

Going into tertiary study or training

Before you start tertiary study or training, find out as much as you can so you are well prepared. Work through this action plan. It will help you to gather the information you need and keep on track.

1. What training or study area do you want to get into?

Write the training or study area here:

HINT Training, eg, building, landscaping, hairdressing
Study, eg, engineering, teaching, IT

2. Who offers qualifications in these areas?

Qualification	Training provider	Level

HINT Use the Education & training section of www.careers.govt.nz to find out what qualifications are offered in your area of interest and by which providers .

Your top two options:

3. Compare qualifications

Find out more about your top two options:

Qualification name	1.	2.
Provider name		
Entry requirements		
Cost		
Duration		
Location		

HINT Compare the costs for each of your options. Find out about the employment opportunities each qualification can lead to. Decide which qualification is the best value for you.

Your preferred option:

4. Get information for enrolment

Gather information on the provider of your preferred option:

Provider name	
Phone number or email for enquiries	
Start dates/intake dates	
Application closing date	
Open days	

HINT If you are able to, visit the campus before you enrol and see what it's like.

5. What compulsory papers or modules do you need to complete?

Compulsory papers or modules for the first year	
Compulsory papers or modules for the course	

HINT Some programmes have few options. Other programmes have many.

6. Work out the costs

Write down your course costs:

Fees	
Course-related costs (eg, computer, books, stationery)	

Tick your chosen accommodation option and write down the costs for that option:

	rent	living expenses (eg, food, power phone)	transport	other (eg, clothes, entertainment)
<input type="checkbox"/> home				
<input type="checkbox"/> board				
<input type="checkbox"/> flat				
<input type="checkbox"/> hostel				
TOTAL COST				

7. Prepare for enrolment

Gather the documents you need to apply:

- | | |
|---|--|
| <input type="checkbox"/> Application form | <input type="checkbox"/> References or testimonials from current employers or teachers |
| <input type="checkbox"/> Certified copies of your birth certificate or passport | <input type="checkbox"/> A portfolio of work |
| <input type="checkbox"/> NCEA results | <input type="checkbox"/> Evidence of work experience |
| <input type="checkbox"/> Other documents requested for entry to course | <input type="checkbox"/> Attend a course interview |

HINT Check with the course provider what you need to send with your application.

8. Work out how you will meet the costs

Tick the ways you plan to meet the costs you have calculated at item 6:

<input type="checkbox"/> Part-time job	\$
<input type="checkbox"/> Full-time job	\$
<input type="checkbox"/> Student assistance	\$
<input type="checkbox"/> Student loan	\$
<input type="checkbox"/> Scholarship	\$
<input type="checkbox"/> Savings	\$