



**START YOUR  
TOMORROW  
TODAY**

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# Haere mai and welcome to Future Skills

Welcome to Future Skills, a leading Category 1 private education provider in Auckland, registered with the New Zealand Qualifications Authority. Founded by Group CEO Sam Alavi in South Auckland in 2000, Future Skills opened its doors the following year.

Future Skills is a trusted training provider offering future-focused programmes in industries facing skill shortages. Our team is driven to improve the quality of people's lives through education. Our programmes help people of all ages take the next step to advance their education and land their dream job.

Future Skills boasts four campuses in Manukau, Royal Oak, Takapuna and Auckland City, home to an international campus. Our students thrive in the institute's warm and encouraging classrooms, guided by passionate, motivated lecturers.

Our work placements connect learners to their chosen industry, often leading to permanent employment.

Dedicated staff work diligently to deliver top-quality education and to develop students into high-performing graduates. Your success is our success. We look forward to welcoming you.

**"If you want a career you can really be proud of, you've come to the right place. At Future Skills, we specialise in getting our students trained and employed in today's booming industries."**

**SAM ALAVI**  
Group CEO



# OUR VALUES

We exist to cultivate the most employable, most empowered graduates. But it's not just about learning or getting a job, it's about finding yourself, your place in the world, and your part to play. We've figured out that if you look after the whole person, not just their study, there's a better chance they will flourish. You can expect a strong sense of belonging, respect for difference, and connection here.

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## Whakamana - Empowerment

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### 1. Recognise individual potential

Everyone is unique and talented and has the potential, capacity and aptitude to succeed and develop skills and attributes for the wellbeing of themselves and the community.

### 2. Develop the whole person

The physical, emotional, social, spiritual, and intellectual needs and interests of each person are inseparable and equally important.

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## Whakaute - Respect

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### 3. Honour and respect the individual

Everyone is a unique individual and is worthy of respect, fairness, honesty and openness.

### 4. Practise sustainability

We recognise the need for a sustainable future, where economic, social and environmental dimensions are in balance.

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## Whakawhanaungatanga - Connection

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### 5. Foster personal and group responsibility

People have a duty to themselves as well as to their communities and are responsible for their choices and actions both individually and collectively.

### 6. Embrace and serve the community

Our relationships with our stakeholders and community are an integral part of our success.

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## Whakapiki - Growth

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### 7. Contribute to life-long learning

Education is a continuous and creative process which enriches the individual and communities.

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## Whakanuia - Celebration

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### 8. Celebrate achievement

We are committed to the well-being and celebrate the success of every student and staff member.

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## WHY STUDY WITH US?

We're a Category 1 provider, and our systems, processes and campuses are all purpose-designed to help make our students shine. Our qualifications are all NZQA recognised. We believe in growing confident, capable people who go on to contribute to their communities.

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**Four unique Auckland campuses**

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**Category One Provider (NZQA accredited)**

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**Industry-relevant programmes**

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**Exceptional student support**

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# OUR CAMPUSES

Future Skills has four unique campuses in Manukau, Royal Oak, Takapuna and Auckland's central city. The institute has a warm family-like environment for students. We provide a supportive, modern, fun and safe learning space where everyone can reach their full potential.

## Manukau

### Level 4, Westfield Manukau

This modern site sits in the middle of all the action of Westfield Manukau City Shopping Centre. Go to Auckland Transport's journey planner website for details of how to get there.

Future Skills Academy was founded in Manukau in 2000. It has held strong ties with the South Auckland community since inception.





## Royal Oak

**665 Manukau Road, Royal Oak, Auckland**

This modern building sits in a central location with good transport links. Go to Auckland Transport's [journey planner](#) website for details of how to get there.

Royal Oak campus features a small and family orientated environment.

It's right across the road from Cornwall Park, a top Auckland attraction.



## Auckland International

**Level 1, 350 Queen Street, Auckland**

The Auckland Campus is located in a modern building on the city's main shopping and business street – Queen Street.

We have excellent facilities, including computer labs, free internet and a student lounge where you can hang out, play games, chat with other students and take your study breaks. Go to Auckland Transport's [journey planner](#) website for details of how to get there.

Study in an environment that celebrates diversity with programmes delivered by leading academic and business experts.

## Takapuna

**51 Hurstmere Road, Takapuna, Auckland**

Future Skills acquired Ashton Warner Nanny Academy in 2022 and soon after took the opportunity to establish a contemporary learning space at a new location in the heart of Takapuna.

The campus currently caters to Ashton Warner's Early Childhood Education students as well as learners from other programmes.

Our Takapuna campus has a great feel and easy access to public transport, local amenities, and student accommodation.





# STUDY OPTIONS

Our range of degrees, pathways and programmes have been created with academic and business experts for the purpose of making you an employable graduate.

## Construction & Building Surveying

NZ Certificate in Building Regulatory Environment (Level 4)  
 NZ Certificate in Building Regulatory Environment (In employment) (Level 4)  
 NZ Diploma in Building Surveying (In employment) (Level 6)  
 Bachelor of Building Surveying and Control (Level 7)  
 NZ Diploma in Construction (Quantity Surveying) (Level 6)  
 Bachelor of Construction (Quantity Surveying) (Level 7)

## Early Childhood Education

NZ Certificate in Early Learning and Care (Level 2)  
 NZ Diploma in Early Childhood Education and Care (Level 5)  
 NZ Diploma in Early Childhood Education and Care (In Employment) (Level 5)

## English & Pathways

English, Maths and Digital Literacy

## Healthcare

NZ Certificate in Health and Wellbeing (Level 2)  
 NZ Certificate in Health and Wellbeing (Healthcare Assistance Strand) (Level 3)

## Hospitality

Introduction to Hospitality Skills (Café and Restaurant Services) (Level 2)

## Information Technology

Business Intelligence: Data for Decision Making  
 Certificate in Introductory Software Development  
 Graduate Certificate in Information Technology

## Manufacturing

Introduction to Kitchen Manufacturing (Level 2)





# CONSTRUCTION & BUILDING SURVEYING

Gain the skills you need to enter the booming construction industry or learn to undertake regulatory duties at a Building Consent Authority or construction company.

**CERTIFICATES**

**DIPLOMA**

**BACHELOR'S DEGREE**

For more detailed programme information, intake dates and entry requirements, please visit our website, [www.futureskills.co.nz](http://www.futureskills.co.nz)





## NZ Certificate in Building Regulatory Environment (In employment) (Level 4)

### Looking to work as administrative support staff in the building regulatory environment?

This 20-week programme allows you to study while working in the field. Build your skills in administration and support services to help building control operations and compliance processes in councils around the country. Boost confidence in your day-to-day work practices while gaining a nationally recognised qualification that is industry-relevant.

LEVEL	4
CREDITS	60 credits
FEES	\$3,708
DURATION	20 weeks
WHO CAN APPLY?	Domestic students currently working at a Building Consent Authority
DELIVERY	Blended online*
NEXT INTAKE	Please check our <a href="#">website</a>

### Highlights

Gain technical and administrative skills

Learn to support approval processes in BRE

Boost your communication skills

Work while studying

### YOUR EXCITING NEW CAREER AWAITS

This programme can lead to a successful career as a Consent Processing Officer.

### Entry information

#### General Admission - Academic and English Requirements

You will need to have a minimum of four years' secondary education, a minimum of 10 NCEA credits in English and 10 NCEA credits in Mathematics at Level 1 or above or equivalent or completion of an appropriate qualification at Level 3 or above or relevant work experience in a building control environment.

If English is not your first language, you will need to provide evidence of sufficient competence in English to complete this programme successfully.

#### Special Admission

You will need to be 20 years old by the first day of study and have sufficient evidence of aptitude, work or life experience that would indicate a successful outcome in your qualification. This can comprise written evidence, an interview, referee checks or a combination of these.

For detailed entry information, please refer to our [website](#).

\*The Blended Online mode of delivery entails a combination of live lectures delivered via webinar, self-directed learning and authentic work experience. You can be based in any part of New Zealand if you have a stable internet connection and are able to travel to a Building Consent Authority (BCA) for the authentic work experience.



## NZ Certificate in Building Regulatory Environment (Level 4)

### Want to learn to work with building consents?

This 16-week programme allows you to build your knowledge about New Zealand legislation and regulations and working in a building regulatory environment. It gives you the skills and knowledge to support and assist building control operations and compliance processes. It expands your career options and boosts your capability with real world skills.

<b>LEVEL</b>	4
<b>CREDITS</b>	60 credits
<b>FEES</b>	\$3,708
<b>DURATION</b>	16 weeks
<b>WHO CAN APPLY?</b>	Domestic students
<b>DELIVERY</b>	Blended online, Takapuna
<b>NEXT INTAKE</b>	Please check our <a href="#">website</a>

### Highlights

Gain technical and regulatory skills

Learn to support regulatory approval processes under the Building Act

Boost your communication skills

Learn administrative aspects of the building regulatory process

### YOUR EXCITING NEW CAREER AWAITS

This programme can lead to a successful career as a Consent Processing Officer.

### Entry information

#### General Admission - Academic and English Requirements

You will need to have a minimum of four years' secondary education, a minimum of 10 NCEA credits in English and 10 NCEA credits in Mathematics at Level 1 or above or equivalent or completion of an appropriate qualification at Level 3 or above or relevant work experience in a building control environment.

If English is not your first language, you will need to provide evidence of sufficient competence in English to complete this programme successfully.

#### Special Admission

You will need to be 20 years old by the first day of study and have sufficient evidence of aptitude, work or life experience that would indicate a successful outcome in your qualification. This can comprise written evidence, an interview, referee checks or a combination of these.

For detailed entry information, please refer to our [website](#).



## NZ Diploma in Building Surveying (In employment) (Level 6)

### Keen to develop your career in building surveying?

Develop a career as a building consent processing officer, building inspector or property inspector and fit part-time study around working in the field. The two-year diploma boosts your job prospects in this fast-moving sector. Gain the skills to meet Regulation 18 of Building (Accreditation of Building Consent Authorities) Regulations 2006.

<b>LEVEL</b>	6
<b>CREDITS</b>	240 credits
<b>FEES</b>	\$7,416 per year
<b>DURATION</b>	2 years
<b>WHO CAN APPLY?</b>	Domestic students currently working at a Building Consent Authority
<b>DELIVERY</b>	Distance learning
<b>NEXT INTAKE</b>	Please check our <a href="#">website</a>

### Highlights

Fit part-time study around work

Industry experienced teaching staff

Workplace-like learning environment

Aligned to the building control regulatory requirements

### YOUR EXCITING NEW CAREER AWAITS

This programme can lead to successful careers as a Building Control Officer, Surveyor, Inspector and Compliance Officer.

### Entry information

#### General Admission – Academic and English Requirements

You will need to have a minimum of 50 NCEA credits at Level 2 or above, including 12 credits in English or a related subject at level 2 or above, and a minimum of 10 Numeracy credits at Level 1 or above or be able to demonstrate equivalent knowledge or skills. These include a maximum total of 16 in the best four Sixth Form Certificate subjects including English or a related subject, or completion of a trades qualification at Level 3 or above using English as the language of instruction, or completion of the New Zealand Certificate in Building Regulatory Environment (Level 4).

#### Special Admission

You will need to be 20 years old by the first day of study and have sufficient evidence of aptitude, work or life experience that would indicate a successful outcome in your qualification. This can comprise written evidence, an interview, referee checks or a combination of these.

For detailed entry information, please refer to our [website](#).



## Bachelor of Building Surveying and Control (Level 7)

Get the education you need for a long-term career in the Building Surveying industry.

This programme provides existing staff or those new to the industry an entry into building surveying and control with a focus on assessing and maintaining the safety and quality within the building regulatory environment.

It also provides a pathway for graduates who hold a diploma or equivalent qualifications in building surveying and control, while recognising the knowledge and skills of those who are currently employed in the industry and seeking career progression. It is the ideal next step for those who have already completed their NZ Diploma in Building Surveying with us.

This is the first degree of its type in New Zealand, and it will provide the education needed for gaining a long-term career in the Building Surveying industry.

LEVEL	7
CREDITS	360 credits
FEES	\$8,312 first year. \$24,936 total (indicative).
DURATION	3 years
WHO CAN APPLY?	NZ Citizens / Resident visa holders
DELIVERY	Manukau, Online
NEXT INTAKE	Please check our <a href="#">website</a>

### Highlights

Blends theory and practice

Customised learning

A wide range of elective courses

Undertake a research project

Practical, hands-on programme

### YOUR EXCITING NEW CAREER AWAITS

This programme leads to successful careers as Building Control Officers, Building Surveyors, Building Inspectors and Building Compliance Officers.

### Entry information

#### Academic Requirements

You will need to have New Zealand University Entrance or equivalent. You will need to have 14 NCEA Level 3 credits in each of three approved subjects. You will need 10 Literacy credits at Level 2 or above including five credits in reading and five in writing. You will need 10 Numeracy credits at Level 1 or above.

#### Special Admission

You will need to be at least 20 years old by the first day of study and have sufficient evidence of aptitude, or work or life experience that would indicate a successful outcome in your qualification. This experience should be in the trades area, building construction, plumbing, civil architectural drafting, or engineering fields. Your evidence can comprise written evidence, an interview, referee checks or a combination of these.

For detailed entry information please refer to our [website](#).



## NZ Diploma in Construction (Quantity Surveying) (Level 6)

### Want to kickstart your career in quantity surveying?

Gain real-world technical skills in budgeting and cost planning for construction projects in this hands-on learning programme at our Auckland International Campus on Queen St. This project-based programme is run in four blocks of study over two years. Each block lasts nine weeks. You need to dedicate about 35 hours per week to the programme.

New Zealand offers residency under a number of categories including for those who have completed their study in New Zealand. To learn more about your specific situation, please refer to the [Immigration New Zealand website](#) or engage with a licensed immigration adviser.

<b>LEVEL</b>	6
<b>CREDITS</b>	240 credits
<b>FEES</b>	\$7,408 per year
<b>DURATION</b>	2 years
<b>WHO CAN APPLY?</b>	Domestic and international students*
<b>DELIVERY</b>	On campus Central Auckland, Manukau
<b>NEXT INTAKE</b>	February, April, July, and October

### Highlights

Learn to measure and estimate building costs

Learn the latest technologies in construction

Learn to communicate in a construction related context

Join the NZIQS as a free student member

### YOUR EXCITING NEW CAREER AWAITS

This programme can lead to successful careers as an Estimator, Consultant, Contract Administrator, Contract Manager and Junior Quantity Surveyor.

### Entry information

- A minimum of 50 NCEA credits at Level 2, including:
- 12 credits in Maths, and
- a minimum of 12 Literacy credits at NCEA Level 1,
- OR be able to demonstrate equivalent knowledge and skills.

For detailed entry information for both domestic and international students, please refer to our [website](#).

\*See our International Prospectus for details.



## Bachelor of Construction (Level 7)

**Want to become an expert in construction project management? Now you can study part-time.**

Gain the skills to contribute greatly to the booming building industry, at our Auckland Campus on Queen St. Meet the surging demand for construction professionals by learning technical, work-ready skills to price and manage construction projects. This degree broadens your skills in business and construction law and management.

The New Zealand Diploma in Construction (Quantity Surveying) forms the first two years of the Bachelor of Construction (Quantity Surveying). Learners can choose whether to enrol in the Diploma or the Degree.

Graduates of the New Zealand Diploma in Construction (Level 6) (Construction Management) or (Quantity Surveying) will be credited the courses they have completed up to a maximum of 240 credits.

New Zealand offers residency under a number of categories including for those who have completed their study in New Zealand. To learn more about your specific situation, please refer to the [Immigration New Zealand](#) website or engage with a licensed immigration adviser.

<b>LEVEL</b>	7
<b>CREDITS</b>	360 credits
<b>FEES</b>	\$8,312 per year
<b>DURATION</b>	3 years full-time or six years part-time or longer by further agreement
<b>WHO CAN APPLY?</b>	Domestic and international students*
<b>DELIVERY</b>	Central Auckland, Manukau
<b>NEXT INTAKE</b>	February, April, July, and October

### Highlights

Hands-on project based learning

Industry experienced teaching staff

Learn the latest technologies

Learn to communicate in a construction related context

### YOUR EXCITING NEW CAREER AWAITS

This programme can lead to successful careers as a Consultant, Estimator, Contract Administrator, Contract Manager and Quantity Surveyor.

### Entry information

If you are under 20, you will need to have NCEA Level 3 including 14 credits at Level 3 or above in three NZQA-approved university entrance subjects, and meet literacy and numeracy requirements.

If you are over 20, you need to show evidence of industry experience and/or alternative relevant qualifications.

### Additional Requirements

If you don't meet the academic entry criteria, you may still be given provisional entry to year one at the discretion of the Programme Leader.

For detailed entry information for both domestic and international students, please refer to our [website](#).

\*See our International Prospectus for details.



“The teachers are awesome.  
They give me very good support.”

**MINGMIN GUO**  
Construction

For more success stories go to  
[www.futureskills.co.nz/success-stories](http://www.futureskills.co.nz/success-stories)

# SUCCESS STORIES

**Future Skills student Mingmin Guo has been awarded a Bunckenburg Bursary to assist her with her bachelor's studies.**

The HH Bunckenburg Memorial Trust was established in honour of Henry Herbert Bunckenburg, who was a great influence on the quantity surveying profession.

Three Bunckenburg Bursaries are awarded to New Zealand Institute of Quantity Surveyors (NZIQS) members who have completed a diploma and are now studying towards a degree.

Mingmin decided to make a complete career change after having her second child. She had previously worked as an Early Childhood Teacher but decided it was time for something different.

“I wasn't sure if at my age I could still do it, study, have kids, and look after the family, but I wanted to give it a try,” she says.

Future Skills's class schedule and central location fitted in with her family commitments, so she enrolled in the NZ Diploma in Construction (Quantity Surveying).

After completing her diploma she enrolled in the Bachelor of Construction.

The Bunckenburg Bursary will help Mingmin fund her bachelor's study. She says her teachers wrote reference letters to support her bursary application, which also included an academic transcript.

Mingmin says she's thoroughly enjoying studying with Future Skills. Highlights have included getting to meet other students who have the same dream of becoming a Quantity Surveyor.

She studies alongside both domestic and international students at our CBD campus and has become friends with a group of students whose circumstances are similar to her own. They are all very busy taking care of their families on top of their study.

Mingmin is also grateful to her lecturers here who she says are very understanding of different students' situations. They support her with her assignments and have granted extensions when her children were sick in the winter.

“The teachers are awesome. They give me very good support,” says Mingmin.

“Our lecturers even gave us extra tutorials to help us with assessment outside the normal teaching time during lockdown, and I cannot thank them enough.”







# EARLY CHILDHOOD EDUCATION

Learn to inspire young minds. Launch a rewarding career educating and caring for babies and preschoolers with this hands-on programme.



**Ashton  
Warner**

**PLEASE NOTE:** These programmes are designed and owned by Ashton Warner Academy and marketed by the Future Skills. Students enrolled in these programmes are students of the Ashton Warner Academy and upon successful completion will graduate as students of the Ashton Warner Academy.

**CERTIFICATES  
DIPLOMAS**

For more detailed programme information, intake dates and entry requirements, please visit our website, [www.futureskills.co.nz](http://www.futureskills.co.nz)



## NZ Certificate in Early Learning and Care (Level 2)

**Gain the foundational skills you need to provide holistic learning and care for young children.**

This programme gives learners the foundational knowledge and skills required to teach and care for children in their early years. This is an entry-level programme for those who are new to the sector.

Graduates will be able to work as entry-level carers, educators, and caregivers in a range of early childhood contexts, particularly as nannies or providing support for home-based educators and early childhood teachers in a supervised early childhood education and care setting.

Graduates may be eligible to advance on to further study in the early childhood education and care sector.

<b>LEVEL</b>	2
<b>CREDITS</b>	60 credits
<b>FEES</b>	FREE
<b>DURATION</b>	18 weeks full-time
<b>WHO CAN APPLY?</b>	Domestic students 16 years and over
<b>DELIVERY</b>	Royal Oak
<b>NEXT INTAKE</b>	Please check our <a href="#">website</a>

### Highlights

Hands-on learning combining theory and practice  
Includes work experience in an early childhood setting

Learn to understand and support the holistic wellbeing of children

Learn introductory te reo and tikanga Māori

### YOUR EXCITING NEW CAREER AWAITS

This programme leads to successful careers as a Nanny, Home-Based Educator Support, Entry-Level Early Childhood Teacher, or Playcentre Assistant.

### Entry information

- Applicants must be 16 years or older at the start of the programme.
- No academic qualifications are required.
- Applicants may be screened to ensure sufficient competence in English to complete this programme successfully.
- All applicants will require a New Zealand police vetting report consistent with the requirements of the Vulnerable Children Act 2014.
- Applicants will be interviewed to assess their suitability for working with infants, toddlers and young children and their motivation to study the programme.
- They will be required to complete the minimum required hours of paid or volunteer work experience in a suitable early childhood setting.
- All applicants must have access to a laptop or desktop computer with a camera, reliable broadband internet connection and a data plan able to support online learning.



## NZ Diploma in Early Childhood Education and Care (Level 5)

### Would you love to work with young children? Want to help them reach their full potential?

Launch a rewarding career educating and caring for babies and preschoolers with this hands-on programme. Learn in-demand skills to work in an early childhood setting or as a professional nanny in Aotearoa New Zealand or overseas.

After graduating, you can be admitted into the second year of an early childhood teaching degree at the NZ Tertiary College. Graduates of our diploma programme have also moved on to further study at Unitec, AUT, and a range of other providers. Our employment rates are high and students are well respected in the early childhood sector.

This is the perfect time to kickstart a new vocation that coincides with plans for your next overseas experience. You could land your dream job abroad with the world now open for travel.

Demand is soaring for professional educators in Aotearoa New Zealand. Enrol in this programme and make a difference in the lives of tamariki.

<b>LEVEL</b>	5
<b>CREDITS</b>	120 credits
<b>FEES</b>	\$6,240
<b>DURATION</b>	36 weeks full-time
<b>WHO CAN APPLY?</b>	Domestic students
<b>DELIVERY</b>	Royal Oak and Takapuna
<b>NEXT INTAKE</b>	Please check our <a href="#">website</a>

### Highlights

Industry-aligned programme

Exciting job opportunities

Small class sizes and experienced faculty

Unlimited student support

Increase your earning potential

### YOUR EXCITING NEW CAREER AWAITS

This programme can lead to successful careers as an Early Childhood Educator, Reliever, Teacher Aide and Special Education Teacher.

### Entry information

If you're under 20, you'll need to have NZCE L2 or to have completed four years of secondary schooling.

All applicants will be interviewed as part of our entry processes to establish if this is the right programme for you and if there is any support you may require us to put in place.

For detailed entry information, please refer to our [website](#).



## NZ Diploma in Early Childhood Education and Care (In employment) (Level 5)

### Are you working at an ECE centre and keen to get a qualification without taking time off?

Learn in-demand skills relating to the education and care of babies and preschoolers in an early childhood setting in Aotearoa New Zealand or overseas.

After graduating, you can be admitted into the second year of an early childhood teaching degree at the NZ Tertiary College. Graduates of our diploma programme have also moved on to further study at Unitec, AUT, and a range of other providers.

<b>LEVEL</b>	5
<b>CREDITS</b>	120 credits
<b>FEES</b>	\$6,240
<b>DURATION</b>	47 weeks (including three weeks break)
<b>WHO CAN APPLY?</b>	Domestic students, 16 years and over
<b>DELIVERY</b>	Online
<b>NEXT INTAKE</b>	2024

### Highlights

Study while you work in Early Childhood Education

Convenient online evening classes

Taught by experienced early childhood professionals

Sector-aligned programme

Enhance your employment opportunities

### YOUR EXCITING NEW CAREER AWAITS

This programme can lead to successful careers as an Early Childhood Educator, Reliever and Parent Helper.

### Entry information

You will need to currently be working or volunteering in an approved early childhood setting and complete the required work experience hours.

You will need to provide a Work Experience Agreement from your employer or Centre Manager. You will need to be physically able to perform the work duties of an early childhood educator or professional nanny.

You will need to have NCEA Level 2 if you are under 20 or four years' secondary education or equivalent and evidence of your potential to study at tertiary level. You will also need a police vet report with no convictions of concern as well as previous experience with children and involvement in a range of cultural, social, sporting or community services.

You will be interviewed to assess your suitability for the role and motivation to study the programme. You will need to provide the contact details for three referees and permission to contact them.

If English is not your first language, you must provide:

- New Zealand University Entrance OR
- New Zealand Certificate in English Language (Level 4) (General or (Employment)), OR
- Overall IELTS Academic score of 5.5 with no band score lower than 5 (achieved in one test completed in the last two years), OR
- Acceptable alternative evidence of the required IELTS ([see here](#) for NZQA proficiency table and a list of recognised proficiency tests).

You will be interviewed to assess your suitability for the role and motivation to study the programme. You will need to provide the contact details for three referees and permission to contact them.

A history of successful study will help your application.



“I’ll never forget this year with this school. It was fantastic.”

**KEIKO SASAKI**  
Early Childhood Education

For more success stories go to  
[www.futureskills.co.nz/success-stories](http://www.futureskills.co.nz/success-stories)

# SUCCESS STORIES

**Early Childhood Education graduate Keiko Sasaki made a complete career change to pursue her dream of working with young children.**

Keiko came to New Zealand from Japan just over 27 years ago and has been working at St Pierre’s Sushi for the past 26 years. During her time with St Pierre’s, Keiko worked as store manager, operations manager, and had the opportunity to travel around the country.

However, Keiko has always loved children, despite not having her own, and decided it was time for a change of career.

“Professional nanny was my dream job because I love children,” she says.

Keiko especially wanted to be involved with children’s education and development.

“I love the children. They give me lots of energy, laughter, happiness, surprise, all wonderful things.”

After completing an English Language course, Keiko enrolled in Ashton Warner Academy’s NZ Diploma in Early Childhood Education and Care (Level 5), which she finished at the end of last year.

Keiko says she was a little bit hesitant about going back to study in her fifties.

“I thought it might be difficult, but it was not, because of lots of support,” she says.

“New Zealand teachers are so kind and offer good support.”

Keiko says this has been an amazing year and a milestone for her. She’s gained knowledge, skills, and confidence.

“I’ll never forget this year with this school. It was fantastic.”

She’s also felt grateful to be one of the first students at our new Takapuna campus, which she says is a modern building in nice surroundings close to public transport.

Keiko became close with all her classmates, most of whom were Kiwi teenagers. She says her teachers and the Student Success Team worked hard to make sure she was included and connected with the group.

During her programme, Keiko completed placements at two childcare centres and a home. She said that sort of practical learning was essential.

“Just the first few days I was a little bit nervous but after that I really enjoyed it.”

She says teachers and staff at the centres were helpful, kind, and friendly.

Keiko’s stayed on with the family she completed her nanny placement with, working there during her self-directed learning days on Fridays.

Keiko encourages others not to hesitate about going back to study regardless of their age.

“There’s so much support and it’s such a nice school. Don’t be hesitant just do it.”





# ENGLISH & PATHWAYS

Get a good start for future learning with reading, writing, maths and basic computer skills.

For more detailed programme information, intake dates and entry requirements, please visit our website, [www.futureskills.co.nz](http://www.futureskills.co.nz)





## English, Maths and Digital Literacy

### Want to get a new job or take the first step towards more study?

Our English, Maths and Digital Literacy course will not only improve your communication skills but also boost your chances of getting a job.

This 300-hour programme proves popular with immigrants launching their English learning journey as well as those who simply want to gain more confidence in life.

You might be a new resident of New Zealand or a refugee or you might have been here all your life. If you're keen to improve your skills and gain confidence, Future Skills is the right choice for you!

<b>FEES</b>	FREE
<b>DURATION</b>	5-20 weeks
<b>WHO CAN APPLY?</b>	Domestic students, 16 years and over
<b>DELIVERY</b>	Royal Oak and Manukau
<b>NEXT INTAKE</b>	Please check our <a href="#">website</a>

### Highlights

Develop digital skills

Improve your communication skills

Make a CV

Start your English language learning journey

Study fees-free

### Entry information

- You must be a NZ Citizen or permanent resident
- Low skill level in reading, writing and maths
- Aged 16 years or older.

For detailed entry information, please refer to our [website](#).



“I always try my best in what I have been assigned. I always try to keep thinking of my goals.”

**KUNYAKORN NUNDEE**  
English, Maths and Digital Literacy

For more success stories go to  
[www.futureskills.co.nz/success-stories](http://www.futureskills.co.nz/success-stories)

# SUCCESS STORIES

**Kunyakorn Nundee has thrived in her programmes at Future Skills, despite initially struggling with her English ability.**

Kunyakorn came to New Zealand from Thailand four years ago. She has previously worked as a teacher at a Thai school and as an assistant teacher at an international school.

She has been working as a housekeeper at a hotel since arriving in New Zealand but decided she wanted to upskill, improve herself, and try something new.

Kunyakorn spoke to some friends who told her Future Skills was a very good place to study.

“When I contacted Future Skills they were very friendly and helpful and had a course that I wanted to do so I decided to join.”

She says she loved everything about her English, Maths and Digital Literacy class.

Her teacher was supportive and helpful and the friends she made in class also helped her feel relaxed and supported.

The teaching and learning systems helped her improve her English, she says. She was able to access online resources at home and practice talking with her teacher and classmates in class to improve her speaking and communication skills.

Kunyakorn says English was very hard for her at first and she struggled to express herself and understand others.

On top of her studies, she tried to improve her English by listening to music, watching movies, and speaking with her New Zealand family.

“If you want to improve your English, speaking and listening is very important,” says Kunyakorn.

After completing her foundation programme, Kunyakorn’s aim was to find a worthwhile industry with good job prospects. She also wanted to learn more about how to take care of her elderly mother-in-law.

She realised a healthcare programme would be the perfect choice.

“Being able to help the elderly and those who have reduced mobility, to make them comfortable and happy, makes me feel so good. So, I wanted to learn to help them even more.”

Kunyakorn has been a top achiever during her time at Future Skills having received awards for excellent attendance, literacy, and numeracy.

She says the secret to success is working hard and doing the best you can.

“I always try my best in what I have been assigned. I always try to keep thinking of my goals.”







# HEALTHCARE

Is caring for others close to your heart?  
Become a healthcare hero with our hands-on programmes.

## CERTIFICATES

For more detailed programme information, intake dates and entry requirements, please visit our website, [www.futureskills.co.nz](http://www.futureskills.co.nz)





## NZ Certificate in Health and Wellbeing (Level 2)

Are you passionate about caring for others? Enrol in this free programme and make a positive change for yourself and the community.

Enrol in this free programme and make a positive change for yourself and the community. Take the first step toward working in healthcare. Gain in-demand skills and knowledge to become a support worker in health, nursing, disability and aged care. We will even organise a work placement for you.

<b>LEVEL</b>	2
<b>CREDITS</b>	40 credits
<b>FEES</b>	FREE
<b>DURATION</b>	22 weeks part-time
<b>WHO CAN APPLY?</b>	Domestic students
<b>DELIVERY</b>	Royal Oak and Manukau
<b>NEXT INTAKE</b>	Please check our <a href="#">website</a>

### Highlights

Become a caregiver in only 22 weeks

Make a positive change in the community

We arrange your work placement

Study FEES FREE

Study part-time while you work

### YOUR EXCITING NEW CAREER AWAITS

This programme can lead to successful careers as an Aged Care Worker, Support Worker, In-home Care Worker or Healthcare Assistant.

### Entry information

- Be 18 years of age or older
- You will need to have a police vet report with no convictions of concern and an immunisation record including all COVID-19 vaccinations
- If English is not your first language, evidence showing sufficient competence in English to complete this programme successfully is required
- You will be interviewed to confirm your suitability and readiness to work safely with health consumers / tangata whai ora
- You will need to be able to dedicate two days a week to working at a placement company towards the end of your programme.

For detailed entry information, please refer to our [website](#).



## NZ Certificate in Health and Wellbeing (Healthcare Assistance Strand) (Level 3)

### Do you want to advance your skills in the health industry?

You can develop your knowledge and level up your career to become a healthcare assistant. We can even organise a work placement for you. In 36 weeks part-time, you can gain a recognised qualification and pursue your healthcare career. This programme is ideal for people who are employed or who have worked in the sector.

LEVEL	3
CREDITS	70 credits
FEES	\$3,881
DURATION	36 weeks part-time , 23 weeks full-time
WHO CAN APPLY?	Domestic students
DELIVERY	Royal Oak and Manukau
NEXT INTAKE	Please check our <a href="#">website</a>

### Highlights

Gain a Level 3 qualification in 23 or 36 weeks

Study full-time or part-time

Learn to provide culturally safe, person-centred care

Make a valuable difference in people's lives

We arrange your work placement

You may be eligible for fees free

### YOUR EXCITING NEW CAREER AWAITS

This programme leads to successful careers in dementia support and as a healthcare worker. You can also apply for further study.

### Entry information

- Be 18 years of age or older
- Have a satisfactory New Zealand Police vet
- You will need to have a foundation health-related qualification at Level 2 or at least one year's full-time work experience or two years' part-time work experience. This may be as a volunteer.
- We prefer people applying for the part-time programme to be working part-time in the healthcare sector
- Proof of Covid-19 vaccination to go into a volunteer work placement as part of your programme
- You may be interviewed to assess your suitability and readiness to work safely with consumers or tangata whai ora.

For detailed entry information, please refer to our [website](#).



“It’s changed my life.”

**AIULU PAU**  
Health and Wellbeing

For more success stories go to  
[www.futureskills.co.nz/success-stories](http://www.futureskills.co.nz/success-stories)

# SUCCESS STORIES

**Aiulu Pau is transforming her career at Future Skills Academy. “I have learned so much here,” the mother of four says. “It’s changed my life.”**

Aiulu, 43, graduates soon with the NZ Certificate in Health and Wellbeing (Caregiving) (Level 2). She has her sights set on a caregiving career after finishing a rewarding practicum and completing all her paperwork. “That’s my dream job.”

The Mangere resident turned to Future Skills Academy to upskill and gain job security after enduring a series of taxing on-call jobs which involved standing all day packing online orders. “Every day I would feel pain, have a sore back and be so tired. That’s why I made the decision to study hard so I could get a good job. I wanted to stand on my own two feet and do a better job than picking and packing. I came here to study for my future and support my family. It’s not easy getting there but you feel happy at the end.”

She admits the first day of class was daunting. “I was scared when I saw all the computers in the room. I didn’t know how to use them.” But Health and Wellbeing Lecturer Nazra Ali taught her how to navigate the devices, work online and log into Moodle, Aiulu says. “Nazra’s really kind and helpful. She supported us in not giving up easily and to keep studying. I learned how to manage clients, take care of them, and respect them. You need to control your emotions, stay calm, and listen to how they feel.”





# HOSPITALITY

Get the skills you need to work in the thriving hospitality sector. Our classes are hands-on and teach you to prepare and present food and beverages.

## CERTIFICATES

For more detailed programme information, intake dates and entry requirements, please visit our website, [www.futureskills.co.nz](http://www.futureskills.co.nz)





## Introduction to Hospitality Skills (Café and Restaurant Services) (Level 2)

**This programme gives students the skills they need to work in an entry-level role in the hospitality sector.**

You'll learn to prepare food and hot beverages safely in café and restaurant settings. This includes preparing and presenting espresso beverages, basic baked goods, and pantry foods.

The programme includes hands-on learning. You'll get to practice your new barista and cookery skills in the fully equipped Future Skills kitchen. During your final course, you'll prepare a menu and deliver a simple food service as part of a team.

This programme is great for school leavers, new immigrants, and mature students who haven't yet completed a qualification.

The Introduction to Barista and Cookery Skills (Level 2) also provides a pathway to higher-level qualifications for those who wish to pursue a career in hospitality.

Graduates may be employed in basic roles in the hospitality industry, such as barista or catering assistants. They may also assist with catering at marae, churches and other community events.

<b>LEVEL</b>	Level 2
<b>CREDITS</b>	40
<b>FEES</b>	FREE
<b>DURATION</b>	12-30 weeks
<b>WHO CAN APPLY?</b>	Domestic students, 16 years and over
<b>DELIVERY</b>	Manukau
<b>NEXT INTAKE</b>	Please check our <a href="#">website</a>

### Highlights

Learn hospitality health and safety requirements

Gain the skills needed for a hospitality role

Practice communication, teamwork, and problem solving

### YOUR EXCITING NEW CAREER AWAITS

This programme leads to successful careers as Barista, Kitchen Hand, Bakery Assistant, Service Staff.

### Entry information

Applicants must be at least 16 years old at the time the programme commences. (Applicants who are 15 years of age at the time of enrolment may be accepted with an early leaving exemption from school.)

Applicants will need to achieve Step 2 for Literacy on the LNAAT test. Applicants must be able to read, write, and communicate in English at a level which will enable them to successfully participate in the programme.

Applicants may be screened to assess suitability.

For detailed entry information, please refer to our [website](#).



# INFORMATION TECHNOLOGY

Get ready to make a real impact in the world.

## GRADUATE CERTIFICATE

For more detailed programme information, intake dates and entry requirements, please visit our website, [www.futureskills.co.nz](http://www.futureskills.co.nz)





## Business Intelligence: Data for Decision Making

### Interested in leveraging data to drive business success?

Learn how to transform raw data to give companies a competitive edge with our project-based programmes. This micro-credential is perfect for professionals keen to upskill or change careers, graduates seeking better job prospects, or companies wanting to develop their staff to boost productivity. Study online from anywhere in the country.

LEVEL	6
CREDITS	30 credits
FEES	FREE
DURATION	20 weeks part-time
WHO CAN APPLY?	Domestic students, 18 years and above
DELIVERY	Online
NEXT INTAKE	Please check our <a href="#">website</a>

### Highlights

Work on real-world projects driven by industry

Enhance your company's productivity

Boost your CV with in-demand skills

Upskill quickly without having to take time off work

Study from anywhere in New Zealand

### YOUR EXCITING NEW CAREER AWAITS

This programme can lead to successful careers as Business Intelligence Analysts, Data Analysts, Reporting Systems Analyst, Marketing Data Analysts or Customer Insights Analysts.

### Entry information

The programme is for those who want to build on their existing qualification, gain experience in business intelligence and data analytics, or be instrumental in different organisations.

You must be a New Zealand or Australian citizen, a permanent resident, or a resident and aged 18 years or over to enrol in these courses.

Applicants for Data for Decision Making (Level 6) must:

- Have completed a degree at bachelor level or above; or
- Have completed any Level 5 diploma and have at least one year of work experience in a role related to business analysis or intelligence; or
- Have completed any Level 4 diploma and have at least two years of work experience in a role related to business analysis or intelligence.

We recommend having basic computer skills and experience working with spreadsheet tools such as Microsoft Excel.

### Not sure if you're eligible?

We can talk to applicants and assess their knowledge and experience and determine which course is best for them. If your application for one micro-credential is unsuccessful, you may be invited to apply for another, or to apply again after you have met the entry requirements.

For detailed entry information, please refer to our [website](#).





## Certificate in Introductory Software Development

### Want to kickstart your software development career?

Learn how to build applications and gain real-world experience in our hands-on coding programme.

This micro-credential is perfect for professionals keen to upskill or change careers. Study online from anywhere in the country.

<b>LEVEL</b>	5
<b>CREDITS</b>	30 credits
<b>FEES</b>	FREE
<b>DURATION</b>	20 weeks part-time
<b>WHO CAN APPLY?</b>	Domestic students, 18 years & above
<b>DELIVERY</b>	Online
<b>NEXT INTAKE</b>	Please check our <a href="#">website</a>

### Highlights

Upskill quickly in as little as 20 weeks

Work on real-world projects driven by industry

Gain in-demand skills so you can change careers

Study from anywhere in New Zealand

Study part-time to suit your lifestyle

### YOUR EXCITING NEW CAREER AWAITS

This programme leads to successful careers as a software developer, full stack developer, UX/UI designer and mobile application developer.

### Entry information

You will require a PC with i3 or better processor, 4GB or more RAM and 128 GB free disk space (or a Mac with similar or better specs) to successfully complete this course.

You will be expected to attend all classes and participate actively in a highly collaborative learning environment. In addition to scheduled classes, extra project/peer-tutor support is made available, usually on Saturdays. Our learning facilitators often make themselves available at other times too. Learners are also expected to spend additional time outside scheduled class hours.

For detailed entry information, please refer to our [website](#).



## Graduate Certificate in Information Technology

**This programme is great for learners who have a degree in a related field and would like to broaden their knowledge of Information Technology.**

You'll gain a foundational knowledge of the skills needed for a career in IT. You'll learn to use IT tools and processes to respond to industry needs. By the time you graduate, you'll be able to use critical thinking and your own judgement to solve complex real-world problems.

The 60-credit programme is made up of four 15-credit courses. The first course you will study is Business Analysis and Intelligence. You will be able to complete this course online in your own time and at your own pace. There will be weekly optional online workshops you can attend to get support from your lecturers. After that, learners can choose their specialisation and decide whether they'd like to work on an industry project. This programme is suitable for those looking to upskill or change careers.

<b>LEVEL</b>	7
<b>CREDITS</b>	60 credits
<b>FEES</b>	\$4,156
<b>DURATION</b>	18 weeks full-time, 40 weeks part-time
<b>WHO CAN APPLY?</b>	Domestic students
<b>DELIVERY</b>	Online, Manukau, Auckland Central, Takapuna
<b>NEXT INTAKE</b>	Please check our <a href="#">website</a>

### Highlights

Practical skills development

Project-based and experiential learning

Develop technical and transferrable soft skills

Work on real-world projects

Flexible study

### YOUR EXCITING NEW CAREER AWAITS

This programme can lead to successful careers as a Business Intelligence or Data Analyst, Data Scientist, Marketing Data Analyst, Customer Insights Analyst and AI Solutions Engineer.

### Entry information

Learners must have an undergraduate degree qualification in computing or a related discipline or degree-equivalent practical, professional or scholarly experience.

If English is not your first language, you must provide:

- Overall Academic IELTS 6.0 with no individual band score lower than 5.5 (achieved in one test completed in the last two years), or acceptable alternative evidence of the required IELTS ([see here](#) for NZQA proficiency table and a list of recognised proficiency tests).

For detailed entry information, please refer to our [website](#).



“The skills and knowledge from the course are helpful for me in handling grade distribution and creating pivot tables and charts, which are parts of my daily work.”

**HUYEN VU**  
Business Intelligence

For more success stories go to  
[www.futureskills.co.nz/success-stories](http://www.futureskills.co.nz/success-stories)

# SUCCESS STORIES

**Huyen Vu is putting the skills she gained during her Business Intelligence micro-credential to good use in her academic administration job.**

Huyen has just finished a Business Intelligence micro-credential focused on interpreting data for decision-making.

She has a background in research. She has previously worked as a lecturer at Vietnam National University and is now an academic administrator at the University of Auckland.

“That’s the reason why I am interested in data analysis, it’s a vital part of doing research.”

She says the best thing about her micro-credential was learning how to use Excel Power Query and Power Pivot to wrangle and explore data.

“I have used Excel frequently for my job, but I have never learned about Power Query and Power Pivot.”

She had previously developed an overview of the stages of data processing, but now she has a much better idea of what data analysts do.

“I am thankful to the dedicated teaching staff who are enthusiastic and knowledgeable. Under their guidance, I have completed the course successfully and become more keen to learn about data analytics.”

For her project, Huyen chose to work on a dataset provided by the Ministry of Education to look into the international enrolments in New Zealand tertiary education.

“The project was divided into three parts with three reports. By completing it, I have gone through all the stages of data processing.”

Huyen hopes to learn more about data analytics to become a research assistant in the future.

“At the moment, the skills and knowledge from the course are helpful for me in handling grade distribution and creating pivot tables and charts, which are parts of my daily work.”





# MANUFACTURING

Master manufacturing and bring your plans to life in our hands-on learning environment.

## CERTIFICATES

For more detailed programme information, intake dates and entry requirements, please visit our website, [www.futureskills.co.nz](http://www.futureskills.co.nz)





## Introduction to Kitchen Manufacturing (Level 2)

This programme will give you the foundational skills and knowledge needed to work safely in the kitchen manufacturing sector.

It's perfect for those who want to gain an entry-level role in a kitchen manufacturing plant. It's also a great pathway to higher-level qualifications for those who wish to pursue a career in kitchen manufacturing or cabinet making.

On successful completion of this programme, you will be awarded the New Zealand Certificate in Manufacturing (Level 2).

LEVEL	2
CREDITS	40 credits
FEES	FREE
DURATION	12 - 30 weeks
WHO CAN APPLY?	Domestic students, 16 years & above
DELIVERY	Manukau (Earl Richardson)
NEXT INTAKE	Please check our <a href="#">website</a>

### Highlights

Learn to communicate and cooperate in a manufacturing environment

Meet health and safety workplace requirements

Learn to carry out entry-level tasks in a manufacturing operation

### YOUR EXCITING NEW CAREER AWAITS

This programme leads to a successful career as a kitchen manufacturing plant worker.

### Entry information

Be at least 16 years old at the time the programme commences (applicants who are 15 years of age at the time of enrolment may be accepted with an early leaving exemption from school).

Possess literacy and numeracy skills which will enable you to successfully participate in the programme.

For detailed entry information, please refer to our [website](#).



# STUDENT SERVICES

If you need personal support, advice, or are experiencing something that is affecting your learning, please feel free to discuss any matter with your lecturer or a member of the Student Services and Student Support team.

**Our student services offer a range of advice and resources to help you succeed in your studies, and feel supported while at Future Skills.**

Whether you need help with an issue that's affecting your study that you want to talk about, or you need guidance to organise your work/life balance, we're here to help!

Join the dynamic Student Focus Group to make your voice heard and to bring about any changes you want to see on campus.

## Student wellness

If you have serious concerns about someone's immediate safety, **phone 111** or take them to the Accident and Emergency Department (A&E) at your nearest hospital. Call your nearest hospital, your district health board's psychiatric emergency service or mental health crisis assessment team. Remain with them and help them to stay safe until support arrives.

**FOR URGENT HELP IN A MENTAL HEALTH CRISIS** contact the Community Mental Health Urgent Response team: Central Auckland 0800 800 717, South Auckland 09 261 3700.

If you are pregnant while studying, you should seek advice from a Lead Maternity Carer and GP about continuing your studies.

We want students to be happy and to know where they can turn for help. Our staff are always available for a chat but if we are unable to provide the help you need, we will refer you to the right service. We encourage you to call the following services if you need extra support:

### Help lines

Need to talk? **1737** - free call or text

- The Depression Helpline **0800 111 757**
- Healthline 0800 611 116
- Lifeline 0800 543 354
- > Samaritans 0800 726 666
- > Youthline 0800 376 633
- > Alcohol Drug Helpline 0800 787 797

Go [here](#) for a comprehensive list of help lines and mental health services.

### Pastoral Care

Future Skills is a safe environment where students are valued for their culture, personalities and talents. We provide pastoral care support for every learner. Talk to us any time about any issues that may be affecting your studies.



All conversations are private and confidential. We will support healthy emotional development and want students to feel a sense of security at campus to break down any barriers to learning. You will get to know your pastoral care specialist at your orientation.

Please feel free to discuss any matter with your tutor or our pastoral care specialists in our Student Support team. For more information email [studentsuccess@futureskills.co.nz](mailto:studentsuccess@futureskills.co.nz) or phone 0800 888 001.

## Campus Services

### Student Cafeteria

Future Skills has fully-equipped student cafeterias on each campus. They include the following:

- Free hot drink (coffee, tea and hot water)
- Free filtered water fountain
- Toasters
- Microwaves
- Cups and cutlery
- Fridge

## Academic Support Services

Future Skills offers Academic Support services. These practices ensure all students have an equal opportunity for success by addressing any barriers to learning.

Some of the services we offer are:

- A dedicated Learning Support Advisor
- Individual Learning and Support Plans
- English Language and Numeracy support
- Digital Literacy Support

As your success is crucial, we are constantly striving to see you supported academically by your lecturer and peers. Group academic workshops allow you to learn about various academic requirements such as paraphrasing, assessment requirements and APA referencing.

If you need help with using the digital software and platforms utilised in the classroom, please reach out to the Student Success Team and someone can assist you.

## Moodle

Moodle is your go-to online learning tool to make studying a lot easier. You can gain access to your programme material through Moodle anywhere you have a computer and an internet connection. Students can reach Moodle easily through the log-in button at [www.futureskills.co.nz](http://www.futureskills.co.nz)

## Student Hub

Our learners have their own online hub which ensures students can find information with ease. You can access it through the log-in button at [www.futureskills.co.nz](http://www.futureskills.co.nz)

Below are a brief overview of the features:

Quick access to frequently used information and documents

Easy access to Moodle courses

Announcements, support & events are updated here

Search and access quick links to support information

Link to the Wellbeing toolbox for useful strategies to look after yourself

Send us feedback so that we can make sure you are supported



# ENROLMENT INFORMATION

Are you interested in enrolling in one of our programmes? Make sure you read the important information on this page, before filling out the [online application form](#) or the information request form.

## Step 1: How to apply

You can get the application form in either of these ways:

- Fill out an online application form [here](#).
- If you're unable to apply online, please call us on 0800 888 001 or write to us at [info@futureskills.co.nz](mailto:info@futureskills.co.nz) and our student admissions team will be happy to assist you.

## Step 2: Appointment to process your application

Your appointment to process your application is very important – and a great way for us to get to know you!

After you fill out the application form above or send us an enquiry, we will give you a call to talk about your study plans. Then, we will confirm our admissions appointment date, time and location. This appointment can be conducted in person, online or over the phone. We'll also send you text and phone call reminders to make sure you remember your interview, or to notify you of any changes. Please read the Documentation section below to find out what you will need to bring to your admissions appointment.

### If your application is successful:

You will be given an Offer Letter, including start and end dates, tuition fees for your programme (if applicable), as well as a Response Form for you to confirm acceptance of the offer. This Offer Letter may be presented in hard copy or sent to you electronically to sign or acknowledge.

### If your application is unsuccessful:

You will be informed of the reason. Reasons may include that you have not supplied all the information that we require, or your application does not meet the entry requirements of the programme. We may be able to find you another suitable programme to enrol in.

## Step 3: Your response

Once you sign or acknowledge the Offer Letter, you will be enrolled. We can assist you with your application for a student allowance to StudyLink if you wish.

## Step 4: Payment of fees (does not apply to fee-free programmes)

If enrolled in a fee-paying programme, your enrolment is conditional upon receipt of the full tuition fees. Payment can be done to the Public Trust by electronic bank transfer, bank deposit, or by credit card.

If you are paying your fees with the help of a student loan, we recommend you arrange this immediately. We can assist you with your application to StudyLink if you wish.

Any scholarship or funding secured towards the qualification needs to be approved up front prior to commencement of the programme.

## Step 5: You're ready to study

Congratulations! You're ready to study at Future Skills. In the meantime, if you have any questions about your enrolment, please do not hesitate to contact our Student Services team.

## Record of Prior Learning

You may have achieved credits before enrolling with Future Skills. Just let us know what you've studied previously, and we can confirm the credits you've achieved. In some cases, you may have already gained credits towards a qualification.

## Documentation

Please bring the following documents with you, when you come for an enrolment interview:

- Birth certificate OR passport
- Proof of address. This is any official document you have received in the mail identifying you and your home address (e.g. bank statement or letter)
- Additional documentation may be required if you're studying our Level 3, Level 4, or Level 6 programmes.

Please visit the relevant programme page for more information regarding documentation – or call us toll free on 0800 888 001.

## Fee Paying Programmes

There are specific entry criteria for each of our Level 3, Level 4, or Level 6, fee paying programmes at our Manukau campus.

Please visit the relevant programme page for more information regarding the entry information for these programmes – or call us toll free on **0800 888 001**.

## International Students

If you are an international student interested in studying with us please refer to our International Prospectus and read these [Terms & Conditions](#). These are the specific terms and conditions surrounding fees, the cancellation of a programme or course, withdrawals and/or refunds, and privacy.





# ENROLMENT TERMS & CONDITIONS

## Fees

Confirmation of enrolment and a fees invoice will be sent to your email. Payment of all fees are due prior to the programme of study/course start date.

If you are applying for a learner loan through StudyLink, we expect you to complete your application as soon as possible and no later than the programme of study/course start date.

Learners who wish to dispute the fees or request a review of fees or account balance must do so within seven (7) working days of receiving the invoice. Any requests must be made in writing to the registry office.

At the discretion of Future Skills, and with just cause, this period may be extended. Once the request is received, the review will be completed within seven (7) working days. Once the review is completed, any outstanding balance is due immediately.

Failure to pay any invoice(s) by the due date means you will then be liable for all costs and expenses incurred in the recovery, or attempted recovery of the overdue amount from you.

This includes legal costs and debt collection agent fees, which may affect your credit rating.

Under these circumstances Future Skills may give to, or obtain from, any relevant third-party, information held about your personal or commercial credit.

Academic results for any programme of study or course(s) will be withheld where fees or any other debt remains unpaid. You will be prevented from graduating or receiving your award(s) until your debt has been paid in full. You will also be prevented from re-enrolling in further programmes of study or courses at Future Skills.

### Transfer to another programme of study or course

Transfers are negotiated with the Head of Department or Programme Leader. There are no penalties; however, there may be additional fees required or a refund may be due. Where a learner loan has been used to pay fees, the refund will need to be returned to StudyLink and a new loan drawn down for the new programme.

### Withdrawal and/or refunds

The key points of Future Skills's refund policy, [Withdrawal, Transfer, Cancellation and Refund Policy](#) are summarised below.

If you have any questions, contact the registry office. Make sure you understand the refund policy before enrolling.

If you wish to leave your programme of study or course, you must formally withdraw. This means you must notify Future Skills in writing by emailing:

**Domestic learners:** [studentsuccess@futureskills.co.nz](mailto:studentsuccess@futureskills.co.nz)

**International learners:** [int.registry@futureskills.co.nz](mailto:int.registry@futureskills.co.nz)

Verbal notice of withdrawal will not be accepted as a learner's intention to withdraw. The withdrawal date from a programme is taken as the date the email is lodged. This will then be used when processing

your withdrawal in the Learner Management System (SMS).

Please take a note of the "early withdrawal period", the period you can withdraw by and be able to receive a refund, less admin fees.

### Domestic learners refund rules

CLASSIFICATION	REFUND DUE (OF FEES PAID)	LESS ADMIN CHARGE PER REQUEST	ACADEMIC RESULT
<b>Before the programme/course start date</b>			
Not started	100%	No fee	No result recorded
<b>Within the early withdrawal period (10% or 20 working days of the length of the programme enrolled, whichever is lesser)</b>			
After the start date (early withdrawal period)	100%	less 10% or \$500, whichever is the lesser of the two	No result recorded
<b>After the last date for withdrawal with a refund but before 80% of the course/programme is completed</b>			
Withdrawal	Nil	Nil	Withdrawn
<b>After 80% of the programme duration completed</b>			
Any withdrawal from a programme will not be processed in the SMS	Nil	Nil	Did Not Complete (DNC) or Grade attained

### International learners refund rules

CLASSIFICATION	REFUND DUE (OF FEES PAID)	LESS ADMIN CHARGE PER REQUEST	ACADEMIC RESULT
<b>Notification within 7 days of visa/permit having been declined, and before programme start date</b>			
A visa or visa extension is not granted	100%	No fee	No academic record
<b>Up to the end of the tenth working day after the programme start date</b>			
Withdrawn (early withdrawal period)	75%	25%	No result recorded
<b>After the early withdrawal period but before 80% of the course/programme is completed</b>			
Withdrawal	Nil	Nil	Withdrawn
<b>After 80% of the programme duration completed</b>			
Withdrawal	Nil	Nil	Did Not Complete (DNC) or Grade attained



CLASSIFICATION	REFUND DUE (OF FEES PAID)	LESS ADMIN CHARGE PER REQUEST	ACADEMIC RESULT
<b>All enrolments – withdrawal due to academic progress or disciplinary procedures</b>			
Programme commenced	Nil	Nil	Did Not Complete (DNC) or Grade attained
<b>All enrolments – fraudulent information supplied by the learner</b>			
Programme commenced	75%	25%	No result recorded

### Compassionate consideration

If you withdraw after the last date for a withdrawal with a refund date has passed you may be eligible to apply for compassionate consideration. Compassionate consideration may be considered for the following reasons:

Health and wellbeing, supported in writing by a health professional.

Other unanticipated circumstances beyond your control.

Future Skills will advise the result of the application for compassionate consideration.

### Non-attendance

If you have more than four consecutive weeks of non-attendance in classes, or non-participation in required online activities associated with your programme, and we are unable to contact you, you will be withdrawn from the programme.

### Public Trust

As part of the enrolment process, you will receive a Public Trust Fee Protection Contract. By law, private training establishments registered with the New Zealand Qualifications Authority (NZQA) are required to have some form of protection for fees paid to them in advance. Future Skills has chosen Public Trust.

### Public Trust – Fee Protect

Fee Protect is a learner fee trust account which ensures you receive a refund on learner fees, which are held in trust, in the unlikely event, Future Skills is unable to complete your programme of study. This could be because of closure, insolvency, loss of NZQA accreditation or programme within the stated timeframe.

You are required to initial, sign, and return the Public Trust Contract to Future Skills within seven days of its receipt. You will find more information about Public Trust – Fee Protect here.

## Cancellation of programme or course

Enrolment in a programme of study or course is conditional upon and subject to enough learners enrolling in the programme of study or course.

## Privacy or Personal Information

Future Skills Academy collects and stores information about learners to comply with various statutes and/or regulations, to enable us to make decisions regarding your academic progress, and to provide you with evidence of your academic achievements to:

- manage the business of Future Skills (including internal reporting, administrative processes and selection of scholarship and prize winners).
- comply with the requirements of the Education Act 1989 and other legislations relating to maintenance of records.
- supply information to government agencies and other organisations as set out below.

In signing the enrolment form you authorise such disclosure on the understanding that Future Skills will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

Please refer to [Terms and Conditions](#) page for further details.

# Frequently asked questions

### Will I have to pay tuition fees?

New Zealand and Australian citizens and resident visa holders can study some of our programmes without tuition fees.\*

From 1 January 2018, tertiary education at Levels 3 and above have been free of fees for eligible first-time tertiary students. You may be able to get one year's study Fees Free. Find out whether you're eligible at [www.feesfree.govt.nz](http://www.feesfree.govt.nz)

If you don't know your NSN, call us for a chat. If you discover you aren't eligible under the fees-free scheme, you may still be able to study without paying any fees. All our Level 1 and 2 and some Level 3 programmes are available without fees subject to different eligibility or scholarship conditions.

StudyLink can help pay for your study. But it is important to apply early to get everything sorted in time. StudyLink may be able to help you with compulsory course fees such as books, your living costs

and other expenses such as disability or childcare. You can apply to [StudyLink here](#) if you need a student loan. If you need help with your application, we're here to help.

\*Please contact us to check your eligibility.

### How do I find out if I'm eligible to enrol?

On our website, [www.futureskills.co.nz](http://www.futureskills.co.nz), you will find the eligibility criteria for each programme. If you would like to talk to the team, please reach out to us on 0800 888 001.

### I'm here in New Zealand on a work visa, can I study with Future Skills?

If you are not a New Zealand or Australian citizen or a resident visa holder, visit [www.futureskills.co.nz/international/](http://www.futureskills.co.nz/international/) for the programmes available to you.



# CAREERS

Top employability skills can make the difference that lands you the job. These comprise the achievements, skills and personal attributes that make graduates more likely to find employment and to have successful careers.

The world of work is changing and many professions are calling for people with social and emotional intelligence, critical thinking and problem solving attributes. Among the sought after employability skills are a positive attitude, communication, teamwork, self-management, willingness to learn, and resilience.

At Future Skills, you not only learn skills but also practise them firsthand. Learners' work placements often lead to opportunities for permanent employability after they graduate. Our academic staff support health programme graduates to move into further study or get a job. Our approachable teachers can help students with CV writing and provide job references.

We organise visits from private and government recruitment agencies and the Dress for Success team to help you get prepared for employment. Our small classes result in more one-on-one time to develop the skills needed for your chosen career. Open your job prospects and make headway with Future Skills.

## Employability resources

Wanting to land that all important job? Great CVs and cover letters will make you stand out from other applicants. Use these resources to beat your competitors in the job market. Click on the links below to see our resources.

- [CV Builder](#) will help you make a great CV which will get you noticed.
- How to write a [cover letter](#) employers will want to read.
- Looking for your next role? Here are some insightful [job search tips](#).
- Here's [what you need to know](#) to break into the hidden job market.
- Preparing for a job interview? Here are [some tips](#) on how to answer common interview questions.
- Looking for work? Check out [Student Job Search](#).

## Contact us

Thinking of studying at Future Skills? Go to [www.futureskills.co.nz](http://www.futureskills.co.nz) and use our enquiry form. Whether you know what you want to learn or are unsure which programme is right for you, get in touch and we will get back to you within 48 hours.

**DISCLAIMER:** The information in this prospectus aims to provide an overview of what we offer. While every effort is made to ensure accuracy at the time of production, Future Skills reserves the right to alter and amend information as well as withdraw programmes without notice. All programmes, fees and costs are approximate and subject to change.

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