keep- ing-safe/visitors-safety-guide? cldee=c2FoaW5kZS5wY- WxhQGVuei5nb3Z0Lm56&urlid=0	For Personal Assistance Pam Hayes - pam@employnz.co.nz (International Student Manager) Jay Banner – jay@employnz.co.nz (Managing Director) Free phone - 0800 002 159 For 24-hour Emergency please contact: Jay Banner (027 737 3806)

Useful Websites

Tourism Bay of Plenty

http://www.bayofplentynz.com/

For all information about living, staying and playing in the Bay of Plenty





Important Information

For Personal Assistance						
Contact	Title	Email	Phone			
Pam Hayes	International Student Manager	pam@employnz.co.nz	0800 002 159			
Jack Baker	International Programme Manager	jack@employnz.co.nz	0800 002 159			
For 24 Hour Emergencies (only)						
Jay Banner	Managing Director		027 737 3806			
Pam Hayes	International Student Manager		027 652 1438			





Employ 12
Tertiary Institute

Private Training Establishment | New Zealand
www.employnz.co.nz/international
international@employnz.co.nz
+64 7 577 0177
PO Box 44, 7th Ave box lobby, Tauranga, 3110, NZ
94 2nd Ave, Tauranga Central, New Zealand