

Course Handbook 2010



New Zealand Diploma in Business (Level 6)

Instructors:
Herbert Sima (email: herbertsima@raffles.ac.nz)

WELCOME

Haere mai, afio mai, malo e lelei, nisa bula vinaka, fakalofa lahi atu, kia orana!

On behalf of all of us at Raffles College of Design and Commerce (RCDC) we welcome you. Thank you for choosing to study with us.

We are committed to providing you with a quality education so you can shape your gifts into skills for a sustainable career. All creative people have raw talent. Innovators have the ability to take the opportunities that life presents and create windows of economic possibilities. Great artists go further and produce work for their communities and their country that enrich the well being of all people.

Education provides the key to this success. It is our belief that every person has the right to an education. Education must have meaning, lasting value and be able to provide you with economic return. Education is like a map, a navigational chart that will help to guide you through the sea of life. At RCDC we aim to provide outstanding education that leads our graduates into positive employment and higher learning situations. For this reason, we give our students more than the opportunity to gain knowledge.

We empower individuals with skills that can be transformed into the work place. We endeavor to provide meaningful experiences that enable self-examination and self-determination. In particular, RCDC sets out to achieve the Government's tertiary education strategy of: Contributing to the achievement of Maori development aspirations; Raising foundation skills so that all people can participate in our knowledge society; Developing the generic and specialist skills New Zealanders need for our knowledge society; Educating for Pacific peoples' development and success; Strengthening research, knowledge creation and uptake.

Our vision is to become the best provider of specialised education in the private training sector, renowned for inspiring people to realise their dreams and succeed in their selected field. We will offer the highest quality of education throughout our range of programmes. High quality education can only be achieved if excellence is encouraged, and realistic standards are set and achieved on a consistent basis. We aim to do just that.

It is our desire to see our students attain sustainable careers through a solid foundation of industry-focused tuition, and the preparation for work and study. This will ensure that our graduates become highly sought after by our stakeholders. Finally, education is not just about learning. It is about achieving the quality of life that you desire. A qualification from RCDC will enable you to achieve your goals. Doors will open that you never thought were there. Your learning experience will provide you with a foundation for achievement. So, we challenge you, dare to be different...have faith that you can go beyond your limits...reach for the sky.

Mission

Our mission is to provide learners with the best quality education that translates talent into knowledge and skills to getting a life long career in their chosen field.

Guiding Principles

- Teach the qualification that employers need, to a standard above their expectation;
- Open the door to life long career and learning opportunities for students;
- Provide a second chance for learners who have dropped off the formal education staircase;
- Provide opportunities for learners to study overseas, through association with Raffles Education Corporation;
- Train with integrity and spirit, to help students learn that they can succeed at life, a key lesson beyond the Qualifications Framework; and
- Recognise our responsibility to Maori as Tangata Whenua of Aotearoa.

Contact Information

Raffles College of Design and Commerce

Physical Location

317 – 319 New North Road,
Eden Terrace,
Auckland, New Zealand.

Telephone

International +64 9 369 1906
Domestic (09) 369 1906

Mail

PO Box 52040
Kingsland, Auckland

Fax

International +64 9 369 1907
Domestic (09) 369 1907

E-mail: info@raffles.ac.nz

Website: www.raffles.ac.nz

Programme Overview

Programme Title:	NZ Diploma in Business (Level 6)
Method of Study:	Full-Time
Qualification:	Diploma
NZQA Level:	6
Credit Value:	240
Duration:	18 Months
Intake:	October 2010
Class Times:*	See class timetable.
Self-Directed Hours	20 Hours per week
Study Hours Per Week	16 Hours per week
Start Date:	04/10/2010
End Date:	13/04/2012
Breaks:	Please see Academic Year Calendar in Section 5
Venue:	Raffles College of Design and Commerce 317-319 New North Road Kingsland, Auckland
Room:	2 or 3
Instructors:	Herbert Sima, and his team

Contents

In the following sections you will find specific details about your programme of study.

1. **Entry Requirements:** This section outlines the entry requirements for your programme.
2. **Purpose Statement:** The purpose statement for your programme tells you what the reason for the programme is and what directions it can help you with.
3. **Learning Outcomes:** This section identifies the specific learning outcomes for your programme.
4. **Staff Profiles:** This is a list of the staff on your programme and a short paragraph about their backgrounds.
5. **Academic Year Calendar:** Important dates outlined.
6. **Course Structure:** This section shows the units you will study and details the *Credits, EFTS*, and how the units are taught in relation to *Contact Hours, Student Directed Hours, Directed Hours Credit*.
7. **Course Hours:** This section outlines the specific days and hours of delivery.
8. **Assessment:** This section shows you exactly when assessments are scheduled for each unit. It also provides an overview of the College's assessment system
9. **Kit List:** This section outlines the contents of the equipment and products that are required for you to purchase in order for you to attend this course. These are compulsory course costs.
10. **Support Resources:** This section identifies additional support resources available within RCDC.
11. **Site Maps.** Where we are located and fire/emergency evacuation plan
12. **Student Learning Agreement:** This section contains the Student Learning Agreement. This document is a binding contract between you, the "Student" and Raffles College of Design and Commerce, the "Tertiary Institution". Its purpose is to ensure you understand the Rules and Regulations of RCDC, and your responsibilities during your course of study.

1. Entry Requirements

1. Students must be at least 16 years of age prior to the commencement of the programme for domestic students and 18 years of age for international students.
2. IELTS 6.0 (or TOEFL equivalent) for students from countries where English is not the primary language.
3. Students less than 20 years must have a minimum of 14 numeracy credits at level one or higher in Mathematics of Panguru on the National Qualifications Framework.
4. Fifty credits at level 2 or above with at least 12 Credits in each of three subjects including a minimum of 8 literacy credits at level 2 or higher in English or Te Reo Maori, 4 credits must be in reading and 4 credits in writing; or equivalent to the above.
5. A willingness to maintain regular class attendance.
6. Sufficient English proficiency for satisfactory academic achievement.
7. Demonstrate a willingness to learn and develop.
8. Have strong motivation to succeed.

2. Purpose Statement

The New Zealand Diploma in Business (NZDipBus) is a nationally recognized qualification that allows students to gain a broad range of general business skills and knowledge followed by an opportunity to focus on career related options such as accountancy, banking, management, marketing and Finance.

3. Learning Outcomes

Programme Learning Outcomes: The learning outcomes for this programme are:

- The ability to apply a broad range of generic business skills, principles and practices;
- The ability to apply technical knowledge and skills particular to a specific business field;
- An organised approach to problem solving;
- Recognition of the ethical dimensions inherent in decision making;
- Well-developed critical thinking capabilities;
- Effective communication and well-developed Inter-personal skills;
- Self direction and independent working practices;
- Acceptance of responsibility for the quality of own work outcomes;
- Ability to guide and supervise the work of others;
- Acceptance of responsibility for, and ability to manage, own further learning and development;
- Ability to work effectively in diverse cultural contexts; and
- Ability to work effectively in group situations.

Course delivery is structured to provide a mix of Lecturer and programme-directed learning that encompasses, at various times, the following forms of delivery:

- Lectures and discussion groups;
- Individual and group presentations;
- NZQA Assignments and tasks;
- Research in the areas of study;
- Online information via the internet;

- Interactive multimedia presentation;
- Practical classroom projects and workshops;
- Guest Speakers.

4. Staff Profile

Your programme Lecturers:

Herbert Sima

Herbert's extensive experience in working with people from different industries in the facilitation of processes for developing company's future direction is an important asset in terms of managing the link between academic programmes and business. His previous working experience as a manager in a branch of a famous hotel group in Asia, in a business consulting firm in New Zealand, and in other professional firms have helped him to gain the experience to combine theory and practice. He is a dedicated, passionate and industry experienced academic. Herbert is pursuing his PhD studies with University of Auckland.

Salma Jilani

Salma has been working with Raffles for more than 2 years. She is a very passionate lecturer. Her specialization is in accounting and finance. She is teaching Accounting Principles, Financial Accounting, and Management Accounting subjects.

Other Staff Here To Help You:

Merlyn Yin

Student Services Manager (369-1906); E-Mail: merlynyin@raffles.ac.nz

Merlyn is your first point of contact for any assistance, advice, or support. Her door is never closed. Merlyn's job is to ensure that you have appropriate levels of support needed in order to successfully complete your programme. If she can't help you, she will find someone that can. Merlyn is also the person to contact if you are going to be late or absent.

Grace Chow

Student Services Officer (369-1906); E-Mail: admin@raffles.ac.nz

Grace administers the Library. She is also available to assist students in the event the Student Services Manager is either busy or otherwise not available.

Sheetal Shrestha Singh

Reception/ Admin Assistant; (369-1906) E-Mail: sheetalshresthasingh@raffles.ac.nz

Sheetal is responsible for fielding all calls and forwarding messages to the appropriate people. Reception is staffed from 8:30am – 4:00pm. A voicemail service is available after these hours. When leaving messages please clearly state your full name and course code. Please note that no personal messages will be taken for students.

Herbert Sima

Academic Director (369-1906); E-Mail: herbertsima@raffles.ac.nz

Herbert is responsible for the overall Academic management of RCDC. Herbert has an open door policy to all students that have any academic issues or concerns.

Kelly Quah

College Director (369-1906); E-Mail: kellyquah@raffles.ac.nz

Kelly is responsible for the overall operational management of RCDC. Kelly has an open door policy to all students that have any operational issues or concerns.

5. Calendar

NZDB Calendar 2010									
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
January					New Years	1	2	3	School Closed
	4	5	6	7	8	9	10	Prep Time	
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
February	Auckland Day1	2	Orientation 3	4	5	Waitangi Day 6	7		
	8	9	10	11	12	13	14	Term 1 10 weeks	
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
March	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14	Term 2 10 weeks	
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
April	29	30	31	1	Good Friday 2	3	4		
	Easter 5	6	7	8	9	10	11	Term Break	
	12	13	14	15	16	17	18		
	19	20	Orientation 21	22	23	24	Anzac 25		
May	26	27	28	29	30	1	2		
	3	4	5	6	7	8	9	Term 3 10 weeks	
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
June	31	1	2	3	4	5	6	Semester Break	
	Queens Birthday 7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
July	28	29	30	1	2	3	4	Term 4 10 weeks	
	5	6	Orientation 7	8	9	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
August	26	27	28	29	30	31	1	Term 3 10 weeks	
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
September	23	24	25	26	27	28	29	Term Break	
	30	31	1	2	3	4	5		
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
October	20	21	22	23	24	25	26	Term Break 2 Weeks	
	27	28	Orientation 29	30	1	2	3		
	4	5	6	7	8	9	10	Term 4 10 weeks	
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	Labour Day 25	26	27	28	29	30	31		
November	1	2	3	4	5	6	7	Term 4 10 weeks	
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
December	29	30	1	2	3	4	5	Marking & Prep	
	6	7	8	9	10	11	12		
	13	14	15	16	17	Christmas 18	Boxing Day 19		
	20	21	22	23	24	25	26		
	27	28	29	30	31			School Closed	

NZDB 2011

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
January						New Year 1	2	School Closed	
	3	4	5	6	7	8	9	Prep Time	
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
24	25	26	27	28	29	30			
February			1	Orientation2	3	4	5	Waitangi Day6	
	7	8	9	10	11	12	13	Term 1 10 weeks	
	14	15	16	17	18	19	20		
21	22	23	24	25	26	27			
March			1	2	3	4	5	6	
	7	8	9	10	11	12	13	Term 1 10 weeks	
	14	15	16	17	18	19	20		
21	22	23	24	25	26	27			
April			28	29	30	31			
	4	5	6	7	8	1	2	3	Term 1 10 weeks
	11	12	13	14	15	16	17		
18	19	Orientation 20	21	Good Friday 22	23	24	Term Break		
May	Easter Monday 25	26	27	28	29	30	1	Term 2 10 weeks	
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
June	30	31	25	2	3	4	5	Term 2 10 weeks	
	Queens Birthday 6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
July	27	28	29	30				Semester Break	
	1	2	3						
August	4	5	Orientation 6	7	8	9	10	1 week	
	11	12	13	14	15	16	17	Term 3 10 weeks	
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
	1	2	3	4	5	6	7		
8	9	10	11	12	13	14			
September	15	16	17	18	19	20	21	Term 3 10 weeks	
	22	23	24	25	26	27	28		
	29	30	31						
	1	2	3	4					
October	5	6	7	8	9	10	11	Term 3 10 weeks	
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
October	26	27	Orientation 28	29	30			Term Break 2 weeks	
	1	2							
November	3	4	5	6	7	8	9	Term 4 10 Weeks	
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	Labour Day 24	25	26	27	28	29	30		
December	31							Term 4 10 Weeks	
	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30						
December	1	2	3	4				Marking & Prep	
	5	6	7	8	9	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	Xmas Day 25		
	Boxing Day 26	XDayObserved27	28	29	30	31		School Closed	

Important Dates

Semester Dates	Start	Finish	Study Weeks
Term 1	04/10/2010	10/12/2010	10
Term 2	07/02/2011	15/04/2011	10
Term 3	26/04/2011	01/07/2011	10
Term 4	11/07/2011	16/09/2011	10
Term 5	03/10/2011	09/12/2011	10

Term Breaks	
Term 1 Break	13 th December 2010 – 6 th February 2011
Term 2 Break	18 th April – 24 th April 2011
Term 3 Break	4 th July – 10 th July 2011
Term 4 Break	19 th September – 30 th September 2011
Term 5 Break	12 th December – 6 th February 2012

Important Dates & Public Holidays	
29/09/2010	Student Orientation Day
04/10/2010	Begin Programme
25/10/2010	Labour Day
22/04/2011	Good Friday
25/04/2011	Easter Monday
06/06/2011	Queens Birthday
24/10/2011	Labour Day
12/12/2011- 05/02/2012	School Holiday
06/02/2012	Waitangi Day
06/04/2012	Good Friday
09/04/2012	Easter Monday

6. Course Structure

The course is structured so that there is a mixture of contact learning, programme-directed learning, homework, projects, and assessments. In addition to various projects, students are also required to carry out practical work. A work-place learning component will also be required in some courses. Teaching is structured to ensure a balanced mix is achieved between theory and practical components.

When you pass all assessments in this course, you will have met all academic requirements for this course. All of the unit standards in this course can be viewed on the NZQA website, at the following address: www.nzqa.govt.nz. A Unit Standards folder is available in your classrooms containing all the relevant unit standards and their contents. To view this list, please ask your Lecturer for a copy.

This programme is comprised of 2400 learning hours. Learning hours for this programme are divided into the following components:

Classroom Contact Hours:	16 hours per week
Self-Directed Study:	10 hours per week
Homework and Assessments:	10 hours a week

Please note that due to a variety of unforeseen circumstances, there may be slight variations in the distribution of learning hours.

This programme (NZDB) is composed of the following units:

Course Units

Prescriptions	Name	Length	Credit Value
400	Accounting Principles	4	20
560	Business Communication	5	20
530	Organization and Management	5	20
510	Introduction to Commercial Law	5	20
541	Marketing Principles	5	20
520	Economic Environment	5	20
501	Accounting Practices	5	20
601	Financial Accounting	6	20
602	Management Accounting	6	20
603	Business Finance	6	20
636	Applied Management	6	20
630	Leadership	6	20
Total Credit Value		240	

7. Assessment

Policy Note: All assessments are due as scheduled. Assessments not turned in on the scheduled due date will receive an automatic “Fail”. Extensions may be granted only with prior Lecturer approval, or in the event of exceptional circumstances. Requests for extensions will be automatically denied when:

- Requested on the day an assessment is due;
- Requested after the due date has passed; or
- Submission deadline is missed due to unexcused absence.

Assessment System

As a student, you will be assessed against Prescription set by the New Zealand Qualifications Authority (NZQA). At the end of your course, your outcomes will be sent to NZQA in Wellington.

You will receive an official Record of Learning from NZQA. This will be sent to your last known address as registered with Raffles College of Design and Commerce. Raffles College of Design and Commerce will also issue a Summary of Learning showing the prescriptions you have achieved and other information relevant to your learning. It is important to ensure you notify us of any address changes.

Summaries of Learning and report assessment outcomes will be reported to NZQA when:

1. Students meet all certification standards;
2. Students fail to gain certification but have met at least one prescription; and

3. Students who withdraw or are withdrawn, but who have met at least one prescription, have paid their fees in full and have no other funds owing to Raffles College of Design and Commerce.

Assessment Policy

We are committed to carrying out fair, valid and consistent assessments to help you to achieve competency in your field. All assessments are internally and externally moderated to ensure the above policy goal is met.

Students are expected to turn their assessments in on time. All work turned in for assessments are the property of the College and may be retained for quality assurance, auditing, and legal purposes. Students are responsible for making their own copies of their assessments and other work turned in. The college **will not** duplicate a copy of your assessment or return any assessment after completion of your programme.

You are expected to turn your assessments in on time. All re-sits must be completed by the end of a programme, with the following exceptions;

- A two-week post-programme extension is automatically granted for approved re-sits relating to assessments occurring in the last month of a programme;
- Unusual circumstances such as verified;
- Family bereavements;
- Medical reasons; and
- Natural disasters.

Lecturers are expected to complete their marking within 10 days after an assessment is due. Students handing in late assignments, despite extensions cannot expect assessment results until such time that the Lecturer has time to mark them. Please note this may not be until the end of the course. This also applies to re-sits. Each assessment completed requires a signed authenticity statement from the student to say it is his or her own work.

Assessment Appeals

It is your right to ask for re-mark of your assessment and exams result. To do this, follow these steps:

1. Requests for re-marks must be made **within 2 weeks of receipt of mark.**
2. See the Lecturer and ask for an explanation on the marks you received. If there is no resolution, request a re-mark.
3. Lecturer will reconsider mark issued and either confirm the initial results or issue a revised mark.
4. If you are not satisfied with the outcome, request a review from the Academic Director. Request must be in writing and state the grounds on why you believe the Lecturer has made an error.
5. The Academic Director, at his/her discretion is entitled to seek an opinion from the industry or NZQA.
6. If you are not satisfied with the outcome, appeal to the College Director.
7. If not satisfied with the outcome, you may want to consider filing an official complaint with NZQA at this stage. See the complaint procedures section in this booklet.

Certification

You will receive the qualification you enrolled for and you will graduate when you have completed all programme requirements. These are:

1. Pass all the NZQA prescriptions for the qualification you enrolled for.
2. 100% payment of all fees and charges owing to Raffles College of Design and Commerce.

Qualifications will be withheld for:

1. Unfinished prescriptions.
2. Academic Dishonesty.
3. Withdrawal from the programme before it finishes.

Note: for detailed assessment policy, please refer to your student handbook 2010.

8. Course Hours

Policy Note: Classroom doors close 15 minutes after scheduled start times. If you arrive after that, you will be marked absent for the session. If you leave early, without the prior permission of your instructor, you will be marked absent for that session too.

Please call the Student Services Manager (369-1906) if you will be late. She will advise your Lecturer and have your pass ready when you arrive.

Students are required to maintain at least an 80% attendance rate. International students are cautioned that poor attendance may result in the canceling of their student visas and withdrawal from RCDC.

Domestic Students are warned that poor attendance may impact on student allowance/loan eligibility.

Please note that due to a variety of unforeseen circumstances, there may be slight variations in start and end times. Your Lecturer will inform you of any variations.

Your course schedule will be provided before each term starts.

9. Kit List

Pens/Pencils

Notepads

USB Flash Drive (highly recommended)

Photocopies

Printing and photocopying service are available for you in the College. You will be issued a Student ID and password to access this service. Depending on your requirement of your programme, you are allocated a printing quota which is sufficient for your projects.

If you exceed your quota, you will need to top up your account with our Receptionist. Minimum top up value is in multiple of NZ\$5.00.

Any printing and photocopying exceeding a student's quota will be subject to the following charges:

Print Size/Colour	Printing Charge
A4 Black and White	12 cents per copy
A4 Colour	50 cents per copy
A3 Black and White	24 cents per copy
A3 Colour	\$1 per copy

10. Support Resources

Assessment Appeals

Appeals against assessment results will, in the first instance, be to the Lecturer. If the student and Lecturer cannot reach agreement the Programme leader will consider the appeal. All appeals must be made in writing, stating the reasons/grounds why a remarking is warranted. In general, the assessed work will be remarked by another Lecturer qualified to assess it. If satisfaction is not reached, the case will be referred to the Academic Director. Where the student wishes to make a complaint about *RAFFLES COLLEGE OF DESIGN AND COMMERCE* appeal procedures, the student will be referred to the New Zealand Qualifications Authority:

New Zealand Qualifications Authority

P.O. Box 160

Wellington

Phone: (04) 463 3000

Fax: (04) 463 3112

Problems and Complaints

Internal Processes

RAFFLES COLLEGE OF DESIGN AND COMMERCE encourages a non-adversarial approach to the resolution of complaints. It is recognized that open relationships are required for the achievement of the College's goals.

Initially, students should discuss their complaints with their Lecturer on an individual basis. If this does not resolve the complaint, students should take the complaint to the Programme Manager. If the complaint can not be resolved at that level, it may be elevated to the Academic Director for academic issues and to the

College Director for operational issues. If a complaint cannot be resolved at the Director level, it may be elevated to the CEO.

Complaints relating to the actions of specific academic staff members must be made directly to the Academic Director. Complaints relating to the actions of specific administrative staff members must be made directly to the College Director. The appropriate Director will take up the matter with the staff member concerned before arranging a meeting that includes both parties, in an attempt to resolve the matter.

External Bodies

All students are advised of their re-course to the following external bodies if they are unable to resolve grievances through internal procedures:

NZQA

The Human Rights Commission

The Race Relations Tribunal

IEAA - For International Students - Details later in this document.

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agent.

The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:

The International Education Appeal Authority
Tribunals Unit
Level 1, 86 Custom House Quay
Private Bag 32001
Panama Street
Wellington

Tuition and Fees Protection

Please refer to your Student Handbook for detailed information pertaining to protection of your fees.

Health Services

Students are not entitled to publicly funded health services in New Zealand unless they are:

- A New Zealand Citizen or New Zealand Resident
- A resident or citizen of Australia, or
- A national of the United Kingdom in New Zealand, or
- The holder of a temporary permit that is valid for 2 years or more.

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, permanent residents and temporary visitors to New Zealand. International students are required to provide their own medical insurance. Please refer to your Student Handbook for more specific information. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

WELFARE SUPPORT SERVICE FACILITIES

Asian Health Support Services:
Ph: 486 8347

Mental Health Foundation:
Ph: 300 7010

Pregnancy Helpline:
Ph: 373 2599

Gambling Problems:
Ph: 366 6040
Ministry of Transport:
Tel: +64 9 379 0070
Fax: +64 9 379 0073
Email: info@transport.govt.nz
Website: www.transport.govt.nz

Auckland Regional Public Health Service
Ph: +64 9 623 4600
Email: arphs@adhb.govt.nz

Ministry of Health
Ph: +64 9 580 9000
Fax: +64 9 580 9001

Auckland DHB
Ph: +64 9 262 1855
Fax: +64 9 630 7431
Email: resourcecentre@adhb.govt.nz

The Ministry of Justice
Ph: +64 9 918 8800
Facsimile: +64 4 918 8820

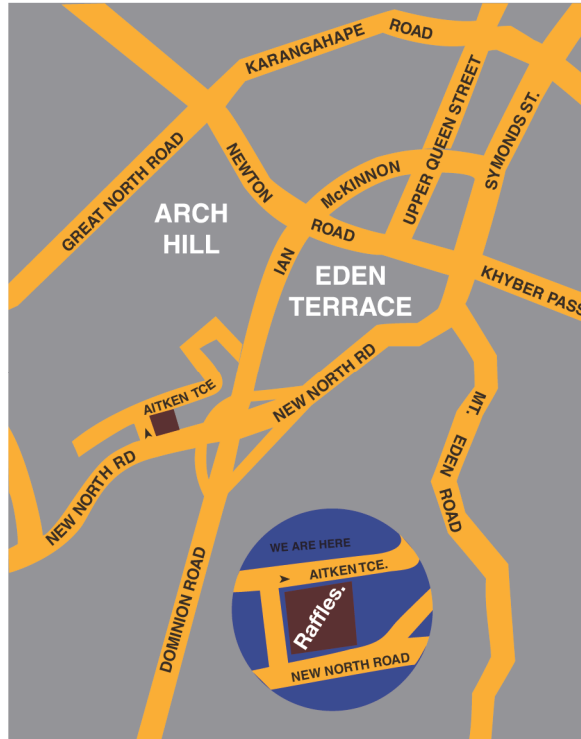
New Zealand Police
Emergency calls
Ph: 111
Ph: (09) 302 6400

The Department of Internal Affairs
Ph: +64 4 495 7200
Freephone: 0800 22 52 52

The International Education Appeal Authority
(IEAA)
Tribunals Unit
Level 1, 86 Custom House Quay
Private Bag 32001
Panama Street
Wellington
Ph: + 64 4 462 6660
Fax: + 64 4 462 6686
Email: ieaa@justice.govt.nz

11. Location and Emergency Evacuation Map

Site Location Map



FIRE ESCAPE PLAN



STUDENT LEARNING AGREEMENT

Please keep this copy for your reference

Congratulations. You have been accepted onto your programme and have completed the induction process. This document is a binding contract between you, the “Student” and Raffles College of Design and Commerce, the “Tertiary Institution”. Its purpose is to ensure you understand the Rules and Regulations of Raffles College of Design and Commerce, and your responsibilities during your course of study. Please note that failure to sign this agreement by the end of the first week of your course will result in you not being able to continue your course. Please see your Lecture or the Student Services Manager if you have any concerns regarding this agreement or any aspects of the Raffles College of Design and Commerce Student Handbook and the Course Handbook relating to your programme of study.

Your Enrolment documentation, the RCDC Student Handbook, and the Course Handbook relating to your programme form the basis for this Learning Agreement. RCDC will take all reasonable steps to provide the highest possible quality of service in meeting its obligations, as stated in the College’s documentation.

It is noted, however, that from time to time, changes may take place in the timetables, teaching staff, equipment used and teaching systems, due to unforeseen events such as emergencies, acts of God, or organizational changes. In light of this, you will be notified of such changes and any subsequent effects resulting from them within a reasonable time frame.

AGREEMENT

I, _____ (student), agree that I will:

1. Pay my fees when they fall due, and understand that failure to pay my fees will result in withdrawal.
2. Receive, read, understand and agree with everything outlined in the Raffles College of Design and Commerce Student Handbook and Course Handbook relating to the course I have enrolled for.
3. Understand that failure to meet standards relating to attendance, behaviour, conduct, assessment and participation as stated in the Raffles College of Design and Commerce Handbook and Course Guidelines will constitute a breach of this Agreement and subsequently affect my ability to complete my course.
4. Understand that any breach of this Agreement will result in the implementation of disciplinary action and potential dismissal from the Institution.
5. Be committed to my Learning Agreement for the full duration of the course in which I am enrolled.

SIGNATORIES

Signed (Student)

Date

Signed (Staff Member, RCDC)

Date