



**Telford**  
Rural Polytechnic  
*Te Whare Wanaka O Puerua*

2010/2011

# PROSPECTUS



**ITP**   
Institutes of Technology and  
Polytechnics of New Zealand

# WELCOME





## Welcome to Telford, New Zealand's only specialist rural polytechnic.

New Zealand's largest polytechnic in terms of landmass, yet smallest in terms of students' numbers, Telford offers you a unique training environment that cannot be matched anywhere else in the country. We have 800 hectares of farmland, a 20 hectare campus with halls of residence, small practical class numbers, and a caring and supportive environment. Above all, our courses are practically driven yet you will still graduate with a polytechnic qualification.

Telford has a blended learning style of theory and applied 'HANDS ON' training, giving students qualifications through real world experiences. Our graduates can be found working all over New

Zealand, and the world, using the skills and knowledge they first gained while studying on-campus. Telford has a strong national reputation, having delivered quality graduates for many years in the fields of Agriculture (Sheep, Dairy, Deer & Beef), Equine, Forestry, Apiculture (Beekeeping) and Rural Business courses. Telford has a high graduate employment success rate with many students securing full-time employment even before they graduate.

Where is Telford? Situated in the heart of South Otago only 5 minutes drive from Balclutha. Telford is an outdoor playground, located on the perimeter of the 'Catlins' (local surf beaches and native forests) yet is in close proximity to Dunedin (a student city, home to the Highlanders and Rebels) and within easy reach of Queenstown and Wanaka ski fields.

# TELFORD

## FARMING ENTERPRISE



Telford has a long and proud history of training New Zealand farmers. Our campus extends over 800 hectares of farmland with halls of residence and facilities, technical workshops (machinery, carpentry and welding), classrooms and livestock units. You will gain real-life, practical training under the supervision of experienced tutors, farm managers, equine tutors, forestry trainers and/or local apiarists.

You will also have regular work experience on external farms, in your area of study, as part of Telford's qualifications.

Telford Farms are run as a commercial entity. The farms provide a commercially realistic 'classroom' to develop your farming skills. Each week Telford Farm Managers have up to five students undertaking work experience.

### TELFORD FARMS CONSIST OF

**Sheep and Beef Unit:** 330 hectares (eff)

**Deer Unit:** 155 hectares (eff)

**Dairy Unit:** 172 hectares (eff)

#### Farm dogs

over 30 student dog kennels are on-site.

#### Forestry Unit

65 hectares

#### Apiculture Unit

Hives are situated on campus and around South Otago.

#### Horticulture Unit

One hectare, close to the halls of residence and kitchen area.

#### Equine Unit

Eight hectares



# STUDENT LIFE

## HALLS OF RESIDENCE

The halls of residence are a great chance to make lifelong friends, as well as having loads of fun. Our spacious, landscaped grounds give a pleasant environment for study and socialising. Workshops, classrooms and teaching facilities are within easy walking distance of the halls of residence and dining room.

## DURING THE YEAR YOU CAN ENJOY

- Sky TV in two communal lounges. TV & DVD facilities in lounges of every unit.
- Various sporting and social activities within Telford and the community
- Tennis court, rugby field, gymnasium
- Free games of pool.
- Storage for students' hunting guns (students with firearms licence only)
- Evening access to the computer suite and tutor support.

Fully furnished single or double rooms available (with the choice of en-suite or shared bathroom facilities). Accommodation which is offered on either a 5\* or 7 day basis (\*if you want to go home for the weekends)

Year round you will receive 3 meals a day (plus morning and afternoon tea), weekly linen change and room servicing, plus free laundry facilities. Halls of residence are supervised full-time.

Apply early for your place in the halls of residence. Complete, sign and return the halls of residence application form at the rear of this booklet. For halls of residence fees please refer to our website under scholarships or the 'Course, Accommodation Fees & Scholarships' booklet.



# THINGS TO DO

Telford is set in a rural, outdoor environment, yet is only one hour's drive from Dunedin. If you desire the adrenaline rush of hunting wild game, or 4 x 4 off-road adventures, you will thrive in South Otago. South Otago has recreational opportunities for everyone, no matter what your interests may be. We are within easy reach of Queenstown and Wanaka where you can enjoy snow boarding, skiing, tramping and other tourist attractions.

**Here are just a few things you can do a short distance from Telford's campus:**

- Pig, goat and deer hunting
- Telford's rugby team
- Lake and sea fishing
- Motorcross
- Jet boating
- 4 x 4 off-road adventures
- Mountain bike and downhill riding

- Young Farmers Club
- Aero Club
- Two local pony clubs, and competitions
- Trap and small bore clubs
- Bush walks
- Diving, surfing
- Golf (a selection of both 9 & 18 hole courses)
- Rugby, netball, touch 7's, tennis and soccer clubs
- Shopping and Dunedin city life
- Explore the Southern Scenic Route
- Snowboarding, skiing
- Observe sea lions, seals, yellow-eyed penguins and native birds



# STUDENT SERVICES

**You have access to a wide range of student services such as:**

- Job vacancies database
- Computer room access, with internet
- Library
- Common rooms with Sky TV
- Lounges with TV & DVD players
- Farm dog facilities (many Agriculture students bring a dog)
- Literacy and numeracy support
- Counselling
- Health service
- Telephones
- Evening tutoring
- Washing machines & dryers

The Telford Rural Polytechnic Students Association can provide you with support and advocacy on matters such as, education and welfare. They also fund and manage a range of student recreational activities.



# FINANCING STUDY

## Scholarships

Many of Telford's full-time students are successful in obtaining scholarships ranging from \$300 to full fees tuition. Some scholarship applications close half way through the year before your year of study. Applications are invited from all students. Some are lucky to be awarded a number of scholarships in a single year. We strongly encourage you to check these scholarships when enrolling at Telford. For specific information regarding scholarships, please email, phone or look online at [www.telford.ac.nz](http://www.telford.ac.nz) under scholarships.

## Student Loans

Government funded student loans can help finance your study. To receive a loan you must be a New Zealand citizen or have permanent resident status. There are three parts to a student loan – course fees, living costs and course-related costs. You may be eligible for a full interest write-off. For more information about loans please refer to [www.studylink.govt.nz](http://www.studylink.govt.nz). Telford's administration team may be able to help you with general loans and allowance questions.

## Student Allowances

Student allowances provide a weekly payment for full-time students to help pay halls of residence fees and day to day living costs. You don't have to pay it back but to qualify you must meet criteria. For more information please refer to [www.studylink.govt.nz](http://www.studylink.govt.nz).

## Grants

If you are under 18 years old you may be eligible for an Under 18 Year Old Targeted Training Grant. We are the only provider to offer this if you want to study agriculture (sheep, deer, dairy, beef), equine, forestry, apiculture or rural business. This grant is reviewed annually by the Ministry of Education. Contact Telford for more information about whether you are eligible.

## Weekend work

Many of Telford's students source weekend work in a wide range of areas such as relief milking, casual contracting or for businesses in the Clutha District. Part-time work will help supplement your loans/allowances.



# INTERNATIONAL STUDENTS

## Information

Telford cares about your welfare. We follow the Code of Practice for Pastoral Care of International Students administered by the Ministry of Education. Copies of the code are available on request, or from the New Zealand Ministry of Education website at [www.minedu.govt.nz](http://www.minedu.govt.nz). If you are considering enrolling at Telford, please contact us to obtain an International Students Handbook (prospectus) which outlines international fees, visa requirements and accommodation.

## Entry requirements

You must be;

- Aged 16 years or over
- Have a current student visa or permit
- Provide evidence of valid medical and travel insurance

If English is not your first language, you must demonstrate that you have reached a satisfactory standard in one of the two most common and accepted English language tests: TOEFL (Test of English as a Foreign Language) the minimum performance level in the TOEFL for admission to TRP courses is: 500, or IELTS (International English Language Testing System) the minimum performance level in the IELTS, (academic) test for admission to our courses, is an overall band score of 5.5.



# AGRICULTURE



## Qualifications

- Telford Certificate in Agriculture (Level 3)

### Unit Standards Towards

- National Certificate in Agriculture (Introductory Skills)
- National Certificate in Agriculture (Animal Health and Husbandry) (Level 3) with strands in Cattle Farming, and Sheep Farming
- National Certificate in Agriculture (Animal Feeding and Pastures) (Level 3)
- National Certificate in Dairy Farming (Animal Health and Husbandry) (Level 3)
- National Certificate in Agriculture (Stockperson - Cattle and Sheep) (Level 3)

## Duration

One academic year (37 weeks)

## Entry Requirements

Aged 16 years or over, academic and physical capability to successfully complete a level three agriculture qualification.

### Concurrent Telford Qualifications (Optional)

- Telford Certificate in Farm Management (Level 3)
- Telford Certificate in Shearing and Wool Handling (Level 2)

## Course Content

During a year's study at Telford you will develop valuable lifelong skills, such as: live-stock handling, shearing, welding, fencing, ATV driving, pasture management, animal reproduction, weed and pest management and computing, to name a few. This course places significant emphasis on gaining 'hands-on' skills with at least 65% of the course being practical in nature. During the year you will experience a variety of different farming disciplines.

You will get the opportunity to study sheep, beef, dairy and deer farming, but specialise in your area of choice, making you a versatile student with broad knowledge to apply in a wide variety of areas.

During your regular work experience you will either work on Telford farm units or on farms in the Otago/Southland regions. Many students get offered employment as a result of successful work experience. Field trips are always an enjoyable part of the year and add another valuable dimension to the course. As Telford has over 30 student dog kennels, you may have an opportunity to bring a pup in Telford's second term.

## Career Opportunities

As a graduate of the Telford Certificate in Agriculture you will be able to undertake a variety of agriculture-related tasks with confidence, backed up by a strong understanding of agricultural practices and animal husbandry. Shepherds, contractors, farm assistants, shearers, stock agents, wool handlers, sharemilkers, and relief milkers are a few of the positions in which our graduates have been employed.

## How to Apply

Complete the enrolment form in the back of this booklet and return it to Telford Rural Polytechnic. You are encouraged to apply early as there are only limited places available on Telford's Agriculture course. This course has a large number of scholarships and financial assistance. For further information regarding scholarships contact Telford or look at [www.telford.ac.nz](http://www.telford.ac.nz) under scholarships.

## Profile

CHRIS SUTTON

Certificates in Agriculture

DANA ORR

Certificates in Equine Programme

During Chris's 7th Form year at Te Aroha College, the Principal recommended he

enrol at Telford. 'I watched Telford's promotional video and was sold on the idea. Before heading south I received a \$4000 Jeff Farm bursary. I found the practical skills and lecture topics invaluable, and even now often refer to my notes. Telford was a great place to study. I made good friends and played rugby. Receiving the Top Dairy Student award capped off a great year'.

Dana, who attended Sacred Heart College in Wanganui, was a recipient of Telford's Rotary scholarship. She studied Equine Studies as a stepping stone into Vet Nursing at Massey.

While Dana studied, Chris worked as a Herd Manager Trainee. After Dana graduated, they were offered a 250 cow 100Ha Sharemilking job in Pahiatua. They won the Most Promising Enterprise, and Herd Management award in their first "Sharemilker of the Year" competition. The second competition, they were awarded the Most Promising Sharemilker.

Now equity managers in Hamua, Wairarapa, at age 20 they purchased the start of their herd, and have invested in a 600 cow farm, running one of the 300 cow units.



# EQUINE



## Qualifications

- Telford Certificate in Intermediate Equine (Level 3) (Semester 1)
- Telford Certificate in Advanced Equine (Level 4) (Semester 2)

### Concurrent Telford Qualification

- Telford Certificate in Rural Workplace Skills (Level 2)

### With the possibility of achieving

- National Certificate in Equine (Level 2)
- National Certificate in Equine (Stable Practice) (Level 3)
- National Certificate in Equine (Level 4) (Sporthorse) for which the assessment outcomes for these are nested within the Telford Certificates

## Duration

One academic year (37 weeks); starting February

## Entry Requirements

Aged 16 years or over; have riding experience; have academic and physical capability to successfully complete the course. Students must achieve the Telford Certificate in Intermediate Equine to be able to proceed onto the advanced certificate.

## Programme Requirements

A suitable mount, either bring your own or lease a horse from Telford. All worming, shoeing, bedding and feeding costs are included in Telford Certificates in Equine programme fees.

## Programme Content

Telford provides one of the best equine programmes in the country with highly qualified and experienced staff. During this very worthwhile course you will develop the appropriate skills and knowledge to meet tough industry standards. Theory lessons are backed up by extensive practical experience on our eight-hectare equine unit.

Throughout the 37 week course, approximately 65% of the course content is of a practical nature. You will take a turn at the Head Foreman's position, being responsible for the operations of the stable complex.

You will gain an understanding of the equine industry during classroom lessons that cover a variety of topics ranging from riding theory through to exercise physiology and anatomy. You will also learn basic farming skills such as riding ATV's and fencing.

## Career Opportunities

You will actively participate in all aspects of horsemanship on Telford's equine unit, and on completion of this programme will graduate with a high level of competence suitable for the competitive equine industry. Many graduates leave and undertake an OE working within the equine industry. Other graduates have branched into breeding, riding schools, or running their own equine business.

## How to Apply

Complete the enrolment form in the back of this booklet and return it to Telford Rural Polytechnic. You are encouraged to apply early as there are only 24 places available on Telford's equine programme. This course has a number of scholarships and financial assistance. For further information regarding scholarships contact Telford or look at [www.telford.ac.nz](http://www.telford.ac.nz) under scholarships.

## Profile

AMBER HARRE

Certificates in Equine Programme and Certificate in Sporthorse

**"Before coming to Telford I was fortunate to be selected for the New Zealand**

**Competitive Endurance Championships.**

**One of the reasons I studied at Telford was to extend my knowledge, and develop skills required for employment within the competitive Equine Industry.**

During the certificate I studied such things as equine nutrition, physiology, anatomy plus gained practical dressage, cross-country and show jumping skills. I also completed the Sport Horse Certificate.

The equine staff were very supportive, we had a lot of great times on the yard, and in the hostel. I made some great friends. I was also fortunate to receive some bursaries during the year including a \$2500 L. A Alexander scholarship, plus the Equine Practical Trophy.

Before graduating I secured a job in Australia. I returned from Australia and worked at "Highview" Stud & Stable handling and working with youngsters.

I continued to study Animal Tactile Therapy and now have my own business ("Supple Up Equine").

I get to travel around New Zealand and have developed some great clients."



# FORESTRY



## Qualifications

- Telford Introduction to Forestry Certificate (Level 2)
- Telford Certificate in Forestry (Level 3)

### Embedded Qualifications

- National Certificate in Forestry (Level 2)

### Unit Standards towards

- National Certificate in Forestry (Harvesting) (Level 3)

## Duration

One academic year (37 weeks); starting February

## Entry Requirements

Aged 16 years or over; have academic and physical capability to successfully complete the course.

## Course Content

Telford's forestry course gives you a solid

outlook of the whole industry with most of it being practically oriented. You will develop a thorough understanding of silviculture, harvesting, chainsaw operations and maintenance, forest planting, pruning and thinning, health and safety, environmental issues and much more. You can expect to spend the majority of your time away from the Telford campus, working with the tutor and trainers in local forests and crews throughout Otago. This course is ideal if you are eager to gain hands-on experience whilst also learning the finer points of safe, effective forestry management. Another advantage is that students undertake 7 weeks work experience in logging or silvicultural crews, as part of the course component.

## Career Opportunities

This course has a 99% employment suc-



cess rate. You will have no difficulty finding employment after you graduate, as you will be fully qualified to work in silvicultural or harvesting crews (i.e Tree Feller, Log Maker and Pruner/Planter). A small number of students undertake further study to become forest managers, scientists and consultants within the industry. In recent years, a number of graduates have been the winners of awards such as the Forestry Harvesting Apprentice of the Year.

## How to Apply

Complete the enrolment form in the back of this booklet and return it to Telford Rural Polytechnic. For information regarding scholarships, contact Telford or look at [www.telford.ac.nz](http://www.telford.ac.nz) under scholarships.

## Profile

ANDREW MURRAY

Certificate in Forestry

**Andrew enrolled in Telford's forestry course after completing sixth form at South Otago High School. He grew up on a farm and knew that he was either going farming or forestry, as he really enjoyed the outdoors, hunting, and chainsaw work.**

Andrew may have had a job to go into straight out of school, but chose a year at

Telford to prepare himself for the workforce and gain a qualification.

He really enjoyed Telford's course, 'it gets your foot in the door, teaches you all the health and safety aspects, and understanding the work environment, gets you fit to be able to handle a day out working in the forest'.

During his seven weeks' work experience with a logging crew as part of Telford's course requirement, Andrew was offered a full time position.

At the age of 20, Andrew invested in an ongoing logging business 'Murray Logging Ltd'. Becoming the managing director of his logging contracting business was a huge step in his career. At 22 years old, he now owns a log hauler, three diggers, a skidder, work vehicles and has recently purchased a brand new machine. His crew is made up of several Telford graduates and he would always consider employing more Telford graduates. Getting up early, loading log trucks, maintaining equipment, planning the most efficient ways to work a forest and looking after his workers, are all part of the challenge of a good day's work.



# APICULTURE BEEKEEPING



## Qualifications

→ Telford Certificate in Apiculture (Level 3)

### Concurrent Telford Qualification (Optional)

→ Telford Certificate in Queen Bee Rearing (Level 4)

## Unit Standards towards

- National Certificate in Apiculture (Level 2)
- National Certificate in Apiculture (Level 3)

## Duration

One academic year (37 weeks);  
starting February

## Entry Requirements

Aged 16 years or over; have academic and physical capability to successfully complete the course.

## Programme Content

Telford is the national training provider for Apiculture. Our emphasis is on practical and theoretical learning. You will also undertake work experience with commercial beekeepers.

During this course you will learn hive management and manipulation, disease identification, queen bee rearing, bee behaviour, pollination, colony behaviour, and extracting honey.

You will also have the opportunity to learn basic farming skills- welding, mechanics, computing and fencing. You will study commercial aspects such as marketing and administration, and developing alternative bee products.





## Career Opportunities

Graduates become directly involved in operating, owning or managing small to large scale Apiculture commercial operations in New Zealand and overseas.

## How to Apply

Complete the enrolment form in the back of this booklet and return it to Telford Rural Polytechnic. For information regarding scholarships and financial assistance, contact Telford or look at [www.telford.ac.nz](http://www.telford.ac.nz) under scholarships.

## Certificate in Queen Bee Rearing

Although part of Telford's 37 week course, you can choose to enrol in Telford's Certificate in Queen Bee Rearing course. This is a 4 week block course (and up to six months correspondence) usually from the second week of February to the first week of March. This course is for students who want to gain the specialist skills of queen bee rearing and produce commercial quantities of queen bees. You learn how to manipulate hives for cell raising using the Cloake board system, undertake grafting, select breeder queens, learn the techniques of insemination and much more.

## Profile

CORY RUSBATCH

Certificate in Apiculture

**"I first became interested in beekeeping at 13 years old, when my cousin had hives. When I was 15 years old, my careers teacher at Waimate High School told me about Telford so I went down to Telford's open day. Before coming to Telford during my sixth form year, I was awarded a scholarship from Jeff Farm. By the time I graduated with a Telford Certificate in Apiculture I had received over \$15,000 worth of scholarships.**

About two thirds of the course was practical. I met lots of new people and it really prepared me for what was out in the industry. Before graduating I secured a job while on four weeks work experience at Alpine Honey. Alpine Honey is a large commercial operation and a leading producer of some of the finest specialty honeys and honey products in the world.

I am working up to 200 hives a day. Although Telford was not as large as this commercial operation it prepared me for this job and showed me lots of different ways to do things. On top of being a Qualified General Apiarist, I also have 100 hives of my own."



# RURAL BUSINESS AGRICULTURE



## Qualifications

- Telford Diploma in Rural Business (Level 5)

## Unit Standards Towards

- National Certificate in Agribusiness Management (Agribusiness Resource Management) (Level 5)
- National Certificate in Agribusiness Management (Business Planning and Financial Management) (Level 5)
- National Diploma in Agribusiness Management (Level 5)

## Duration

One academic year (34 weeks)

**Start date:** Mid February

**End date:** November

## Entry Requirements

A level 3 qualification in rural studies including a basic knowledge of livestock, pastures and soils, and practical skills in an appropriate context (e.g. with livestock). There must be a reasonable likelihood of success at level 5, with good study habits and sound literacy and numeracy skills.

## Course Content

The Diploma in Rural Business teaches you knowledge and practical skills involved in managing an agribusiness. You will work on a farm (sheep, dairy, cattle, deer) where your production and performance knowledge forms the basis for business plans and farm reports that you are required to produce. This one-year diploma is divided into two semesters of full-time study:

### Semester 1

The Telford Diploma in Rural Business is designed to give students a better transition from the Level 2 and 3 certificates to the Level 5 capabilities that are required in the Diploma programme – i.e. a smoother transition from programmes that are predominately practical to programmes that are predominately theory.

### Semester 2

At the end of semester one you may choose to exit with the Telford Certificate in Applied Rural Production (Level 4) or you may continue on to complete the Telford Diploma in Rural Business. This course provides you with a higher level of learning that will enable you to progress more rapidly to supervisory roles.

## Career Opportunities

Telford's Diploma is designed for graduates who want to run a commercial agribusiness enterprise. Graduates tend to enter into a variety of junior farm management roles.

### Profile

STEPHANIE MACFARLANE  
Certificate in Agriculture and  
Diploma in Rural Business  
(agriculture strand)

Steph grew up on a dairy farm and always knew she wanted to have an agricultural career. After completing 6th form at Whangarei Girls High School, Steph enrolled in Telford's Certificate in Agriculture course. 'I decided on Telford as it was a practical course yet could lead onto Lincoln (University). After a year at Telford I decided to stay for Telford's Diploma year as I loved the Telford atmosphere and the contacts gained through being directly involved in the industry.'

She was awarded scholarships by Landcorp and Wrightsons and won awards such as the Telford Woolhandling Trophy. 'I really enjoyed the diverse practical skills that kept my job options open in any aspect of the industry. I can work on high

country stations shepherding, or manage a dairy farm.'

Steph was headhunted for her current position through a referral from the work experience farmers who she undertook lambing experience with, in her Telford Certificate year.

After spending her last holiday doing lambing beats during her Telford Diploma year, she was offered upon graduating, a Milking Operations Manager position on one of New Zealand's few niche sheep milking farms in Heriot. This operation milks 1700 ewes. Within her first season, at the age of 19, she is training to become their Farm Manager.







# CORRESPONDENCE COURSES

**At Telford we offer a wide range of excellent correspondence courses. The courses are part-time, low cost and can be started at any time of the year. We make it achievable and convenient so that you gain the best possible results.**

One of the great things about studying towards a Telford correspondence qualification is that you can contact the tutors if you have a problem, query, or simply want to discuss your progress. Our experienced tutors are experts who teach the practical on-campus programmes, so you know you'll be getting the right advice.

The Equine Knowledge (Level 3) does involve a small practical segment. Telford has tutors throughout New Zealand who are contracted to assess the practical component. Telford will notify you in plenty of time about whom your assessor will be and where the assessment will take place.

## TELFORD CERTIFICATES IN

- Agribusiness Management Knowledge – Level 5 and 6
- Agriculture Knowledge – Level 2,3,4
- Apiculture Knowledge – Level 3
- Camelid Knowledge – Level 3

- Dairy Knowledge – Level 2, 4
- Deer Knowledge – Level 3, 4
- Equestrian Knowledge – Level 3
- Equine Knowledge – Level 1, 3, 5
- Farriery Knowledge – Level 3
- Forestry Knowledge – Harvesting, Silviculture, Homesteader or Forestry Nursery
- Horticulture Knowledge – Level 2
- Lifestyle Farming - Courses 1,2,3,4,5
- Organic Horticulture Knowledge – Level 3
- Queen Bee Rearing Knowledge – Level 4
- Sheep Knowledge
- Sheep Milking Animal Knowledge – Level 3
- Sheep Milking Industry Knowledge – Level 3

## ENTRY REQUIREMENTS

The majority of Telford's correspondence courses are open entry, however, you do need to be aged 16 years or over.

## HOW TO APPLY

Please call, phone or email Telford for our correspondence prospectus.

# ENROLMENT, FEES & MORE

## Want to visit us?

### CAMPUS TOURS

We provide tours year round. Please contact us to make arrangements.

### TELFORD'S TASTER WEEK

Senior high school students considering full-time study, have an opportunity to taste what study and life is like at Telford's Taster Week. Telford's Taster is usually held in the September school holidays. Please contact us for more information.

### FURTHER INFORMATION

We have DVDs available for your viewing. Please contact us should you wish to receive a copy.

### CONTACT DETAILS

#### Telford Rural Polytechnic

Owaka Highway, Balclutha, South Otago,  
Private Box 6, Balclutha, New Zealand  
Phone: (03) 419 0300 Fax: (03) 418 3584  
telford.polytech@telford.ac.nz  
www.telford.ac.nz  
Freephone: 0800 835 367

## Fees

Fees are not listed in this prospectus. Please contact us for this information.

## Enrolling in a correspondence course

Send us your enrolment form (from the correspondence prospectus or website) along with your payment, and any additional information required. Once your application is accepted your course study material will be sent within 10 days.

## Easy steps to enrol in a full-time course

- Send us your enrolment form together with any additional information.
- We acknowledge your application/enrolment in writing.
- We select applicants (you may be asked to supply more information).
- We contact you about the outcome. If your application is successful we process your enrolment and send you confirmation.
- We invoice you and you arrange your fee payment within 2 weeks of the course commencing.

# ENROLMENT

**Please read the instructions below carefully before you complete this application form.**

## Instructions

The purpose of this enrolment form is to get from you the information we need to enrol you into a qualification at Telford Rural Polytechnic. We also need to collect information from you which is required by the Ministry of Education and other Government agencies for statistical and registration reasons.

### **Please fill in the form properly by:**

- Completing all sections of the form.
- Printing your answers clearly in pen, or ticking the box that applies for multi-choice questions.
- Signing the form.

→ Attaching to the form additional documentation that is required for Ministry of Education funding purposes. A description of the required documentation is provided on page 25, (section E18) of the form.

### **Contact Address:**

#### **Telford Rural Polytechnic**

Owaka Highway  
Private Box 6  
BALCLUTHA

**Phone:** (03) 419 0300

**Fax:** (03) 418 3584

**Email:** [telford.polytech@telford.ac.nz](mailto:telford.polytech@telford.ac.nz)

**Website:** [www.telford.ac.nz](http://www.telford.ac.nz)





# STUDENT ENROLMENT FORM



# Telford

Rural Polytechnic

*Te Whare Wanaka O Puerua*

## For Office Use Only

Enrolment Accepted

Date

Course Controller

Student I.D.

Enrolment Validated

Date

Course Registrar

EFTS Value

Birth Certificate Sighted. Yes  No

## A. Qualification

1. Course Of Study

Level

Planned Start Date

## B. Personal Details

2. Print your full legal name: Family Name

Given Name(s)

3. Preferred first name

4. If you have previously enrolled at this institution under another name, what was that name?

5. Preferred title

Ms  Miss  Mrs  Mr  Other

6. Date of birth

7. Gender

Female  Male

8. IRD number

IRD No  -  -

9. If you are registered with NZQA and have an NZQA Record of Learning Number, please write it here:

NZQA No  -  -

10. Citizenship and Residency (Tick the box which best describes your citizenship or permanent residency)

New Zealand Citizen (NZL)

Australian Citizen (AUS)

New Zealand Permanent Resident (NZP)

Other

For Students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.

If you ticked "Other", please also specify your fee/assistance status.

MFAT Scholarship (incl. Aotearoa, short-term training, and post-graduate)

(01)

Full Fee Paying Foreign Student

(03)

Exchange Student

(04)

Military Personnel, Diplomatic Staff or Family, or Persons Associated with Operation Deep Freeze (08)

During your enrolment in this qualification will you be resident in New Zealand or overseas?

In New Zealand

Overseas

**11. Ethnicity: What ethnic group(s) do you belong to?**

You may tick up to three boxes which apply to you.

- |   |  |
|---|--|
| <input type="checkbox"/> 111 NZ European/Pakeha | <input type="checkbox"/> 121 British/Irish         |
| <input type="checkbox"/> 122 Dutch              | <input type="checkbox"/> 123 Greek                 |
| <input type="checkbox"/> 124 Polish             | <input type="checkbox"/> 125 Slav                  |
| <input type="checkbox"/> 126 Italian            | <input type="checkbox"/> 127 German                |
| <input type="checkbox"/> 128 Australian         | <input type="checkbox"/> 129 Other European        |
| <input type="checkbox"/> 211 New Zealand Maori  | <input type="checkbox"/> 311 Samoan                |
| <input type="checkbox"/> 321 Cook Island Maori  | <input type="checkbox"/> 331 Tongan                |
| <input type="checkbox"/> 341 Niuean             | <input type="checkbox"/> 351 Tokelauan             |
| <input type="checkbox"/> 361 Fijian             | <input type="checkbox"/> 371 Other Pacific Peoples |
| <input type="checkbox"/> 411 Filipino           | <input type="checkbox"/> 412 Cambodian             |
| <input type="checkbox"/> 413 Vietnamese         | <input type="checkbox"/> 414 Other Southeast Asian |
| <input type="checkbox"/> 421 Chinese            | <input type="checkbox"/> 431 Indian                |
| <input type="checkbox"/> 441 Sri Lankan         | <input type="checkbox"/> 442 Japanese              |
| <input type="checkbox"/> 443 Korean             | <input type="checkbox"/> 444 Other Asian           |
| <input type="checkbox"/> 511 Middle Eastern     | <input type="checkbox"/> 521 Latin American        |
| <input type="checkbox"/> 531 African            | <input type="checkbox"/> 611 OTHER                 |

Please specify if "Other Pacific Island", "Other Asian" or "Other".

If you identified as New Zealand Maori, with which Iwi do you identify? You may enter more than one Iwi. If you don't know the name of your Iwi, please enter "Don't Know".

**12. Iwi**

Iwi:

Rohe (Iwi home area)

Rohe (Iwi home area)

**13. Prior activity**

What was your MAIN activity or occupation in New Zealand at 1 October last year? You may tick only one box

- |   |   |
|---|---|
| <input type="checkbox"/> 01 Secondary school student              | <input type="checkbox"/> 02 Non-employed or beneficiary (excluding retired) |
| <input type="checkbox"/> 03 Wage or salary worker                 | <input type="checkbox"/> 04 Self-employed                                   |
| <input type="checkbox"/> 05 University student                    | <input type="checkbox"/> 06 Polytechnic student                             |
| <input type="checkbox"/> 07 College of Education Student          | <input type="checkbox"/> 08 House-person or retired                         |
| <input type="checkbox"/> 09 Overseas (irrespective of occupation) | <input type="checkbox"/> 11 Private training establishment                  |
| <input type="checkbox"/> 12 Wananga student                       |   |

**14. Disability. (The information you supply is confidential)**

Do you live with the effects of significant injury, long term illness, or disability? Yes  No

If yes, how would you describe your impairment, disability or long term medical condition.

**C. Academic Information**

**15. Secondary school**

What was the name of the last secondary school you attended? State "overseas", if applicable.

What was your last year at secondary school?

Office Use only

What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box.

<input type="checkbox"/> 00	No formal secondary qualifications	<input type="checkbox"/> 15	NCEA Level 3 or Bursary or Scholarship
<input type="checkbox"/> 11	14 or more credits at any level	<input type="checkbox"/> 09	Overseas qualification
<input type="checkbox"/> 12	NCEA Level 1 or School Certificate		<input type="text"/>
<input type="checkbox"/> 13	NCEA Level 2 or 6th Form Certificate	<input type="checkbox"/> 98	Other <input type="text"/>
<input type="checkbox"/> 14	University Entrance	<input type="checkbox"/> 99	Not known

**16.** Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.

Yes <input type="checkbox"/>	No <input type="checkbox"/>	What year do you expect to complete the academic requirements of your course/s in order to graduate?
If no, please enter the year of your first enrolment.		
<input type="text"/>		

### D. Student Loan Interest Write-Off

**17.** Do you currently have or will you have a Student Loan this year?

No – please go to the next section	<input type="checkbox"/>	Yes – please insert your IRD number	<input type="checkbox"/>
See below for more information		IRD No <input type="text"/>	<input type="text"/>

#### INTEREST WRITE-OFFS

If you have a student loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study. If you choose to provide your IRD number on the enrolment form this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your student loan account automatically.

Completing your IRD number is voluntary. If you choose not to provide your IRD number you should contact Inland Revenue directly if you think you may be eligible for an interest write-off. Please Note: Completing your IRD number on this form is not an application for an interest write-off. If the information you provide is incorrect and can't be matched no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.

### E. Documentation

**18. To qualify as a domestic student**, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- **Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue.**
- **New Zealand passport.**
- **A statement of Whakapapa, including date of birth, countersigned by a kaumatua.**
- **Certificate of citizenship or letter of confirmation.**
- **Overseas passport with residency stamp.**

Please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace [JP] or a solicitor. You can find a list of Justices of the Peace in the yellow pages of the telephone book.

**International students** must bring their passport with them when they enrol.

**Please note** that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see: <http://www.nsi.govt.nz/ima>

Please list here all the documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form

<input type="text"/>
<input type="text"/>

## F. Source Of Information

19. please tick all applicable boxes

<input type="checkbox"/> Polytechnic Brochure/Prospectus/Video	<input type="checkbox"/> Television Cover
<input type="checkbox"/> Careers Expo/Field day	<input type="checkbox"/> Employer
<input type="checkbox"/> Open day/Taster Week	<input type="checkbox"/> Newspaper Advert
<input type="checkbox"/> Visit by Polytechnic Liaison Officer	<input type="checkbox"/> Telford Website
<input type="checkbox"/> Previous Student	<input type="checkbox"/> School Teacher
<input type="checkbox"/> Careers Adviser	<input type="checkbox"/> STAR Course
<input type="checkbox"/> Family/Friend	<input type="checkbox"/> Radio Advert
<input type="checkbox"/> Magazine Advert	<input type="checkbox"/> Career Services/Kiwi Careers

## G. Contact Details

20. Home Address		Post code
Term Address		Post code
Telephone	Mobile (optional)	
Fax	Email	

## Student Declaration

**Privacy** – Telford Rural Polytechnic collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organisations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate). Department of Immigration (if you are not a New Zealand citizen or permanent resident) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records.

In addition, when required by statute, Telford Rural Polytechnic releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Rehabilitation Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that Telford Rural Polytechnic will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Director of Finance and Administration.

**NB** – The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Organisation to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/people/peotop.html>

**Fees** – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. The Polytechnic's policy on withdrawal and refund of fees is set out in the Students' Handbook.

**Rules** – In signing this enrolment form you undertake to comply with the published rules and policies of Telford Rural Polytechnic as set out in the Students' Handbook.

**Declaration** – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Date	Signature

## ADDITIONAL INFORMATION



**Telford**  
Rural Polytechnic  
*Te Whare Wanaka O Puerua*

### Work Experience


### Sports/Interests


### Special Interests


### Reasons for studying at Telford


To complete your enrolment, please check you have included the following

- |   |   |
|---|---|
| <input type="checkbox"/> Non-refundable Enrolment Fee of \$50.00                                      | <input type="checkbox"/> Medical Statement                  |
| <input type="checkbox"/> Your last School Report  | <input type="checkbox"/> Character reference                |
| <input type="checkbox"/> Copy of one of the documents as set out in section E18 of the enrolment form | <input type="checkbox"/> Equine students – riding reference |

Please arrange with your Principal/Headmistress/Headmaster/Rector to have the 'Principal's Report' completed and returned to Telford Rural Polytechnic.

### Parent/Caregiver Declaration

Parent/ Caregiver's Name	Home Address
Phone	Mobile

*I undertake to guarantee the payment of all fees and any other accounts as soon as they are rendered, and agree that the applicant will be subject to, and abide by the Policies, Procedures and Regulations of Telford Rural Polytechnic.*

Signature Parent/ Caregiver	Date

## HALLS OF RESIDENCE APPLICATION



# Telford

## Rural Polytechnic

*Te Whare Wanaka O Puerua*

### Office use only

Application received

Room allocated

Acceptance sent

Acceptance Nos

### Instructions

#### Send completed Form to:

FREEPOST 73901, Telford Rural Polytechnic, Private Box 6, Balclutha

### Available Accommodation

7 day student 5 day student 

OPTION 1- Single Room With Ensuite  
 OPTION 2- Single Room Utilising Communal  
 Shower & Toilet  
 OPTION 3- Double Room Utilising Communal  
 Shower & Toilet

Please Indicate Your Selection

1st Choice

2nd Choice

### THE PRIVACY ACT 1993

Applicants are advised that the Halls of Residence Office will use the information provided on this application form in accordance with the Privacy Act 1993, as detailed in the Telford Rural Polytechnic Handbook.

### Section A

Surname

First Name(s)

Home Address for reply

Postal code

Telephone

Mobile (optional)

Date of Birth

Gender

Female  Male 

Emergency Contact (Name and Phone)

Course Of Study Applied For

### Section B

Do you have a disability/medical condition/or take regular medication? Yes  No

Do you have a special dietary requirement ? Yes  No

Tick the box of the ethnic group which you identify

Maori Pacific Islander Pakeha/European Other Asian 

If you have a special religious affiliation, please state which (this question is optional)

## Section C

Do you intend to seek authority to bring a motor vehicle to Telford? Yes  No

Do you intend to seek authority to bring a firearm to Telford? Yes  No

If you answered yes to either of these questions, you must complete the relevant authority form or permission will be denied. (Contact Telford Administration for forms)

List any school/community activities you have been involved in


List your personal interests/cultural activity


List your sporting activities you are involved/interested in


List any Halls of Residence/Hostels you have previously lived in (Name and Date)


## Applicant Declaration

For the purposes of the Privacy Act 1993 the Applicant consents to Telford Rural Polytechnic Halls of Residence obtaining information from the Applicant. This consent extends to Telford Rural Polytechnic Halls of Residence using any information about the Applicant it holds for the purposes of establishing and maintaining the relationship between the Applicant and Telford Rural Polytechnic Halls of Residence. The Applicant also agrees that Telford Rural Polytechnic Halls of Residence may disclose any information it holds about the Applicant without limitation, to any person or agency, that such disclosure of information shall be confined to that information reasonably required by any such person or agency. The Applicant also agrees to abide by the Rules and Regulations of the Hall of Residence. I hereby give my consent and agreement, and also declare that the information supplied by myself to be true and correct.

Date	Applicants Signature

# MEDICAL STATEMENT

Information provided in this document is only available to Telford Management. Where appropriate and with your consent, information that may relate to your safety and well-being while on field trips will be disclosed to fellow tutors. All information contained in this document will be used in accordance with the Privacy Act 1993. The information contained in this form is not used for eligibility purposes for the course in which you wish to enroll.

## Student Details

Surname

Next of Kin

First Name(s)

Emergency Contact Number

## Medical Details

Have you ever suffered from any of the following complaints?

- |                                    |   |  |  |
|------------------------------------|---|--|--|
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Hay fever                | <input type="checkbox"/> Pneumonia                 | <input type="checkbox"/> Ear problems        |
| <input type="checkbox"/> Asthma    | <input type="checkbox"/> Hypothermia              | <input type="checkbox"/> Acute abdominal problems  | <input type="checkbox"/> Headaches/migraines |
| <input type="checkbox"/> Diabetes  | <input type="checkbox"/> Hyperthermia             | <input type="checkbox"/> Back/neck/spinal injuries | <input type="checkbox"/> Heart problems      |
| <input type="checkbox"/> Epilepsy  | <input type="checkbox"/> Hyperventilation         | <input type="checkbox"/> Bleeding disorders        | <input type="checkbox"/> High blood pressure |
| <input type="checkbox"/> Eczema    | <input type="checkbox"/> Head Injuries/concussion | <input type="checkbox"/> Mental disability         | <input type="checkbox"/> Low blood pressure  |
| <input type="checkbox"/> Other     |   |  |  |

## Infections

Have you ever been infected with any of the following?

- |                                     |                                 |                              |                                    |
|-------------------------------------|---------------------------------|------------------------------|------------------------------------|
| <input type="checkbox"/> Tinea      | <input type="checkbox"/> Herpes | <input type="checkbox"/> HIV | <input type="checkbox"/> Hepatitis |
| <input type="checkbox"/> Meningitis | <input type="checkbox"/> Other  |                              |                                    |

## Allergic Reaction/s

Do you have Allergic Reaction/s to any of the following

- |                                       |                                       |                                     |                                     |
|---------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Antibiotics  | <input type="checkbox"/> Elastoplasts | <input type="checkbox"/> Foods      | <input type="checkbox"/> Penicillin |
| <input type="checkbox"/> Insect bites | <input type="checkbox"/> Medication   | <input type="checkbox"/> Injections | <input type="checkbox"/> Other      |

If you have ticked any of the above please give details (Symptoms, action required)

## Medication

Are you currently on medication? Yes  No

Medicine

Dosage/Frequency

Reason

## Prevention

Is your tetanus vaccination current? Yes  No

Do you suffer from any phobias? Yes  No

If yes, please give details below

## Risk Disclosure

There will always be risks and hazards associated with any activity, especially in an outdoor environment. It is important to understand that safety is a shared responsibility of the organization and the participants in the programme.

Date

Student Signature

Parent/Caregiver Signature



# PRINCIPAL'S REPORT

Telford would be grateful if you could complete this report, which will be treated in strictest confidence. Please return this form to us before 30th November. Telford appreciates your co-operation. Thank you



**Telford**  
Rural Polytechnic  
*Te Whare Wanaka O Puerua*

## Student Details

Confidential Report On

A Student At

Years At Your College/School

Level/Form This Year

\*Year 11 Subject Achievements

\*Year 12 Subject Achievements

\*Year 13 Subject Achievements

(\*For achievement please enter marks/grades/results from most recent national or school assessment)

## Extra Curricular Activities

Positions of Responsibility

Sporting

Social and Cultural

Other



## Frequently Asked Questions

### CAN I BRING MY OWN CAR TO TELFORD?

Yes, provided you have a valid driver's licence, current registration and warrant of fitness, plus up-to-date insurance. Please indicate your intention in the Halls of Residence Application Form.

### I ENJOY HUNTING. CAN I BRING MY FIREARMS WITH ME TO TELFORD?

Yes, but you will need a current firearms licence. Firearms will be securely stored and issued for student use. Please indicate your intention in the Halls of Residence Application Form.

### CAN I BRING A DOG TO TRAIN DURING THE YEAR?

Yes, but you should not bring a dog at the start of the course. You should make enquiries to the Farm Director shortly after your course begins. Due to the limited spaces available, places are allocated on the basis of commitment to study and preferred strand (i.e sheep). When training begins in term 2 it is recommended pups are between 3 – 12 months old.

### I AM ENROLLING IN THE CERTIFICATES IN EQUINE PROGRAMME. CAN I BRING MY OWN HORSE?

Yes, you can either bring your own horse or lease one during the year. Please contact the Equine Tutor to determine the suitability of your horse. Travel costs incurred with bringing a horse to Telford are your responsibility.

### WHERE WILL I LIVE?

Telford has an on-campus Halls of Residence with 3 different room options- single, twin share or room with an ensuite. All rooms and living areas are cleaned by cleaners and meals are prepared, cooked and supplied by our on-campus caterers. A Halls of Residence application is included in this booklet. It is recommended that you apply early to ensure a place.

### ARE THERE RECREATION AREAS?

Telford offers a full-sized gymnasium (with marked courts, pool table and weight training room), sports field and tennis court. Telford is ideally situated close to rivers and coastline for fishing, mountains and bush land for hunting, tramping and skiing. South Otago also offers excellent opportunities to join local sports teams.

### CAN SOMEONE PICK ME UP AT THE AIRPORT?

Yes, Telford offers a free pick-up service to and from Dunedin Airport, and Balclutha bus terminals at the beginning and end of each term.

### IS IT POSSIBLE TO VISIT TELFORD?

Yes, please contact us directly to arrange a suitable date and time. (0800) 835 367

#### Disclaimer

The information contained in this booklet is accurate at time of printing. It is intended for guidance purposes only, and does not confer a contractual obligation on the Council, Management or any Department of Telford Rural Polytechnic.

The Polytechnic reserves the right to offer, withdraw or substitute any course or part of a course; make alterations to the structure, content, assessment or moderation processes; and implement any other such changes to a course or element of a course as it may be desirable or necessary, without prior notice. An application to study at Telford Rural Polytechnic does not automatically constitute entry into any given course.



# Telford

Rural Polytechnic

*Te Whare Wanaka O Puerua*

Owaka Highway, Private Box 6, Balclutha, South Otago

**Phone:** 0800 835 367, **Fax:** 03 418 3584, **Website:** [www.telford.ac.nz](http://www.telford.ac.nz)