

# New Zealand Diploma in Aviation 2017

The New Zealand Diploma in Aviation was developed in consultation with Industry, and was successfully delivered for the first time in 2012. This new National Diploma offers stimulating aviation education and provides specialised pathways to a career as a pilot or other professional roles in the aviation industry.

There are three programmes (career pathways) available:

- |                                      |           |           |
|--------------------------------------|-----------|-----------|
| • Pilot Training – General Aviation  | (Level 5) | Two Years |
| • Pilot Training – Instructor Career | (Level 6) | Two Years |
| • Pilot Training – Airline Career    | (Level 6) | Two Years |

The NZ Diploma in Aviation programmes combine Civil Aviation of New Zealand (CAA) approved Pilot Licences and Ratings with appropriate advanced aviation learning. Students graduate with skills and supervision that equip them to enter the rapidly changing and highly competitive field of aviation, relative to their chosen career path.

There are two entry points per year, depending on places available:

- February and July

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

If you have any questions please feel free to contact us.

Kevin England, CEO  
Air Hawke's Bay Ltd,  
Phone: (06) 879-8466,  
Email: [kengland@airhb.co.nz](mailto:kengland@airhb.co.nz)

## **FUTURE PATHWAYS/EMPLOYMENT OPPORTUNITIES**

The NZ Diploma in Aviation is delivered by Air Hawke's Bay Ltd, a full-time professional pilot training organisation that is a wholly owned subsidiary company of the Hawke's Bay and East Coast Aero Club Inc.

We bring students the benefits of a quality and respected operator in the aviation industry, where students have the best of both worlds – being immersed in their chosen industry at a professional flight training organisation and being part of an aviation community that comprises both a professional and recreational atmosphere.

Students completing the NZ Diploma in Aviation programme will hold various New Zealand Civil Aviation Authority (CAA) approved and internationally recognised Pilot Licences, and a number of Ratings, dependent on the strand (career path) chosen. The programme is integrated with aviation theory and practical flying experience, and thus provides a solid grounding in all technical and regulatory aspects of flying an aircraft. This will prepare students for employment in aviation operations and aviation related industries.

The formal certificate awarded to graduates after satisfactorily completing the NZ Diploma in Aviation will be Level 5 or 6.

Upon graduation with appropriate Pilot Licence certification, and depending on the strand chosen, students will be able to seek further employment opportunities as a pilot in:

- instruction
- specialist aviation activities (e.g. survey and photography, etc)
- tourism operations
- air charter
- link airlines
- national airlines
- corporate aviation
- international airlines

## PROGRAMME SUMMARY

Qualification	NZ Diploma in Aviation - General Aviation	NZ Diploma in Aviation - Instructor Career	NZ Diploma in Aviation - Airline Career
Programme Level	Level 5	Level 6	Level 6
Length	Two Years	Two Years	Two Years
Study Options	Full-time	Full-time	Full-time
Fee	Refer to page 14	Refer to Page 14	Refer to Page 14
Minimum Number of Credits	240	250	290

## PROGRAMME LENGTH

The first year of the NZ Diploma in Aviation commences on Monday, 30<sup>th</sup> January 2017 and concludes on Friday, 19<sup>th</sup> January 2018. All students will initially enrol and complete a Private Pilot Licence, Commercial Pilot Licence and Single-Engine Instrument Rating in the first year. In year two, students will undertake their Multi-Engine Instrument Rating and ATPL subjects, and then the specialised courses the students have chosen. This could include courses either in the Airline, Instructor or could be both. Aviation classes are normally scheduled between 8am and 5pm, Monday through Friday, 8am - 12.30pm Saturday (if required) and there will also be a requirement for some night flying.

Timetables will be distributed to students who are accepted on to the programme.

**N.B: Due to the nature of this programme holiday times may vary.**

January 2017 Intake		July 2017 Intake	
<b>PROGRAMME STARTS</b>	Monday, 30 Jan 2017	<b>PROGRAMME STARTS</b>	Monday, 24 Jul 2017
<b>FIRST YEAR ENDS</b>	Friday, 19 Jan 2018	<b>FIRST YEAR ENDS</b>	Friday, 8 Jul 2018
<b>Mid-Semester Holidays</b>	TBA – subject to completion of flying programmes	<b>Mid-Semester Holidays</b>	TBA – subject to completion of flying programmes
<b>Easter Holidays 2016</b>	Friday, 14 Apr 2017 Monday, 17 Apr 2017	<b>Easter Holidays 2017</b>	Friday, 30 Mar 2018 Monday, 2 Apr 2018
<b>Queen's Birthday</b>	Monday, 5 Jun 2017	<b>Queen's Birthday</b>	Monday, 4 Jun 2018
<b>Hawke's Bay Anniversary Day &amp; Labour Day</b>	Friday, 20 Oct 2017 Monday, 23 Oct 2017	<b>Hawke's Bay Anniversary Day &amp; Labour Day</b>	Friday, 19 Oct 2018 Monday, 22 Oct 2018
<b>Christmas Holidays</b>	Friday, 22 Dec 2017 to Sunday, 7 Jan 2017	<b>Christmas Holidays</b>	Friday, 21 Dec 2018 to Sunday, 6 Jan 2019

## STUDENT WORK COMMITMENTS

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Each course has a proportion of classroom tutorial lessons and individual study time. On average a student would be expected to do one to two hours of individual study for every classroom tutorial and lesson hour.

This programme of study includes holiday or study breaks during which there are no scheduled classes. These breaks usually align with school holidays, but this may not always be the case. Students may find it necessary to spend time during non-teaching weeks working on assignments and other study-related tasks set during the teaching weeks.

## ENTRY REQUIREMENTS

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All students will be required to undertake a selection process which will assess such things as attitude, regard for safety, ability to observe and comply with regulations and rules, mechanical aptitudes, and interest in, and motivation for, success in the aviation industry.

A personal interview and satisfactory completion of assessment tasks are part of the application process. Two necessary requirements **prior to the interview** will be a Class One Civil Aviation Medical Certificate and completion of the ADAPT pre-screening tool which is available online at [www.nzskillsconnect.co.nz](http://www.nzskillsconnect.co.nz). We therefore recommend you complete these requirements as soon as possible.

For admission, applicants must meet the following criteria:

Applicants must:

- be at least 18 years of age **and**
- hold a current Class 1 Medical Certificate **and**
- have competency in spoken and written English (Overseas students – IELTS Band 6.0)
- obtain UE and hold NCEA Level 3, or a Trade qualification, or PPL exams
- be a Fit and Proper Person
- sit the ADAPT online pre screening test ([www.nzskillsconnect.co.nz](http://www.nzskillsconnect.co.nz))
- demonstrate ability to complete entire Programme
- previous experience in aviation would be an advantage

### Selection Interview Criteria

1. Hold NCEA Level 3 Certificate with;
  - at least 14 x Level 3 credits in a language-rich subject
  - at least 14 x Level 3 credits in a numbers-oriented subjectA student who does not meet this standard may be required to pass all Private Pilot Licence (PPL) theory courses to demonstrate proof of success in academic study.
2. A genuine interest in an aviation career (written statement).
3. At least one character reference.
4. Above average communication skills with emphasis on being a member of a team.
5. A positive and open attitude to learning.
6. Self-motivation and self-awareness.

7. Be a person of sound character and judgment who is able to demonstrate clear decision making skills.
8. Display responsibility, maturity and a disciplined attitude to learning and work.
9. Display a sufficient standard of English to complete the programme (IELTS requirement 6.0 or equivalent for applicants who speak English as a second language).

### **Entry with Credit**

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms, including study while at high school, study at a private training establishment, workplace training, other tertiary study, life experiences, or voluntary work. If you think you qualify, you may wish to apply for Cross Credit or Recognition of Prior Learning.

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

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

**You must apply prior to enrolment.** RPL and Cross Credit cannot be awarded for a course if you are enrolled in that course. An original transcript or notice of results from the Institution at which you previously studied (or verified copies) will be required for all applications.

For further information please contact us.

**Due to availability of resources and work experience opportunities, Air Hawke's Bay Ltd reserves the right to limit numbers accepted onto this programme.**

### **INDUSTRY-BASED LEARNING**

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During the first year you should complete 260 practical hours. Additional practical flying hours, including a Multi-Engine Instrument Rating, are to be completed in the second year of study. Students will also undergo specialised courses in the second year that are tailored to their choice of career pathway. The Instructor strand provides practical flying and intensive ground based training. The Airline strand contains BGT, ATPLs and an Airline Integration course. Our programmes have been designed to give graduates options to pursue employment in either the GA and/or Airline sectors.

## PROGRAMME INFORMATION

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All students will initially study the theory and practical requirements of a Private Pilot Licence (PPL) and then the theory and practical requirements of an Instrument Rating and Commercial Pilot Licence (CPL). After completing these aviation licences, students will complete their solo instrument flying requirements. The following year, all students will undertake their Multi-Engine Instrument Rating and choice of specialised subjects.

Students who just want to pursue the Instructor Strand will complete their C Category Instructor Rating, and other ratings i.e. Night Instructor Rating, and are then ready to graduate. NB: Students who wish to enrol in the C Category Instructor course will be required to apply in writing, one month prior to the end of Year One, to the CEO. They will need to demonstrate their understanding and commitment to manage this responsibility, including the internship programme, at an interview with the CEO and CFI.

Assessment of suitability will be based on monitoring of conduct and performance undertaken throughout the first year, and observations during the interview. It is at the CEO/CFI's discretion as to whether students will be permitted to undertake a C Cat Course and/or an internship.

Student who elect the Airline strand will need to complete BGT, ATPL theory credits and an Airline Integration Course. Please note that applicants for the Airline strand will be required to undergo a further selection process to ensure they have the aptitudes and attitudes that would make them most likely to succeed.

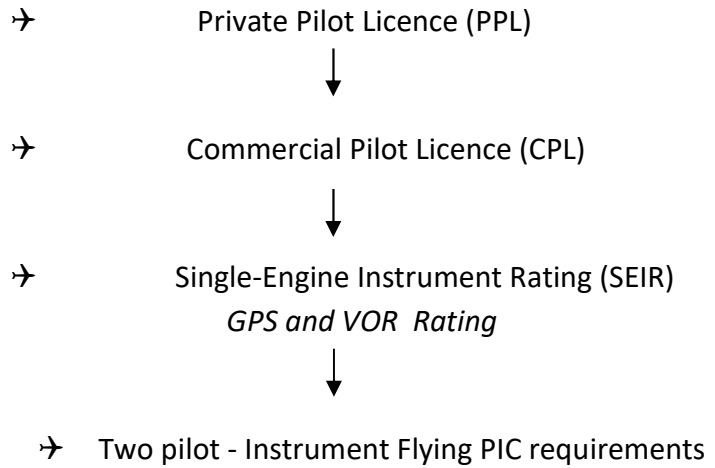
There may be variation in the Programmes' total practical hours to allow for pending Civil Aviation Rule changes to Pilot Licences and Ratings. Students who do not complete the required Programme practical hours may be obliged to undertake necessary additional flying hours in their designated break time, including the Christmas vacation periods. Students who do not complete approved practical hours within the two year duration of this programme may seek to graduate in a subsequent year upon completing these requirements.

**PROGRAMME STRUCTURE**

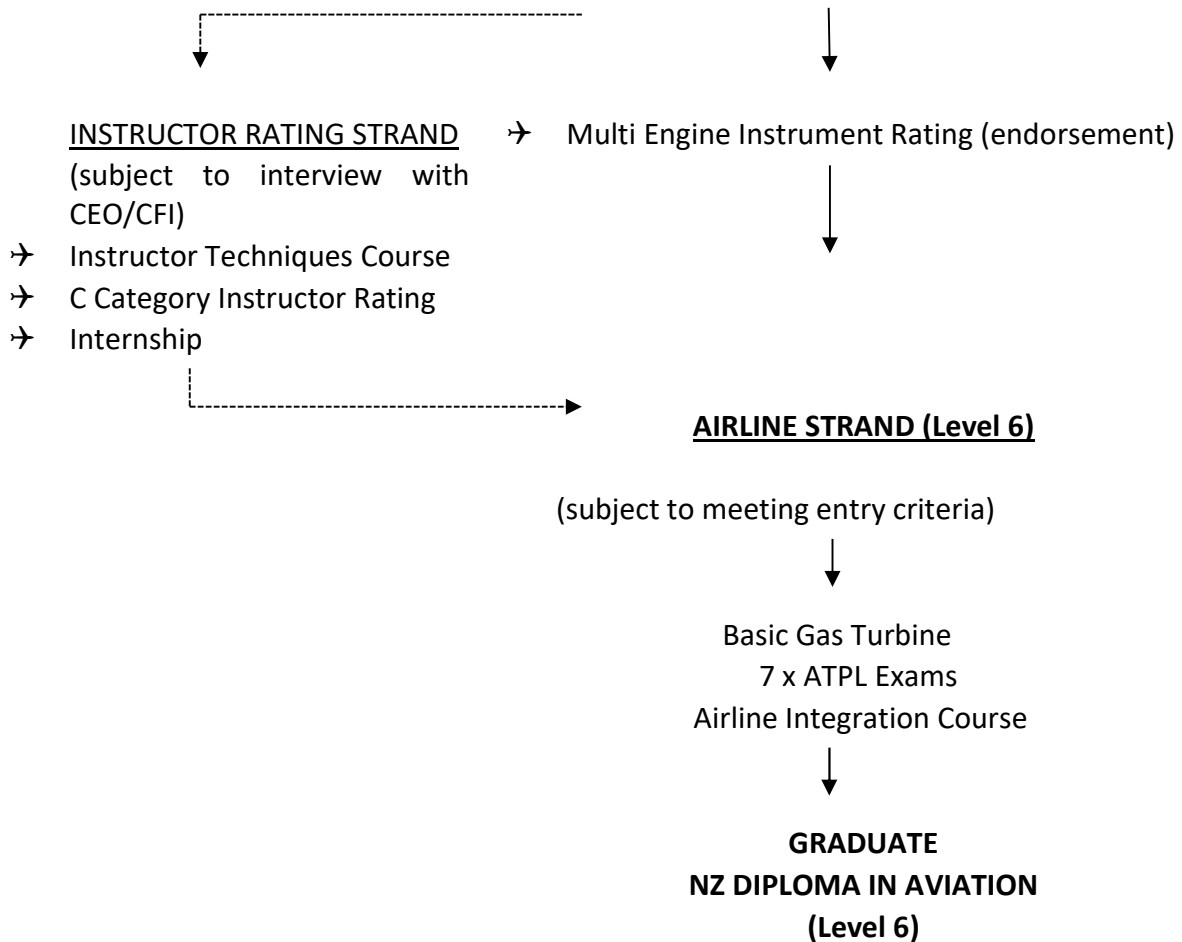
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Programme structures are as follows:

**YEAR ONE**



**YEAR TWO**



## AVIATION COURSE DESCRIPTORS

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Course No.	Brief Description	No. Credits	NZQA Level	Semester Offered
	<p><b>PPL – Private Pilot Licence - Theory</b></p> <p>The aim of this course is to enable students to obtain the theory knowledge for Private Pilot Licence requirements by meeting the approved written examinations in aviation law, human factors, air navigation and flight planning, meteorology, aircraft technical knowledge, and flight radiotelephony. The course has group lectures where students are introduced to the theory and principles of flying which provides them with general knowledge to integrate with the practical components for a PPL.</p>		5	
	<p><b>PPL – Private Pilot Licence – Practical</b></p> <p>The aim of this course is to introduce students to the practical components of flying to and enable students to obtain a Private Pilot Licence by satisfactorily meeting the approved requirements for a flight test which includes pre-flight checks and procedures, circuit procedures, aircraft take-off procedures, in-flight skills and competence, solo flying, cross country navigation flying, turns, climbing and descending, emergency flying procedures and recovery iaw CAA Subpart D – Private Pilot Licences.</p>		5	
	<p><b>CPL – Commercial Pilot Licence - Theory</b></p> <p>The aim of this course is to enable students to obtain the theory and principles for Commercial Pilot Licence requirements by meeting the approved written examinations in aviation law, human factors, air navigation and flight planning, meteorology, aircraft technical knowledge, and principles of flight and aircraft performance. The course has group lectures where students cover advanced theory and principles of flying which provides them with general knowledge to integrate with the practical components for a CPL.</p>	75	6	
	<p><b>CPL – Commercial Pilot Licence - Practical</b></p> <p>The course is designed to introduce students to the practical components of flying to enable them to obtain a Commercial Pilot Licence by satisfactorily meeting the</p>	58	6	



	<p>approved requirements for a flight test which include, night flying, instrument flying, in-flight skills and competence, dual and solo cross country navigation flying and CPL manoeuvre procedures. Students will need to demonstrate flying skills and competency appropriate for a commercial pilot as well as complete the prescribed flying hours experience to be eligible for a CPL flight test iaw CAA Subpart E – Commercial Pilot Rule 61.201 – 61.207</p> <p><a href="http://www.caa.govt.nz">http://www.caa.govt.nz</a></p>			
	<p><b>Instrument Rating - Theory</b></p> <p>The aim of this course is to enable students to obtain the theory and principles for Instrument Rating requirements by meeting the approved written examinations in IFR law, IFR navigation and Instrument and nav aids. The course has group lectures where students cover theory specific to instrument flying which provides them with general knowledge to integrate with the practical components for an Instrument Rating.</p>	<b>31</b>	<b>6</b>	
	<p><b>Single-engine Instrument Rating - Practical</b></p> <p>This course aims to provide students with a professional level of competency to operate an aircraft under an Instrument Flying Rules (IFR) environment. Students are to demonstrate the practical usage of flight instruments (Garmin 1000), radio propagation and visual landing aids and radio navigation aids for instrument flight iaw CAA Subpart Q – Instrument Ratings Rule 61.801 – 61.807</p> <p><a href="http://www.caa.govt.nz">http://www.caa.govt.nz</a></p>	<b>18</b>	<b>6</b>	
	<p><b>Instrument Flying – PIC Consolidation (Summer School)</b></p> <p>Two pilot PIC cross-country flights under IFR Rules – aim is for students to build Instrument Flying (Garmin 1000) and Navigation proficiency, with a view towards a Multi-engine Instrument Rating and/or teaching IFR.</p>	<b>45</b>	<b>6</b>	
	<p><b>Multi-engine Instrument Rating - Practical</b></p> <p>Students complete a Multi Type Rating, followed by an upgrade of their IFR skills in a twin-engine aircraft.</p>	<b>10</b>	<b>6</b>	
	<p><b>Dangerous Goods</b></p> <p>Students to demonstrate knowledge of the regulations and own responsibilities relating to the acceptance and carriage of goods by air. CAA rule Part 92</p>	<b>4</b>		

## FLIGHT INSTRUCTOR CAREER PATH

	<p><b>Category C Flight Instructor Rating</b></p> <p>This course aims to prepare students to operate as flight instructors for students undertaking private pilot licence flying and theory courses. Students will be able to carry out pre-flight briefing instruction, in-flight instruction, and post-flight debriefing; teach principles of flight, aircraft performance, weight and balance and aircraft handling, teach use of meteorological documentation, cross country navigation techniques and use of flight manual, aircraft documents and CAA Rules and Advisory Circulars.</p>	<b>36</b>	<b>6</b>	
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## AIRLINE PILOT CAREER STRAND

	<p><b>Airline Transport Pilot Licence - Theory</b></p>			
	<p>This course aims to enable students to demonstrate theory knowledge for meeting the eligibility requirements for an Airline Transport Pilot Licence (ATPL). It examines in more depth, with more searching analysis, those topics required for the CPL syllabus iaw CAA Subpart F – ATPL Rule 61.251 – 61.257 <a href="http://www.caa.govt.nz">http://www.caa.govt.nz</a> ASL <a href="http://www.aviation.co.nz/Syllabi.htm">http://www.aviation.co.nz/Syllabi.htm</a> AC61 – 7</p>	<b>72</b>	<b>6</b>	
	<p><b>Basic Gas Turbine - Theory</b></p> <p>This course is designed to further develop student's knowledge of turbine engines.</p>	<b>8</b>		
	<p><b>Airline Integration Course</b></p> <p>This course is designed to further develop students towards an airline career with the focus on airline prerequisites. These include principles and applications of Basic Gas Turbines, Crew Resource Management, (2 pilot operations) ATPL exams, Airline Interview Techniques and Dangerous Goods. (See page 13-14 for full details).</p>	<b>35</b>	<b>6</b>	

ELECTIVES (AVAILABLE TO STUDENTS IN ALL STRANDS)

	<b>Instrument Landing System (ILS)</b>	<b>3</b>		
	<b>Type Rating (not exceeding 5700 kg)</b> This course aims to provide students with knowledge of advanced systems, flight management and aircraft handling skills. Students will be able to demonstrate competence in advanced multi engine aircraft iaw CAA Pilot Licence and Aircraft Ratings Rule AC61.10	<b>5</b>		
	<b>Spinning</b>	<b>5</b>		
	<b>Aerobatics</b>	<b>10</b>		

*Learning outcomes for aviation courses are governed by Aviation industry requirements. They are stated in the cross-referenced documents:*

CAA Rules Cross Reference: <http://www.caa.govt.nz>

Aviation Services Ltd Cross Reference: <http://www.aviation.co.nz/Syllabi.htm>

## AIRLINE INTEGRATION COURSE

### Entry Qualifications

NZCAA CPL or foreign equivalent  
 Multi Engine Instrument Rating or foreign equivalent.  
 All NZCAA ATPL subjects or foreign equivalent.  
 IELTS Level 6 English Language Endorsement  
 Interview process

### Course Objectives

The primary objective is to produce a graduate who has a clear understanding of the hierarchy of elements critical to the successful management of a flight in a multi-crew, commercial-airline environment in normal and non-normal scenarios; and is able to demonstrate that knowledge by applying it appropriately in a line oriented flight training (LOFT) simulator scenario.

### Syllabus – This schedule is subject to change

Day 1 <ul style="list-style-type: none"> <li>• Human Factors Introduction</li> <li>• Multi-crew roles</li> <li>• Monitoring</li> <li>• Intro to SOPs / Standard Calls</li> <li>• Checklists</li> <li>• Pre-departure briefings</li> <li>• Brief introduction to simulator</li> </ul>	Day 2 <ul style="list-style-type: none"> <li>• Situational awareness</li> <li>• Workload management and automation</li> <li>• Automation modes</li> <li>• FMC and MCP basics</li> <li>• Route guide (flight planning, performance)</li> <li>• Pre-departure</li> <li>• Simulator famil</li> </ul>	Day 3 <ul style="list-style-type: none"> <li>• Communication</li> <li>• Intro to SMS</li> <li>• Reporting requirements</li> <li>• The OOR process</li> <li>• QRH</li> <li>• Supplementary procedures</li> <li>• Video of pristine flight</li> <li>• Checklist run-through in paper tiger or IPT</li> </ul>
Day 4 <ul style="list-style-type: none"> <li>• Threat and error management</li> <li>• Problem solving and decision making</li> <li>• Pressurisation systems</li> <li>• EFIS</li> <li>• Simulator EFIS famil</li> </ul>	Day 5 <ul style="list-style-type: none"> <li>• Sim one</li> </ul>	Day 6 <ul style="list-style-type: none"> <li>• Performance documents</li> <li>• Weight and balance</li> <li>• Auckland tower famil (LVP / Multi-lateration)</li> </ul>
Day 7 <ul style="list-style-type: none"> <li>• Performance documents</li> <li>• Take-off</li> <li>• Departure</li> <li>• Non-normal briefings (T-CTWO and NITS)</li> <li>• EGPWS</li> <li>• TCAS (with Powerpoint examples)</li> </ul>	Day 8 <ul style="list-style-type: none"> <li>• SOPs</li> <li>• Just Culture</li> <li>• Route Guide</li> <li>• DDG/MEL</li> </ul>	Day 9 <ul style="list-style-type: none"> <li>• Severe weather</li> <li>• Weather radar</li> <li>• Anti-ice systems</li> <li>• Stick-shaker/pusher</li> <li>• Cruise</li> <li>• Descent</li> <li>• Wake turbulence</li> <li>• Unusual attitude</li> </ul>

<ul style="list-style-type: none"> <li>• Unlawful interference</li> <li>• Group Security presentation</li> <li>• Avsec presentation</li> <li>• Simulator EGPWS / TCAS famil</li> </ul>		recovery
Day 10 <ul style="list-style-type: none"> <li>• Sim two</li> </ul>	Day 11 <ul style="list-style-type: none"> <li>• Flight deck famil</li> </ul>	Day 12 <ul style="list-style-type: none"> <li>• Airways Main Trunk Operations Centre famil</li> </ul>
Day 13 <ul style="list-style-type: none"> <li>• Discussion of flight deck and radar famil</li> <li>• Ops and Airline Support famil</li> <li>• Crew Control famil</li> <li>• Ops Control famil</li> <li>• Flight Planning famil</li> <li>• Load Control famil</li> <li>• AOC and ramp famil</li> <li>• Line Maintenance famil</li> </ul>	Day 14 <ul style="list-style-type: none"> <li>• Volcanic ash</li> <li>• Teamwork</li> <li>• Instrument approach</li> <li>• Landing</li> <li>• Missed approach</li> <li>• How to make a good PA</li> </ul>	Day 15 <ul style="list-style-type: none"> <li>• Sim three</li> </ul>
Day 16 <ul style="list-style-type: none"> <li>• Sim four</li> </ul>	Day 17 <ul style="list-style-type: none"> <li>• Flight deck famil</li> </ul>	Day 18 <ul style="list-style-type: none"> <li>• Sim five</li> </ul>
Day 19 <ul style="list-style-type: none"> <li>• Contingency day</li> </ul>	Day 20 <ul style="list-style-type: none"> <li>• FINAL EXAM</li> <li>• Interpersonal Skills</li> <li>• Personal integrity</li> <li>• Maintaining professionalism</li> <li>• Commercial pressures</li> <li>• Maintaining physical integrity</li> <li>• Address by Chief Pilot</li> </ul>	

**Training Plan** = 20 days of classroom/simulator/site visits

## ASSESSMENTS (ALL STRANDS)

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Rules regarding assessment can be found in our Student Handbook.

## ACCREDITATION

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Air Hawke's Bay Ltd is an accredited Private Training Establishment (PTE 8026) and registered to train overseas students.

## APPROXIMATE FEES/COSTS

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### Please Note:

- The following provides a guide only, based on current fees information.
- All costs quoted include GST.
- These fees apply to NZ Citizens and NZ Permanent Residents only.

### Year One \$ TBA

#### Fees include:

- All classroom and flight instruction
- Practical and simulator hours
- Aviation course books and equipment e.g. navigation computer, maps, logbooks and texts
- External agency fees and Government charges
- Initial subscription for Aviation Publications
- Uniform – epaulette shirts, company tie and jacket

### Year Two

#### Instructor Strand – TBA

Fees includes

MEIR

Instructor Technique Course

Practical flying and hour building

External agency fees

OR

#### Airline Strand - TBA

Fees Includes

MEIR

ATPL (7 exams) and BGT

Airline Integration Course

External agency fees

#### Items not included in the fees:

- Subscription renewal/Publication and Maps update
- Travel and Accommodation costs
- Headset
- Associated non-flying travel costs of the cross-country training or air safari
- Uniform – Navy blue pants and leather shoes
- Medical issue or renewal

**Air Hawke's Bay expects student fees to be paid at least one week prior to the start of the programme, and your acceptance is conditional upon this.**

## **STUDENT FINANCE – Domestic Students only**

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### **Student Loans and Allowances**

Financial assistance for full-time and some part-time students is available through the Student Loan scheme. Some students may also be eligible for Student Allowances. Student Loans and Allowances are administered by Studylink, a service provided by the Ministry of Social Development. International students are not eligible to apply for Studylink Student Loans and Allowances.

### **Student Loan Annual Borrowing Limits**

From 1 January 2013, students will be able to borrow for up to 2 EFTS (Equivalent Full Time Student) worth of study each year. A year of full-time study is usually between 0.8 EFTS and 1.2 EFTS. This change will affect you if you have a heavy workload or change courses during the year.

### **Student Loan borrowing limits for Pilot Training Students**

New pilot training students starting study on or after 1 January 2013 will be able to borrow up to \$35,000 per EFTS from the compulsory fees component of the Student Loan. The amount of the fees component that you can borrow for pilot training relates to the EFTS you are enrolled in. This means if you are enrolled in 1.2 EFTS, you will be able to borrow \$42,000 for your compulsory fees.

If you have been enrolled on a pilot training course at any time between 1 January 2009 and 31 December 2012, you will have access to your full compulsory fees until 31 December 2015 while you complete your qualification. This applies whether or not you have accessed the Student Loan Scheme.

For more information and application forms please contact:

**STUDYLINK on 0800 88 99 00 or online at [www.studylink.govt.nz](http://www.studylink.govt.nz)**

### **Training Incentive Allowances**

Students who have applied to the Department of Work and Income New Zealand for a Training Incentive Allowance must ensure fees are paid prior to the programme start date or we ask that a confirmation of fees letter be handed to ourselves.

## APPLICATION PROCESS

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Successful applicants will receive a Formal Letter of Acceptance and will be asked to confirm their place on the programme.

Please refer to the chart over the page.

## INTERNATIONAL STUDENTS

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If you do not have permanent residency in New Zealand, a different application form, application process, and **fee structure** applies. Please contact us for the correct application form and for further information regarding fees.

## DISCLAIMER

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Information contained in this publication is correct at the time of printing, but may be subject to change. While all reasonable efforts will be made to ensure listed programmes/courses are offered and regulations are current, we reserve the right to change content, or method of delivery, to withdraw any programme or course of study, or to impose limitations on enrolment should circumstances require this.

For the latest information visit our website at [www.airhb.co.nz](http://www.airhb.co.nz).



## ENROLMENT PROCESS FLOWCHART

