

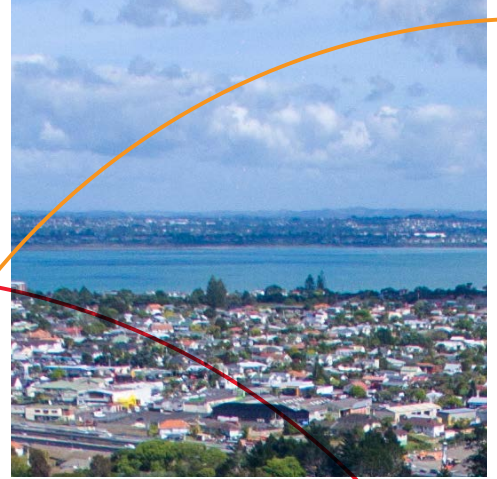
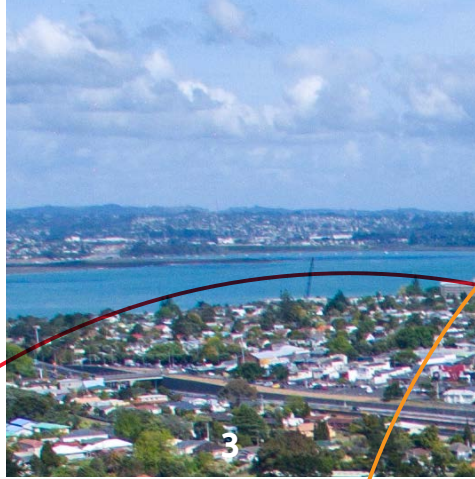


**AUCKLAND  
INSTITUTE  
OF STUDIES**  
NEW ZEALAND



**2018**





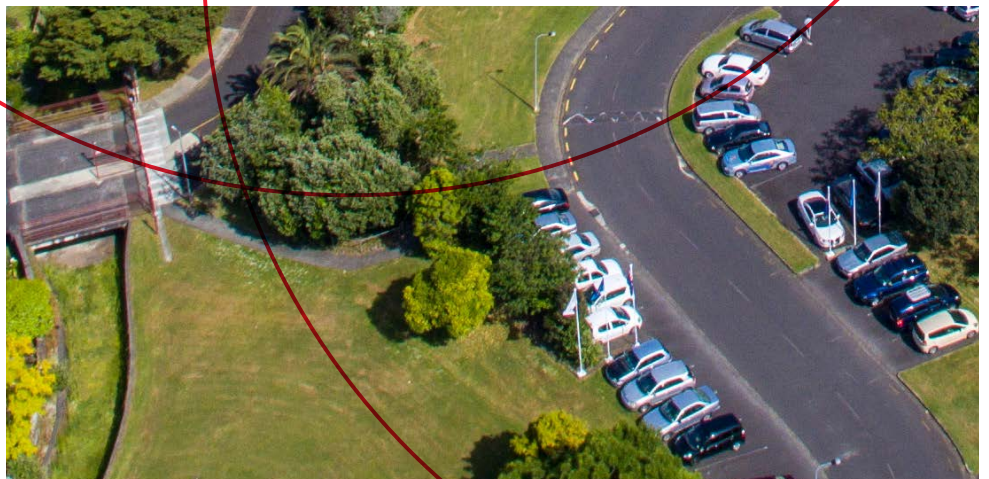
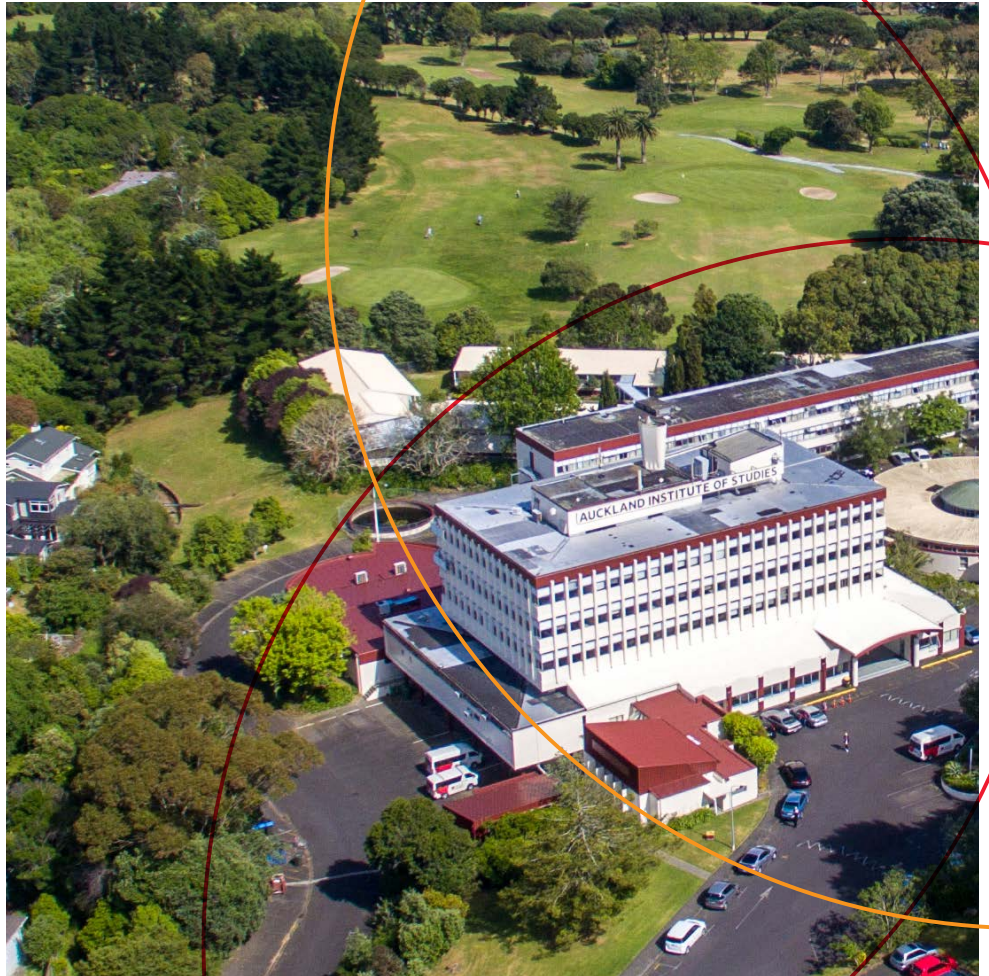
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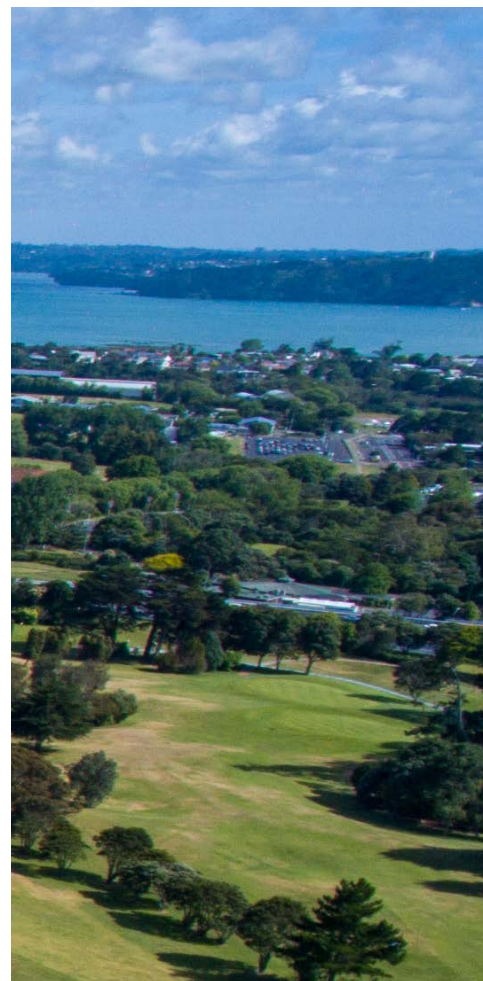
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# WELCOME TO AUCKLAND INSTITUTE OF STUDIES



Tēnā koutou, tēnā koutou, tēnā koutou katoa - Welcome to AIS, an independent tertiary education institution. Over the past 27 years AIS has supported thousands of students from around the world as well as developing close relationships with global educational institutions. AIS is recognised as a category 1 quality provider by the New Zealand Qualifications Authority, delivering a range of programmes up to master's degree level.

Students enrolled with AIS experience expert personalised education by qualified and dedicated staff committed to facilitating student's learning. Students also have access to a range of support services that are there to assist with their academic journey.

Individualised planning creates pathways to learning where students' aspirations are taken into account when pursuing their academic goals.

Our two campuses, St Helens and Asquith, provide a friendly, welcoming and supportive environment that assists with meeting the demands of academic excellence. Our programmes are monitored and benchmarked both internally and externally to ensure their academic quality. Being awarded an academic qualification through AIS requires students to demonstrate a high level of personal commitment to their studies and academic integrity.

In order for our qualification to maintain relevance we actively seek input from key stakeholders, including prospective employers. We promote and support students moving forward in their careers through exposure to work environments, internships, an active Student Careers Centre, post-qualification placement grants and an alumni network.

Study at AIS - Your success is our success.

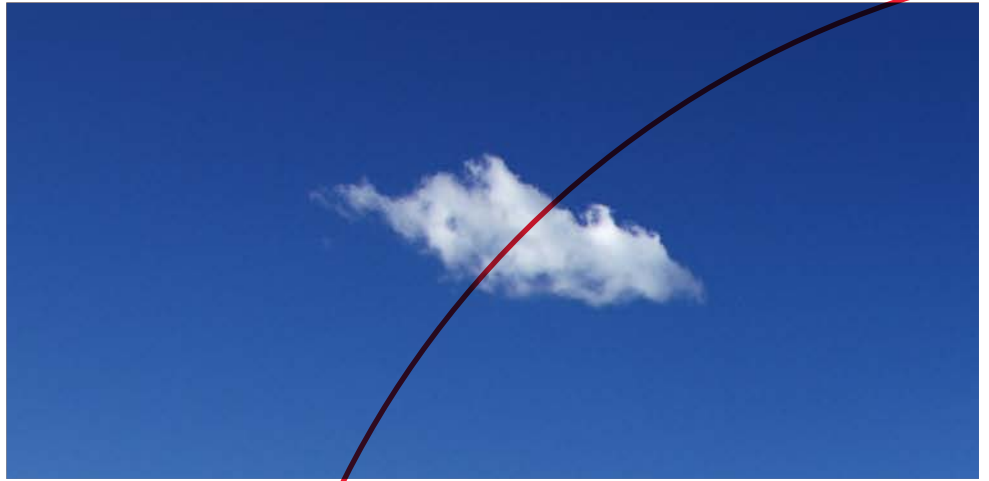
Dr Julia Hennessy





# AUCKLAND: HOME TO AIS

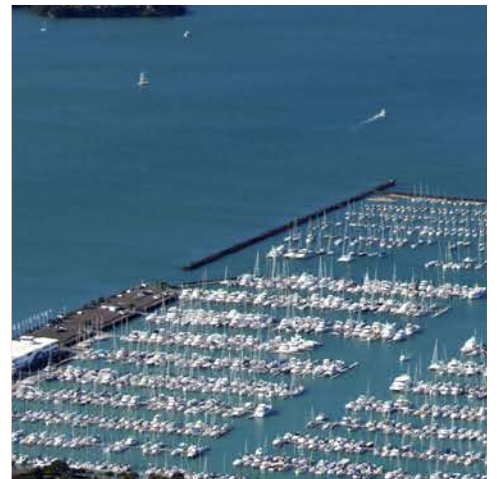
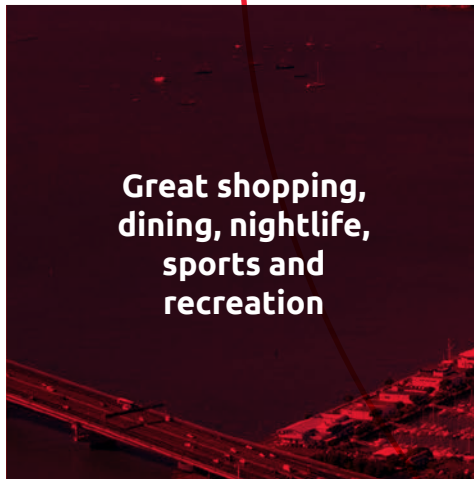
New Zealand's  
largest city is home  
to 1.5 million people  
from European,  
Māori, Pacific and  
Asian cultures



A stunning location  
between two  
harbours, with easy  
access to beaches  
and mountains



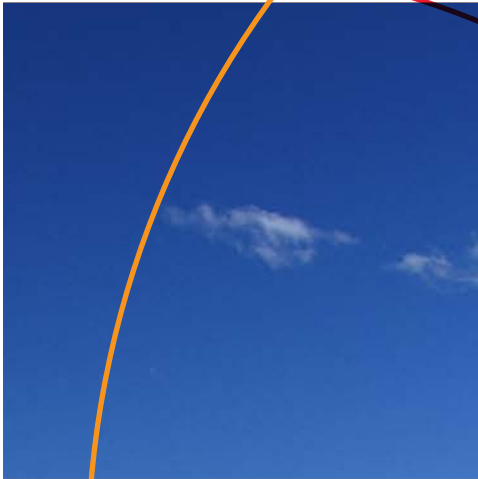
Great shopping,  
dining, nightlife,  
sports and  
recreation



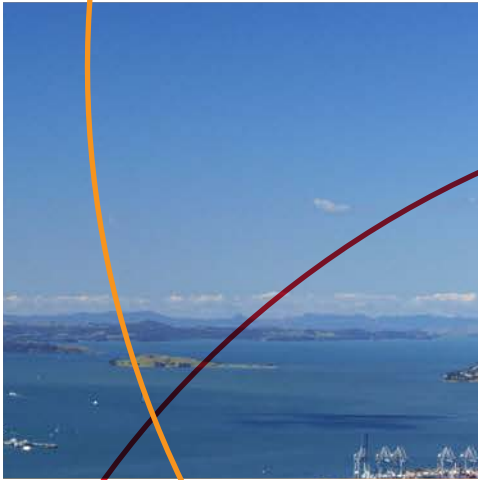
Relaxed, safe  
lifestyle and much  
more affordable  
than Sydney, New  
York or London







Mild, temperate  
climate without  
seasonal extremes



It's easy to see why Auckland is  
consistently rated in the top five  
cities in the world to live\*

\*Mercer Quality of Living Reports





# REASONS TO CHOOSE AIS

## ACADEMIC EXCELLENCE

### GREAT VALUE

A wide range of NZQA-approved degree, diploma and English language qualifications are available.

Attractively-priced, quality programmes are offered in business administration, business, information technology, hospitality management and tourism management.

A supportive English Language and Learning Support Centre complements the academic programmes.

### ACADEMIC STAFF AND RESEARCH

Degree programme lecturers who are leaders in their disciplines, active in research, and well-published in fields relevant to their courses.

Small classes maximise the personal contact that students have with their teachers.

### SCHOLARSHIPS AND EXCELLENCE AWARDS

Scholarships and excellence awards are presented each semester to high-performing students undertaking diploma and degree programmes.

### CREDIT RECOGNITION

Students who have completed similar courses, either in New Zealand or overseas, are eligible to apply for credit transfer.

### FAST-TRACK PROGRAMMES AND FLEXIBLE ENTRY DATES

Committed students can take on a more intensive study schedule to fast-track their programmes in a shorter timeframe, allowing faster entry into employment and a reduction in living costs.

With three undergraduate intakes each year and six for postgraduate studies, you can start when it best suits you

The English Language Centre has an intake every Monday.



### SUPPORTIVE ICT ENVIRONMENT

Offering the latest in technology and teaching resources for its students, both AIS campuses are fully Wi-Fi enabled, and e-textbooks are accessible from a range of devices.

IT students are issued with laptops (conditions apply), and students in other programmes are required to bring their own devices (BYOD).

## LEARNING ENVIRONMENT

### LARGE, SPACIOUS CAMPUSES

AIS offers the ideal mix of park-like grounds and extensive indoor recreational facilities with 24 hour-a-day on-site security.

### TRANSPORT

AIS offers an airport pick-up service for all first time arrivals.

A free shuttle bus service runs between the St Helens Campus and the city centre on weekdays.

Both St Helens and Asquith Campuses are conveniently located close to bus routes.

The Western Line rail network passes close to AIS, enabling students to find affordable accommodation in West Auckland.



# STUDENT SUPPORT SERVICES



## INDUSTRY LINKS AND INTERNSHIPS

Programmes are market and industry driven, with representative employers on our advisory committees.

Applied projects, industry practice and practical training are an integral part of AIS programmes.

The AIS internship and graduate placement programmes provide opportunities which may lead to employment in New Zealand.

## INDIVIDUAL FOCUS

Small class sizes ensure high-quality standards and a high level of personal attention.

Our Student Services team and academic faculty provide advice on programmes that match students' requirements and career aspirations.

## EMPLOYMENT

Assistance is available with CV preparation and interview techniques, and finding appropriate employment opportunities.

The AIS Student Careers Centre (SCC) also contacts potential employers and arranges interviews.

## STUDY SKILLS ADVISOR

A Study Skills Advisor is available to provide additional academic support.

Assistance includes one-on-one consultations and regular workshops on essay writing, study skills, referencing and examination preparation.

## MULTICULTURAL ENVIRONMENT

A multicultural, family-oriented environment enables international students to interact with New Zealanders as well as people from over 35 different countries.

Cultural integration and the development of life-long friendships and personal networks help AIS students find work in New Zealand and across the globe after successful completion of their studies.

## STUDENT SUPPORT SERVICES

Multi-lingual Student Services officers are always available to provide support for New Zealand and international students.

## STUDENT LOANS AND ALLOWANCES

New Zealand citizens and permanent residents can apply for student loans and allowances, subject to certain criteria.

The AIS Student Services team can provide assistance with applications to StudyLink.

## IMMIGRATION AND VISAS

AIS offers students an online visa service in partnership with Immigration New Zealand and our Online Visa Officer provides support and assistance with student and work visa issues.

All AIS qualifications at Level 6 and above qualify for points under the Skilled Migrant Category.

The Bachelor of Information Technology is on the New Zealand long term skills shortage list.



**AIS is a NZQA Category 1 provider, the highest possible rating in New Zealand**

## PASIFIKA AND MĀORI GRANTS

AIS offers special tuition rates to international students from the Pacific Islands as part of our Pasifika outreach programme.

Grants are also available to students of New Zealand Māori descent.

# FACILITIES

## ST HELENS CAMPUS

St Helens Campus is located in spacious, park-like grounds just ten minutes' drive from the city centre. Facilities include a library, computer labs, Wi-Fi, cafeteria, student accommodation, devotional room, tennis courts and free parking.

## ASQUITH CAMPUS

Asquith Campus is located just five minutes from St Helens Campus and provides free parking, computer labs, Wi-Fi, a study room with access to library resources, a student training cafeteria, a fully-equipped gymnasium, sports hall, whanau room, devotional room and free parking.



## COMPUTER LABS

Computer facilities are available at both campuses providing access to the internet, email accounts, the AIS online enrolment system and the library intranet. Printing and free Wi-Fi are also available.

## CAR PARKING

Ample free parking is available at both campuses for students who travel to AIS by car.

## ACCOMMODATION

If you would like to enjoy the experience of on-campus living, the St Helens Campus accommodates 120 students in single, twin and multi-share fully-furnished rooms. Separate levels are reserved for male and female students. The facilities have a modern kitchen where you may prepare meals, and a common dining area.

If you prefer a family-oriented environment you may choose homestay accommodation, with carefully selected, quality host families.

## SPORTS AND RECREATION

For students who like a game of tennis or golf to unwind, the St Helens Campus has tennis courts for use and is adjacent to the popular Chamberlain Park Golf Course.

Asquith Campus has a well-equipped gymnasium and sports hall with cross training equipment, free weights, treadmills and rowing machines. In the sports hall, you can enjoy a game of basketball, volleyball, cricket, badminton, table tennis and other activities.



## CAFETERIAS

Cafeteria facilities are available at both campuses with a range of local and international food, snacks and drinks at reasonable prices. Vending machines and microwave ovens are also available for students. The facility at the Asquith Campus is a student training café.





### LIBRARY

The library at the St Helens Campus provides a wide range of electronic resources, books, journals, magazines, newspapers and videos. Access to online journals, databases, specialised software and the internet is available. Separate reading and study areas enable you to work individually or in groups.



### WHĀNAU ROOM

The whānau room at Asquith Campus is a place for you to relax and form friendships across cultures and nationalities.

### DEVOTIONAL ROOMS

Both campuses have a devotional room where students can pray and contemplate. Prayer mats are available on request.



## SUPPORTIVE ENVIRONMENT

It's important that you feel confident and comfortable while you are studying - especially if you are a long way from home. The park-like grounds of the St Helens campus add to the peaceful atmosphere of the institute, and are only 10 minutes drive to the centre of Auckland. Live on campus at our student hostel, catch up with your work in our library and unwind at our gymnasium and sports hall - all protected by 24-hour security. Our friendly and approachable Student Services and Marketing team are always available to give the best pastoral support possible - in your own language.

Two campuses situated on more than

# 40,000m<sup>2</sup>

of park-like grounds







## QUALITY EDUCATION

As a NZQA Category 1 provider, AIS offers you the reassurance of knowing you have enrolled in one of New Zealand's largest and longest-established tertiary education organisations. Take advantage of a wide range of attractively-priced diploma, degree, graduate and postgraduate qualifications, all approved by NZQA and recognised within New Zealand and internationally. Members of our well-respected academic staff are leaders in their fields and committed to providing you with the best possible educational outcome.



# 5700

Over 5,700 degrees and graduate/  
postgraduate diplomas awarded



# 96%



course completion



# EDUCATIONAL LINKAGES

One of the key strengths of AIS and the programmes we offer is the ability to prepare our students for future opportunities both within New Zealand and overseas. As we have a large proportion of international students, we recognise that further study and career advancement choices often take our graduates beyond Auckland and New Zealand.

It is now easier than ever to instantly connect and communicate with people all over the globe. The world truly is an international marketplace and AIS is internationally connected and recognised. We have strategic alliances and articulation arrangements with education institutions and organisations within New Zealand and in several main overseas markets.

In New Zealand these alliances encourage domestic and international students to move into higher qualifications. International agreements provide for credit transfer into degree programmes, support for offshore course delivery, group study tours and teacher exchanges.


## NEW ZEALAND

- Auckland University of Technology
- Ignite Colleges
- Imperial College
- Language Studies International
- Languages International
- Massey University College of Business
- Media Design School
- Mt Albert Grammar School
- Mt Maunganui Language School
- Taupo Language and Outdoor Education Centre
- The International Travel College of New Zealand
- Unitec
- University of Auckland - English Language Academy
- University of Auckland - ICT Graduate School
- University of Otago
- Worldwide School of English

## INTERNATIONAL

- Anji Shangshu Private High School, China
- Changwon Moonsung University, Korea
- Chihlee Institute of Technology, Taiwan
- Chinese Service Centre for Scholarly Exchange, China
- Chung Yuan Christian University, Taiwan
- Confederation of Tourism and Hospitality, United Kingdom
- Fujian Jiangxia University, China
- Huanggang Normal University, China
- Informatics Education, Singapore
- International Institute of Management Sciences, India
- International Management Institute Switzerland Ltd
- Manav Rachna International University, India
- Martin Hautus Institute Of Learning, Samoa
- Scottish Qualifications Authority, United Kingdom
- Shih Chien University, Taiwan
- Silicon Lake Vocational and Technology College, China
- Telfort Education Group, China
- Tianjin Normal University Jingu College, China
- Tonga Institute of Higher Education, Tonga
- Tonga Ministry of Education and Training, Tonga
- Universiti Teknologi Mara, Malaysia
- Xuzhou Institute of Technology, China



A man with glasses and a dark vest over a light blue shirt is smiling. He is standing in a gallery or museum. In the background, there are display cases with various items, including what looks like paper or fabric samples. A large red circular graphic is overlaid on the image, containing a quote. The quote is in white text. The background also features a sign that says "REMWORTH COLLECTION" and another that says "CAVALIER BREMWOR".

**“It made all the difference to have AIS understand the importance of having a job while you study.”**

**MAURICIO VIEIRA  
NASCIMENTO**

**POSTGRADUATE DIPLOMA IN  
BUSINESS ADMINISTRATION**

After visiting New Zealand with his wife in 2015, Mauricio made the decision to make his dream of pursuing an education overseas a reality. When the Brazilian finally decided to move across the world to study a Postgraduate Diploma in Business Administration (PGDBA) at AIS, he knew the stakes. If he picked the wrong college or programme, financial and emotional disappointment would be certain. He was not disappointed.

*“It was important to choose an institute where I could study in the weekends and pursue a career during the week. This is where it made all the difference to have AIS understand the importance of having a job while you study.”*

For Mauricio, the one-year PGDBA at AIS was a window for promotion within the New Zealand job market. Having done a lot of research on the institute, Mauricio realised that studying here was what he was looking for.

*“I knew AIS had the recognition and accreditation that would open doors in terms of degree reputation. Employability really*

*was a key factor for me, and so I took the opportunity to gain all the knowledge I could.”*

The real world emphasis of the programme is what Mauricio thinks gave him the education he was looking for.

*“I was intrigued and fascinated by the way AIS approached teaching, tailoring theory to apply it to real life. Everything you learn in the programme focuses on building the skills to use what you learn. From my fellow students through to the professors, we all actually used the tools we were taught and that are vital for professionals in the NZ job market.”*

It is something Mauricio says is part of the reason he is certain that coming to New Zealand was a great decision. For him, the emotional and financial investment he and his family have made has paid off tenfold. This means AIS didn't just deliver the results he expected, but made his dreams attainable.

When asked what he treasured most about his time at AIS, Mauricio explains that he has a sense of making a difference and understanding why this is important. He believes AIS opens the door for people who want to make a difference and contribute to New Zealand's society.

Mauricio was proven right and got offered a full-time position, and a promotion to Business Development Manager at the job he had started in his second month

of studying at AIS. More than that, his immigration papers and work visa are organised as well. The opportunity to relocate and build a life here in New Zealand has been a dream come true for the Brazilian.

*“I am thankful for the opportunity AIS has given me. Everyone at the institute conveys the message that your dreams are possible. I took this message, believed it and now it's true.”*

# BUSINESS ADMINISTRATION

Postgraduate studies in Business Administration at AIS will help prepare you for management level employment opportunities and career advancement.

The highly interactive format of lectures, workshops and seminars, enables you to practise and **APPLY YOUR LEARNING IN AN ENVIRONMENT THAT IMITATES REAL-WORLD BUSINESS SETTINGS.**

Our Business Administration programmes are practical programmes with theoretical, applied and research underpinnings.

If you're already working at a management level, you will increase and broaden your skills base and enhance your ability to think laterally. Your increased managerial competencies will include: undertaking research, problem-solving, acting proactively, applying new ideas, and thinking strategically.

For students looking at career advancement, even at an early stage of your working life, our Business Administration programmes help you gain experiential learning, sound corporate values, professional skills development and overall personal growth.

Classes in our Business Administration programmes are concentrated around weekends to fit around employment schedules, making these classes an ideal way to upskill and study while you continue to earn.

AIS is immensely proud of its Business Administration teaching staff; they are selected for their special blend of academic qualifications, research activities, current business and consulting experience, international involvement and teaching skills. Through our experienced faculty, you will be exposed to international leading-edge best practices.



## AIS GRADUATES OF BUSINESS ADMINISTRATION PROGRAMMES ARE NOW:

Logistic Coordinator - Mainfreight Limited  
Loss Prevention Officer - The Warehouse Group  
Credit Controller - Turners Group  
Senior Consultant - IBM New Zealand  
Import Operations - Carotrans  
Managing Director - Harcourts, Flat Bush  
Inventory Management Officer - Aotearoa Fisheries Ltd  
Territory Manager, Business - 2 Degrees Network  
Finance Administrator - 360 Financial Services  
Logistics Manager - Gama Motors Ltd  
Junior Adviser - Saturn Portfolio  
Marketing Manager - Pacific Gladstone Ltd  
Operations Manager (trainee) - Apparel Pressers  
Senior Administrator - Provident Insurance  
Accountant - Norton Accounting and Taxation  
Technical Support Specialist - Concentrix

## POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

LEVEL 8 | 120 CREDITS | 12 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$15 300**

INTERNATIONAL FEES (NZD)

**\$21 800**

## MASTER OF BUSINESS ADMINISTRATION

LEVEL 9 | 180 CREDITS | 18 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$22 950**

INTERNATIONAL FEES (NZD)

**\$32 700**

## 3 REASONS YOU SHOULD STUDY BA

ADVANCE YOUR CAREER

EARN MORE


GAIN EMPLOYER SUPPORT

For more reasons read our blog at  
[www.AIS.ac.nz](http://www.AIS.ac.nz)

**INTERNSHIP  
PATHWAYS ARE  
AVAILABLE FOR  
BOTH PGDBA  
AND MBA**

**DOWNLOAD  
ALL THE LATEST  
INFORMATION ON  
OUR BUSINESS  
ADMINISTRATION  
PROGRAMMES AND  
AN ENROLMENT  
PACK AT:  
[www.AIS.ac.nz](http://www.AIS.ac.nz)**



A man with a beard and a black bandana is pouring beer from a tap into a glass. He is wearing a black shirt. The background shows a bar with various bottles and posters.

“AIS has a strategy to provide smaller classes where teachers can offer an individual focus to every student”

## NAVNEET SINGH

### BACHELOR OF HOSPITALITY MANAGEMENT

New Zealand's hospitality industry is well-respected and known across the globe and for Navneet, this was the incentive to learn and develop his skills in a sector that is constantly growing. As he completed his final schooling in India, Navneet felt a strong passion towards this industry and finished a hospitality diploma in his homeland. However, Navneet believed he needed a degree and experience in a world-leading environment, and so got in contact with an agency.

As a provider that could grant Navneet cross-credits for his original diploma studies, AIS was one of the first institutes on the list. However, this wasn't the only reason that Navneet chose to live half way around the world to study the Bachelor of Hospitality Management (BHM) programme.

*"I chose New Zealand because it is the right destination for the hospitality industry. It is a very new destination and a nice, peaceful and good-natured country - these elements attracted me towards Auckland and I wanted to gain good experience in hospitality."*

In contrast to his learning experiences in India, Navneet believes that the AIS BHM

programme gave him a more rounded view of the hospitality industry, challenging him to think out of the box and develop a management mindset. Navneet noted that the quality education and focus on the individual has ensured that if he does open a bar or hotel in New Zealand, he has the right skills to be successful.

*"There are smaller classes, not like the other colleges where there are 60 or 70 students in one class. AIS has a strategy to provide smaller classes where all teachers can offer an individual focus to every student. It is a very comfortable environment where you can understand every subject clearly and can focus on your studies."*

The practical elements of the BHM programme have also put Navneet in a favourable career position. As an intern at SkyCity in the food and beverage department, he was able to put his skills to the test and assess what he wanted to do in the future. Upon completing his Bachelor's degree, Navneet found employment in a central Auckland bar where he has quickly moved up the ranks to become duty manager.

In addition to his bartending duties, Navneet is responsible for ordering stock, sales, general management and taking care of the bar. He is progressing very well in the position and is looking forward to developing his career further, while currently undertaking a wine sommelier course to extend his knowledge.

Of course, Navneet credits his opportunities in New Zealand to his programme at AIS. With his base of skills, there is no reason why he won't be able to open his own bar in the coming years.

*"All the teachers are really experienced and well-educated, providing students with real examples in the classroom. There is also a real focus on gaining employment at the end of the programme - the Student Careers Centre is great for helping to create CVs and apply for industry-level jobs."*

*"If someone wants to join AIS, I think it is the best college in the hospitality industry."*



# HOSPITALITY MANAGEMENT

Hospitality Management is a vibrant, diverse business sector that is growing year on year, both locally as well as globally. Consistent growth in international visitor numbers and spending is forecast by Tourism New Zealand, and hotel and airport expansion plans mean New Zealand is preparing for further growth in the tourism and hospitality industries. Alongside this growth, however, there exists a nationwide skills shortage and a lack of suitable candidates in the hospitality sector. For AIS students this creates a range of opportunities for work after graduation.

**FOR THE PAST YEAR, THE NUMBER OF TOURISM AND HOSPITALITY JOBS ADVERTISED ONLINE HAS INCREASED BY 15.8%, ONE OF THE BIGGEST INCREASES MEASURED.\***

The Hospitality Management programmes at AIS prepare students for a range of positions and levels of management in the hospitality sector by providing the skills and knowledge needed to understand this diverse industry, as well as giving them opportunities for hands-on experience within the sector.

Through industry relationships, alumni members, and support from our in-house Student Careers Centre, you will receive ongoing support and assistance in finding employment, while you study and when you graduate.

The study options available cover everything from roles at an operational level to supervisory and managerial positions. You will learn the practical skills and knowledge that employers look for in the hospitality industry, gain a firm grasp of the basic principles of management and their application, and possibly advance into more supervisory and senior roles in hospitality operations. Depending on which study option you choose, you may also have the opportunity to complete an industry placement, enabling you to gain workplace experience first-hand, and direct access to ongoing employment opportunities.

## NEW ZEALAND DIPLOMA IN HOSPITALITY MANAGEMENT (LEVEL 5)

LEVEL 5 | 120 CREDITS | 12 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$5 040**

INTERNATIONAL FEES (NZD)

**\$17 920**



AIS GRADUATES OF HOSPITALITY MANAGEMENT PROGRAMMES ARE NOW:

F & B Supervisor - Ellerslie Convention Centre

Manager - Café Manly

Dealer - Sky City Casino

Manager - Paradise Restaurant

Supervisor - Grand Windsor Hotel

Customer Service Rep - ASB Showgrounds

Duty Manager - Valentines Restaurant

Conference & Events Attendant - Rydges Hotel

## NEW ZEALAND CERTIFICATE IN FOOD AND BEVERAGE SERVICE (CAFÉ SERVICES) (LEVEL 3)

LEVEL 3 | 41 CREDITS | 14 WEEKS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$2 800**

INTERNATIONAL FEES (NZD)

**\$6 000**

## NEW ZEALAND DIPLOMA IN HOSPITALITY MANAGEMENT (LEVEL 6)

LEVEL 6 | 120 CREDITS | 12 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$5 040**

INTERNATIONAL FEES (NZD)

**\$17 920**

## SHORT COURSES

LICENCE CONTROLLER TRAINING (LCQ)  
LEVEL 4 | 5 CREDITS | 2 DAYS | NZ\$290

BARISTA SKILLS CERTIFICATE  
LEVEL 3 | 5 CREDITS | 6 WEEKS | NZ\$350

FOOD SAFETY CERTIFICATE  
LEVEL 3 | 5 CREDITS | 6 WEEKS | NZ\$175

## BACHELOR OF HOSPITALITY MANAGEMENT

LEVEL 7 | 360 CREDITS | 36 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$15 120** \$5,040 per year / 7 courses

INTERNATIONAL FEES (NZD)

**\$53 760** \$17,920 per year / 7 courses

## GRADUATE DIPLOMA IN HOSPITALITY MANAGEMENT

LEVEL 7 | 124 CREDITS | 12 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$5 635**

INTERNATIONAL FEES (NZD)

**\$18 920**

**DOWNLOAD ALL THE LATEST INFORMATION ON OUR HM PROGRAMMES AND AN ENROLMENT PACK AT:**  
**[www.AIS.ac.nz](http://www.AIS.ac.nz)**



A portrait of Sam Kim, a young man with dark hair, wearing a grey button-down shirt. He is smiling slightly and looking towards the camera. The background is blurred, showing a computer screen with the word 'WESTBOURNE' visible. A large red speech bubble is on the right side of the image, and several overlapping orange and red circles are scattered across the page.

## BONGMOON (SAM) KIM

### GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY

It only took four days for Sam Kim to fall in love with New Zealand and decide he wanted to live here.

The former South Korean journalist enjoyed a brief visit to the North Island in 2014 and that was all it took for Sam to reassess his future.

*"I was sick and tired of the competitive South Korean culture so New Zealand was very appealing to me. The people here were very friendly and the scenery was beautiful."*

He returned home to South Korea and decided Information Technology (IT) would be an ideal career path to pursue. "I wanted to do something practical. I used to enjoy studying computers when I was a teenager and I was curious about the network systems that operate behind computers. IT seemed to have a bright future in New Zealand with plenty of jobs available so I decided to do that."

With the help of a Korean education agency, Sam discovered Auckland Institute of Studies. He liked the fact AIS was an NZQA Category 1 provider, the campus was not located in the busy central city, and a student hostel was available on-site.

The 30-year old remembers being "overwhelmed with joy" when he began his year-long AIS Graduate Diploma programme in May 2016.

Sam says the experienced lecturers helped equip him with theoretical and practical knowledge, and he was impressed with the high-spec laptop that was supplied to all IT students to complete their assignments.

He was also impressed that he and other student representatives were regularly given the chance to talk directly to the academic head of the programme about any issues or suggestions they had.

During his study Sam was selected for a 12-week internship by AIS's own IT department. He helped staff members and fellow students resolve problems with their laptops and mobiles.

*"That internship, combined with the quality of my programme, helped a lot when looking for a fulltime job. Having AIS on my*

*"The internship with AIS, combined with the quality of my programme, helped a lot when looking for a fulltime job."*

*CV really gave me a competitive edge."*

Sam is now working as a service desk engineer at Westbourne IT Global Services in Auckland. He provides technical support to a multinational pharmaceutical company which has 8000 employees worldwide.

Sam also enjoyed the inclusive, multicultural nature of the AIS campus. "Auckland is a very multicultural city so AIS is good practice for interacting with society. I would definitely recommend AIS."



# INFORMATION TECHNOLOGY

Studying Information Technology (IT) at AIS opens up a world of opportunities for our students. Our programmes are an excellent way to begin, or further develop, a successful IT career either in New Zealand or overseas.

If you're considering working in New Zealand, **IT IS WORTH NOTING THAT SEVERAL OCCUPATIONS WITHIN THE CATEGORY OF IT ARE ON THE ESSENTIAL SKILLS IN DEMAND LISTS** of Immigration New Zealand, with many of them specified on the Long-term Skill Shortage List. What this means, in short, is that New Zealand needs skilled IT professionals.

**ON AVERAGE, THERE ARE BETWEEN 2,000 AND 3,000 IT ROLES REGULARLY ADVERTISED IN NEW ZEALAND.**

To help students gain that extra advantage of New Zealand work experience, and qualify for many of these roles, we are able to offer some of our students IT industry practice opportunities. These have helped AIS students find well-paying jobs with attractive long-term career potential.

Graduates of degree-level programmes earn more (on average 30% more\*) than diploma graduates. Additionally, students with a Bachelor degree who intend on living and working in New Zealand can earn bonus immigration points.

Students can gain cross-credits from previous study, and can choose to focus on:

- Software Development
- Computer Networks
- Information Systems

All of our IT students are issued with their own laptop and receive free Microsoft software.

Our BIT and GDIT programmes provide students with a pathway to postgraduate degree programmes, in particular the Masters programmes at Auckland University of Technology (AUT) and Unitec Institute of Technology. So whether you choose to complete your IT studies with us or progress to postgraduate qualifications, you're one step ahead when you study IT at AIS.



## AIS GRADUATES OF INFORMATION TECHNOLOGY PROGRAMMES ARE NOW:

- Network Technician - Call Plus
- Software Engineer - Empower Software
- GIS Technical Service Officer - Network Waitaki Ltd
- Software Developer - Q Jumpers
- Senior Java Developer - Youtap Limited
- SQL Developer - Agility CIS Ltd
- Provisioning Coordinator - Chorus
- Business Intelligence Developer - Datacom
- Data Analyst - H2ope Ltd
- Computer Technician - Novo Tech

## BACHELOR OF INFORMATION TECHNOLOGY

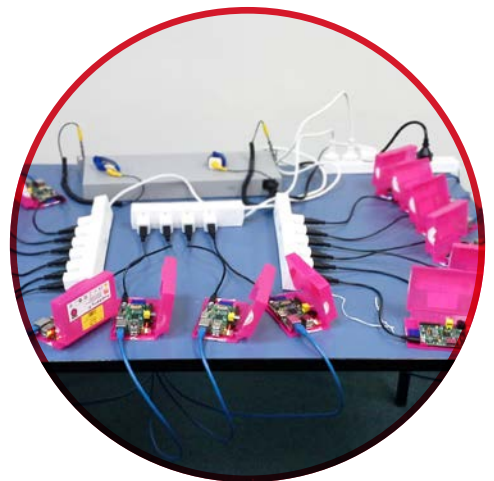
LEVEL 7 | 360 CREDITS | 36 MONTHS  
NZQA APPROVED

### DOMESTIC FEES (NZD)

**\$17 280** \$5,760 per year / 8 courses

### INTERNATIONAL FEES (NZD)

**\$55 800** \$18,600 per year / 8 courses



## GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY

LEVEL 7 | 135 CREDITS | 12 MONTHS  
NZQA APPROVED

### DOMESTIC FEES (NZD)

**\$6 260**

### INTERNATIONAL FEES (NZD)

**\$19 600**

**DOWNLOAD  
ALL THE LATEST  
INFORMATION  
ON OUR IT  
PROGRAMMES AND  
AN ENROLMENT  
PACK AT:  
[www.AIS.ac.nz](http://www.AIS.ac.nz)**





## LILY ZHANG

### BACHELOR OF INTERNATIONAL BUSINESS

Lily Zhang remains one of the most remarkable students to have attended AIS. After working as a financial TV presenter during the early 1990s, Lily was one of the first students to come to AIS from mainland China, paving the way for thousands of students in the following years.

Keen to further develop her English skills overseas, Lily decided to move to New Zealand in 1995 to pursue a Bachelor of International Business. This developed her already good grasp of business and finance in an English-speaking context, setting Lily up for a career that would take her around Australasia.

*"I didn't just want to take an English language course, so I took something a little more practical that could improve both my business and English skills," she said. "I didn't speak English very well at the time and as AIS have a strong focus on international students, it was a good choice."*

International students at AIS are able to access English training programmes to prepare them to study business - from General English to English for Academic Purposes. This helps those who are new to the country to develop their language skills, ensuring they can complete their degree to the best of their ability, like Lily did.

For Lily, the best part of her AIS experience was the dedication to real world success. Learning at AIS is more than just reading textbooks and listening to a teacher, it's about understanding the industry that you want to work in and developing your skills to be work-ready before you graduate. At AIS, this is one of our core values.

*"The business programme covers all the necessary things that you need to know about business. The practical knowledge that I gained from my study was great," she said. "The teachers were very friendly and they provided us with good two-way communication through feedback and case studies."*

After graduating in 1996, Lily gained employment at Duty Free Auckland in a sales position and was quickly promoted to a leadership role, Lily then secured a position with the Bank of New Zealand as a Personal Banker, leveraging her outstanding business and financial knowledge with her improved English.

Lily has since moved into the property development and property fund industries where she is now the Managing Director of LIZH Group Pty Ltd, an Australian-based company. Here, Lily is involved with various property developments around the world. She explained that Bachelor of Business

**"There is a real focus on multi-cultural communication and inclusion to create a good environment for international students"**

graduates leave AIS ready to work in positions around the world.

*"I would recommend AIS to international students as they understand Asian students' needs and requirements. There is a real focus on multi-cultural communication and inclusion - helping to create a good environment for international students," she said.*

AIS welcomes students from around the world. For Lily, AIS was a great stepping stone, enabling her to pursue work in both New Zealand and Australia, and allowing her to achieve her career aspirations.

# BUSINESS

New Zealand is one of the most free and open global economies, with international trade driving its economy into the future.

**WITH AN EXPORT INDUSTRY THAT IS WORTH MORE THAN \$50 BILLION ANNUALLY,** there are endless opportunities here for Business graduates.

Launch your career by enrolling to study Business at AIS, gaining valuable skills and knowledge across a wide range of relevant disciplines. The broad courses here enable you to complete comprehensive career planning, because they cover all the key areas of the industry. Each programme will provide you with a broad base of key business disciplines including management, marketing, accounting, information technology, economics and communication while also introducing you to the international dimension of business.

Studying Business at AIS will equip you with the skills you need to succeed in a career in dynamic and export oriented markets and in a large range of business roles, both locally and overseas.

Bachelor students can choose to have no specialisation or select from Accounting, Management or Marketing.

At AIS it is important to us to be able to offer our students a well-rounded knowledge of business, regardless of which area of study or specialisation they choose. Students benefit from the knowledge and opportunity to network with industry professionals who regularly visit as guest speakers and have available additional short workshops that accompany and complement their chosen programme.

## BACHELOR OF BUSINESS

LEVEL 7 | 360 CREDITS | 36 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$15 120** \$5,040 per year / 7 courses

INTERNATIONAL FEES (NZD)

**\$53 760** \$17,920 per year / 7 courses



**AIS GRADUATES OF BUSINESS PROGRAMMES ARE NOW:**

Accounts Administrator - Eden Park  
Client Site Manager - Converga  
Business Development Manager - Crockers Property  
Manager - Ernst & Young  
Purchasing Officer - PB Technologies  
Customer Manager - Asia-Pacific Management Consulting GmbH  
Graduate Revenue Officer - Ministry of Revenue and Customs  
ICT Sales Rep and Sales Coach - Spark

## GRADUATE DIPLOMA IN BUSINESS

LEVEL 7 | 124 CREDITS | 12 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$5 635**

INTERNATIONAL FEES (NZD)

**\$18 920**



## BECOME A CHARTERED ACCOUNTANT



**CHARTERED ACCOUNTANTS**  
AUSTRALIA + NEW ZEALAND



The BBus (Accounting) is accredited by CPA Australia and Chartered Accountants Australia and New Zealand (CAANZ).

Students must choose 2.114 Business Law, 2.115 Business Mathematics and Statistics, 2.261 Research Methods and 2.235 New Zealand Taxation as the four elective courses to satisfy the academic requirements for admission to CAANZ and CPA Australia membership, a big step toward becoming a Chartered Accountant.

**DOWNLOAD ALL THE LATEST INFORMATION ON OUR BUSINESS PROGRAMMES AND AN ENROLMENT PACK AT:**  
**[www.AIS.ac.nz](http://www.AIS.ac.nz)**



## PATRICIA FINAU

### BACHELOR OF TOURISM MANAGEMENT

Since completing her Bachelor of Tourism Management (BTM) at AIS in 2016, Patricia has worked as a financial and customer service coordinator at Auckland-based Silver Chef Limited.

Patricia's story starts in the Kingdom of Tonga where she had a passion for tourism and hospitality - studying it extensively during high school and her higher education. Patricia loved being able to meet and greet new people, all the while knowing that this was her destined career path.

AIS has strong relationships with the Tongan community, providing a pathway for many students to transition to New Zealand to study a degree. More than 200 Tongan students have graduated from AIS during the last two decades. Patricia is another example of this, getting the opportunity to fly south and pursue the BTM here in Auckland.

For Patricia, the chance to build a career in New Zealand helped her transition to AIS smoothly.

*"When I found out more about AIS, it was exactly what I'd dreamt about. It was never an easy choice to leave home by myself. To say the least, it was daunting, but AIS made it much less overwhelming."*

As being away from home was hard, Patricia found solace in the cultural diversity of AIS and the supportive environment created by both staff and students.

*"My lecturers have been knowledgeable, accessible, and approachable throughout my journey at AIS. The AIS staff have really gone out of their way to provide individual focus and help my transition to real-world success."*

*"Due to the ease of communication with my lecturers, there was always a lot to learn, not only in the lecture rooms but also in my surroundings."*

Patricia's current employer Silver Chef Ltd specialises in funding in the tourism and hospitality industry including restaurants, cafes, bars, hotels and motels. Her role there offers significant scope over important areas of the business and is making the most of her flourishing career in New Zealand.

Patricia credits her success to the supportive environment and dedicated staff at AIS.

*"All in all, I made the right choice in becoming a part of the AIS family. This is due to the great support of amazing staff whose number one priority was for me to achieve success in both my education and career."*

Patricia highly recommends the Bachelor of Tourism Management as an entry point into the growing tourism and hospitality

**"It was never an easy choice to leave home by myself. To say the least, it was daunting, but AIS made it much less overwhelming"**

sectors. Although the 21-course programme is challenging for students, Patricia said that this has only helped her gain the knowledge she needs to be successful moving forward.

*"Difficult roads often lead to beautiful destinations."*

Her full-time position at Silver Chef Ltd is also providing all the necessary skills and experience that Patricia requires for her bright future - underpinned by her time at AIS.

*"AIS has given me such a great opportunity to grow so much over the past few years, and I am looking forward to greater opportunities in the near future," she concluded.*



# TOURISM MANAGEMENT

Auckland is a hub for tourism in the Asia-Pacific region, the city continues to attract increasing numbers of tourists because of New Zealand's favourable reputation as an ideal tourist destination. The tourism sector across New Zealand continues to grow, **WITH THAT GROWTH, THERE IS HIGH DEMAND FOR TRAINED AND QUALIFIED INDUSTRY EMPLOYEES.**

Tourism Management qualifications at AIS are highly sought after and well regarded by employers throughout the country. The study options available can accommodate you whether you are just starting out, need some upskilling if you're already employed, or are at the point where you need further qualifications for a management-level role.

There are several programmes available, each enabling you to gain a firm grasp of the principles of management and their application in a tourism industry context both in the domestic and international sectors.

A Tourism Management qualification from AIS will help broaden your career options and prepare you for higher qualifications in New Zealand and overseas.

## NEW ZEALAND DIPLOMA IN TOURISM AND TRAVEL (LEVEL 5)

LEVEL 5 | 120 CREDITS | 12 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$5 040**

INTERNATIONAL FEES (NZD)

**\$17 920**



## NEW ZEALAND DIPLOMA IN TOURISM AND TRAVEL (LEVEL 6)

LEVEL 6 | 120 CREDITS | 12 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$5 040**

INTERNATIONAL FEES (NZD)

**\$17 920**



**AIS GRADUATES OF TOURISM MANAGEMENT PROGRAMMES ARE NOW:**

Travel Sales Consultant - World Travel  
Tourism Operations Manager - New Zealand Grand Tours  
Tour Guide - MYDO  
Data Base Consultant - Helloworld Ltd  
Front Office - Grand Mercure Hotel, Wanaka  
Tour Consultant - Eco Travels  
Manager - Budget Travellers Hotel  
Flight Supervisor - LSG Sky Chef  
Guest Service Agent - Holiday Inn  
Tour Operator - New View Tours Ltd  
On Board Service Crew - Fullers NZ  
Travel Specialist - Vyom Journeys  
Photographer - Auckland Zoo

## BACHELOR OF TOURISM MANAGEMENT

LEVEL 7 | 360 CREDITS | 36 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$15 120** \$5,040 per year / 7 courses

INTERNATIONAL FEES (NZD)

**\$53 760** \$17,920 per year / 7 courses



**STUDY IN NEW ZEALAND; THE ADVENTURE CAPITOL OF THE WORLD**



## GRADUATE DIPLOMA IN TOURISM MANAGEMENT

LEVEL 7 | 124 CREDITS | 12 MONTHS  
NZQA APPROVED

DOMESTIC FEES (NZD)

**\$5 635**

INTERNATIONAL FEES (NZD)

**\$18 920**

**DOWNLOAD ALL THE LATEST INFORMATION ON OUR TM PROGRAMMES AND AN ENROLMENT PACK AT:**  
**[www.AIS.ac.nz](http://www.AIS.ac.nz)**





“The programme helped me discover talents that I never knew I had.”

### MELISSA HENG

#### CERTTESOL

As New Zealand becomes more multicultural, there is no better place to witness this diversity than in the school environment. However, with many families coming to the country without English as a first language, it highlights the importance of ESOL teachers – as AIS graduate Melissa Heng understands.

Melissa is currently working as a part-time teacher at Wakaaranga school in Auckland, teaching international groups.

*“Being an ESOL teacher is one of the greatest joys personally for me as I am able to help those who want to learn English but also through that interaction process, I have learnt so much about different cultures. Meeting people from different cultures is one of the benefits of an ESOL teacher that one can’t get from other jobs.”*

Melissa graduated from the University of Auckland with a Bachelor degree in Asian Studies and Korean language. As a second language learner herself, Melissa was always intrigued about languages and looking for effective ways to learn them. So she decided to take CertTESOL as a challenge to herself to help others master the language more effectively.

*“For me, the decision to do CertTESOL at AIS was one of the best decisions that I have ever made. The programme helped me discover talents that I never knew I had.”*

Melissa found the programme well structured and included a good balance of both theory and practical. Moreover, the lecturers were extremely helpful throughout the programme and for her that was one of the things she liked most about AIS.

*“Definitely! I was very pleased with the entire programme and felt that the teachers were extremely helpful and knowledgeable. Especially with TESOL, it was a pretty intense programme but I never once felt that I was alone. I knew that if I needed help, Tony and Pam would be more than happy to guide me and support me.”*

Everything taught during the programme was very relevant and Melissa was able to put what she had learnt to practice when she got a job.

*“I was lucky enough to find a job rather quickly. My first teaching job was through our teacher and subsequently, I just applied to a few schools and was called back for an interview.”*

*Go for it! It’s worth it and you won’t regret it.”*

# TESOL

If you are thinking about working overseas, the Certificate in Teaching English to Speakers of Other Languages (CertTESOL) is a fantastic programme to pursue.

**AS AN AIS CERTTESOL GRADUATE YOU GET ACCESS TO EMPLOYMENT OPPORTUNITIES WITHIN OUR NETWORK OF SISTER SCHOOLS ABROAD**, including trusted institutes, colleges and universities in China, Taiwan and South Korea.

If travelling is your passion, then teaching abroad will enable you to connect with different cultures on a much deeper level than you would simply visiting as a tourist. With the English language market experiencing steady growth, prospects for employment are consistently favourable – particularly with the practical, hands-on nature of this programme that allows graduates to transition directly into teaching roles.

CertTESOL studies at AIS will prepare you to teach English as a foreign language even if you have no prior teaching experience. You will gain the practical experience of language teaching every week along with opportunities to plan and evaluate lessons.

The programme comprises courses at three stages: Basic Linguistic Concepts, English Language Teaching and English Language Teaching Practice.

During this full-time intensive programme, you will teach English to students up to three times a week, allowing you to develop your confidence and techniques in a safe, supportive environment.

Along with your certificate, upon graduation you will also receive a reference letter endorsed by AIS.



## AIS GRADUATES OF CERTTESOL ARE NOW:

English Language Assistant - Chelsea Primary School

Lecturer - EF International Language School

Private English Teacher - Self Employed

ESOL Teacher - Villa Education Trust & Kiwi English Academy

English Language Tutor - Auckland Institute of Studies

English and Accounting Lecturer - Xuzhou Institute of Technology, China



## CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

LEVEL 5 | 40 CREDITS | 8 WEEKS  
NZQA APPROVED

### DOMESTIC FEES (NZD)

**\$1 730**

### INTERNATIONAL FEES (NZD)

**\$3 165**



## CAREER OPPORTUNITIES IN NEW ZEALAND AND ABROAD

As an AIS CertTESOL graduate, if you want to stay and work in New Zealand you have the option to pursue English teaching opportunities with various local English language providers or within the AIS English Language Centre.

AIS also offers our CertTESOL graduates access to employment opportunities within our network of sister schools in China, Taiwan and South Korea that are interested in hiring English teachers for extended periods of six months to a year on a contractual basis. Having your CertTESOL and a reference letter endorsed by AIS allows you to bypass the job search process and start teaching English overseas right away.



**DOWNLOAD ALL THE LATEST INFORMATION ON OUR CertTESOL PROGRAMME AND AN ENROLMENT PACK AT:**  
**[www.AIS.ac.nz](http://www.AIS.ac.nz)**





“With daily life in New Zealand, I can easily ask locals questions, better than before. I am now confident with my English.”

## KURUMI SAWA

### ENGLISH LANGUAGE | IELTS PREPARATION

For Kurumi Sawa, the choice to come to New Zealand was simple - and not for the obvious reasons. The rugby-mad Japanese student played the sport back home and saw a clear opportunity to enhance her English skills as well as explore her talents in the world's top-ranked rugby country.

After studying hospitality for two years at Musashino University, Kurumi chose to split up her final years with a trip to New Zealand. With the help of her home university, she elected to head to AIS - an easy decision, based on her experiences in her other passion, rugby.

*“In New Zealand I can play rugby and I can learn English so it is the best place in the world for me,” she remarked.*

Sport in Japan is a major deal, and with the 2020 Olympics being awarded to Tokyo, the hospitality industry is expected to soar. With new airports, hotels and other infrastructure planned, learning English has become imperative to employment opportunities.

At AIS, Kurumi studied General English and IELTS. As English was her second language, Kurumi arrived with pre-intermediate (Level 5) skills. However, thanks to her hard work and dedication of her teachers, Kurumi has achieved advanced level English (Level 8).

*“Before, my listening skill and speaking skill was really poor, but I feel I've improved my listening and speaking. With daily life in New Zealand, I can easily ask locals questions, better than before. I am now confident with my English.”*

For Kurumi, her AIS experience was based around the values of quality education and a supportive environment. In her opinion, all her AIS teachers went the extra mile in order to improve her learning and make her feel welcome in the country. Kurumi highlights the General English course which

suit her learning style and had enough information to help her develop her skills.

*“The strongest point are the teachers compared to other language schools. I heard about another language school which is quite lenient - everybody came to school late or was absent, but AIS is strict on this. If people want to focus on study, I think AIS is really good.”*

Kurumi also enjoyed the social aspect of coming to AIS. In addition to playing rugby at Auckland's Ponsonby club, Kurumi joined many of the AIS after school activities on trips to the beach or farm. This allowed her to meet people outside her course and

engage with other students from around the globe, including Colombia and Brazil.

*“I belonged to a touch rugby team with my friends and we spent a lot of time together. I think activity out of school is very important. Most of the people were Japanese, but also there were Kiwi people and Pacific Islanders.”*

With improved English from AIS and a few rugby skills from New Zealand, Kurumi has set the perfect foundation for a strong career in the Japanese hospitality or tourism sector in the future.



# ENGLISH LANGUAGE

When you choose to study English at AIS, you are learning at one of the most reputable and experienced language schools in New Zealand. We have been helping students learn and improve their English language skills since the day we opened, originally as a School of Language in 1990.

Now, 28 years later, we still have a very strong focus on English language teaching, and have continued to update our materials design and curriculum development based on current business and marketplace needs.

AIS is New Zealand's most international private tertiary institute, with students from over 35 different countries. We have a wonderfully supportive international environment among our students and staff. **THE MIX OF CULTURES ON CAMPUS CREATES A UNIQUE LEARNING SPACE WHERE YOU ARE NEVER ALONE ON YOUR PATH TO IMPROVING YOUR LANGUAGE ABILITIES.**

Programmes at the English Language Centre at AIS are designed to help you whatever level you may be at – whether you simply wish to become a better all-round English user, or are intending to proceed into diploma and degree programmes.

In addition to your classroom and tutorial studies, you are also invited and encouraged to participate in our free extra classes in pronunciation and listening comprehension, as well as our full activities programme.

As an English language student, you are encouraged to take advantage of extra activities and outings as they reinforce the belief at AIS that learning extends beyond the classroom. Within the English Language Centre we recognise that your improvement and your confidence also depend on your opportunities to practise speaking English while making friends and having fun.



## GENERAL ENGLISH

BEGINNER TO ADVANCED  
FULL-TIME AND PART-TIME AVAILABLE

WEEKLY FEES (NZD)

**\$115 - 360**

For more details, see the English Language flyer or visit [www.AIS.ac.nz](http://www.AIS.ac.nz)

## ENGLISH FOR ACADEMIC PURPOSES

EAP I AND EAP II | 12 WEEKS  
PREPARATION TO STUDY TERTIARY PROGRAMMES

DOMESTIC FEES (NZD)

**\$2 210**

INTERNATIONAL FEES (NZD)

**\$4 250**



**35 nationalities represented in the AIS student body**

## STUDENT WORK RIGHTS

As a NZQA Category 1 provider, English language students of AIS who have a valid student visa, are studying full-time and whose course is 14 weeks or longer in duration, are entitled to work up to 20 hours per week.



## IELTS PREPARATION

12 WEEKS

DOMESTIC FEES (NZD)

**\$2 210**

INTERNATIONAL FEES (NZD)

**\$4 250**

**DOWNLOAD ALL THE LATEST INFORMATION ON OUR ENGLISH LANGUAGE CENTRE AND AN ENROLMENT PACK AT:**  
**[www.AIS.ac.nz](http://www.AIS.ac.nz)**





# CREATING OPPORTUNITIES

## STUDENT CAREERS CENTRE

The Student Careers Centre (SCC) at AIS provides a supportive environment for students in order to contribute to successful graduate outcomes. The Centre has two staff assisting students to find part-time work, internships and graduate work placements. The Industry Placement Manager has established a network of contacts within industry which enables students to access a wide range of industry links and job prospects.

A variety of services and channels of information are offered



### PREPARING AND WRITING YOUR CV (RESUMÉ) AND COVER LETTER

Our centre volunteers can help you write your CV, resumé and cover letters.

An effective New Zealand-style CV will provide you with more opportunities to get to the interview stage of the employment process.

We provide hands-on, individual focus – specifically tailored to the path that you're on and the sector you are looking for positions in.

### INTERVIEW PREPARATION AND TECHNIQUES

We can help you prepare for a successful interview in order to increase your chances of securing an employment or internship position.

We can guide you in research on a prospective employer.

We can help you identify the skills you have that match the job description.

We can assist you in preparing some questions to ask the interviewer about the position they are offering or the company.

Group workshops and one-on-one consultations can be arranged.

### EMPLOYER AND INTERNSHIP PROVIDER DATABASE

Within the SCC we have a database of employers who are interested in AIS students and graduates for internships, placements and employment opportunities.

We use this database to foster relationships through maintaining contact with employers and seeking future opportunities for our students and graduates.

### COORDINATION OF INTERNSHIPS

For students and graduates requiring New Zealand work experience, we can help coordinate internships and placements in your field of study enabling you to gain real world experience.

We have a working relationship with internship agencies to arrange internships and placements around New Zealand.

Options include:

- ✦ MBA/PGDBA internship module
- ✦ Graduate placement service
- ✦ IT industry practice, giving IT students experience in networking or software
- ✦ Industry practice in BBus, BHM and BTM programmes
- ✦ Graduate Diploma in Hospitality Management (GDHM) internships
- ✦ Graduate Diploma in Tourism Management (GDTM) internships
- ✦ *Ad hoc* internships/placements offered by employers to AIS students and graduates

### ADVISING ON WHERE AND HOW TO SEARCH FOR WORK OPPORTUNITIES

We can advise and provide information regarding paid employment, internship programmes, and volunteer work.

We are available to help contact potential employers and arrange interviews.

We have a network of contacts within business, industry and the community where we promote AIS students and graduates for employment in part-time or full-time work and internships.



### INDUSTRY RELATIONSHIPS

We offer strong industry relationships and networks that give students business contacts for employment on a part-time and full-time basis.

Familiarisation visits and presentations from employers about "What it is like to work for us."

Linkages to employment agencies and other professional bodies.

Careers Days specifically tailored to the industry that you are studying, where you can meet employers who are looking for people just like you.



### SCC EMAIL NEWSLETTER

Students registered with the SCC receive job advertisements by email newsletters, so they can stay up-to-date with opportunities and job vacancies within their areas of interest.

### SCC HOURS

Monday - Friday  
8.30am - 5.00pm



### JYOTI NOTANI

#### BACHELOR OF INFORMATION TECHNOLOGY

Jyoti Notani did careful research before investing in her education at AIS. Jyoti wanted to ensure that she received an education that would enable her to achieve her future goals and pave her way to a successful career internationally.

The applied learning approach and industry placements on offer at AIS were enough to convince her.

In Jyoti's final year, she received an industry placement at Absolute Analytics Ltd in Auckland. The three-month internship provided her with local New Zealand work experience and a deeper insight into her specialisation.

*I have chosen to specialise in information systems and this internship provided me an entry into the analytics sector of IT. It means I now have work experience and a good reference from a New Zealand based IT company.*

Jyoti also said that by nature, she is an independent person and working at Absolute Analytics has helped her to be more social and amicable.

*One of the big advantages of the internship was a peek into the corporate culture of New Zealand. It is very important for a person seeking work in NZ to be adaptable to the company culture and be part of a team. The internship helped me achieve those goals. AIS prepared me for a career and the placement at Absolute Analytics helped me achieve my dream.*

### CONTACT DETAILS

Alarna Asher  
Industry Placement Manager  
M119, St Helens Campus  
P: (09) 815 1717 ext. 821

Ashley Brown  
Student Careers Centre Supervisor  
M119, St Helens Campus  
P: (09) 815 1717 ext. 824

E: studentcareers@ais.ac.nz

Phone or email to make an appointment or come in during opening hours.





# CODE OF PRACTICE

## NZQA

Auckland Institute of Studies is registered by the New Zealand Qualifications Authority as a Private Training Establishment under the provisions of the Education Act 1989 and its subsequent amendments. At its last NZQA review in 2014, AIS received an assessment of "highly confident" for educational performance and "confident" for capability in self-assessment, being Category 1.



## MEDICAL AND TRAVEL INSURANCE

International students (including group students) must have appropriate current medical and travel insurance while in New Zealand.

## MEMBERSHIPS

AIS is a member of a number of industry organisations, including Independent Tertiary Education New Zealand (ITENZ) and English New Zealand.

## ELIGIBILITY FOR HEALTH SERVICES

Most international students are not entitled to publicly-funded health services while in New Zealand and may be liable for the full cost of any medical treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed at: [www.health.govt.nz](http://www.health.govt.nz).

## EMPLOYMENT

International students enrolled in AIS diploma and degree programmes may work up to 20 hours per week and full-time during the summer holidays and semester breaks. Two-year diploma, graduate/postgraduate diploma and degree students also qualify for a 12-month post-study work visa after graduation, followed by a two-year graduate work experience visa once relevant employment is secured. In some cases English language students and spouses of graduate students may also qualify for work rights.

## CODE

AIS has agreed to observe, and be bound by, the Education (Pastoral Care of International Students) Code of Practice 2016. Copies of the Code are available from the New Zealand Qualifications Authority website: [www.nzqa.govt.nz](http://www.nzqa.govt.nz).



## FEE PROTECTION

All student fees are held in an independent trust account – Jolly Duncan & Wells Trustees Ltd, AIS Student Trust – managed by an independent Chartered Accountant. Fees are released periodically in arrears on a pro rata basis in relation to tuition delivered.

## IMMIGRATION

Full details of immigration requirements, advice on employment rights in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed at: [www.immigration.govt.nz](http://www.immigration.govt.nz)

## ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but international students may still be liable for all other medical and related costs. Further information can be viewed at: [www.acc.co.nz](http://www.acc.co.nz).



## REFUND POLICY

For international students in programmes over three months, all payments exceeding up to 25% of the fees paid will be refunded if the student withdraws within the first ten working days of the programme. Thereafter, fees paid are non-refundable. The refund policy is in accordance with the Education Act 1989. Full information is contained in the Enrolment Application Form.



## ORIENTATION AND ENROLMENT

New students must be present for orientation prior to classes commencing. Absence from orientation can negatively impact on a student's ability to settle into campus and academic life at AIS. Returning students are able to select courses on-line during the second half of the previous semester.

## ENROLMENT RESTRICTIONS

Students who fail to make satisfactory progress may have their study programmes restricted. Entry to some programmes may be limited for domestic students due to government funding constraints.

## INDIVIDUAL FOCUS

You are much more than just another student at AIS. Our class sizes are considerably smaller than many other tertiary education organisations, guaranteeing you better access to academic staff when you need it and maximising your learning opportunities. Our fast-track programmes, flexible entry dates and cross-credit recognition mean you can take advantage of previous studies and achieve your educational goals quickly.



# HOW TO APPLY

1

## CHOOSE YOUR PROGRAMME

Choose the programme you wish to study and download an enrolment pack from [www.ais.ac.nz](http://www.ais.ac.nz)

2

## DO IT ONLINE

Register and submit your application through the Online Application System at [www.ais.ac.nz/enrol](http://www.ais.ac.nz/enrol). Alternatively, you may complete the Application Form in your enrolment pack and enclose or attach the required documentation.

3

## ACKNOWLEDGEMENT

You will receive confirmation that we have received your application. If we need any further information from you we will let you know.

4

## OFFER OF PLACE

Upon meeting all entry requirements, we will send you an Offer of Place and an Invoice. (If you are an international student, you will require the Offer of Place for your visa application.)

5

## CONFIRMATION

Upon payment, we will send a Receipt and Confirmation of Enrolment.

6a

## INTERNATIONAL STUDENTS

### STUDENT VISA

- Students from China, Vietnam, the Indian Subcontinent and the Middle East are recommended to apply for 'Pre-Visa Assessment' at the appropriate Immigration New Zealand office before paying programme fees. In order to obtain your Student Visa, you will need to show our Receipt and Confirmation of Enrolment after you have received an 'Approval in Principle' from Immigration.
- Send or take your passport, your Confirmation of Enrolment, Receipt and other documentation required to the nearest Immigration New Zealand Visa Application Centre to apply for a Student Visa. Students already in New Zealand can apply online at [www.immigration.govt.nz](http://www.immigration.govt.nz) or see the Online Visa Office at the reception counter at the St Helens Campus for assistance.
- After receiving your passport with your Student Visa issued, please immediately inform the AIS staff member named in our Letter of Offer of your travel details.

6b

## DOMESTIC STUDENTS

### LOANS AND ALLOWANCES

Qualifying students should apply online to StudyLink for student allowances and loans where required, at [www.studylink.govt.nz](http://www.studylink.govt.nz)

7

## ACCOMMODATION

Bookings for the AIS student accommodation, homestay and airport pick-up services must be made at least two weeks in advance of arrival in Auckland.





## REAL WORLD SUCCESS

At AIS we understand that you are studying because you need options in the future - options for further study, for employment, or for immigration. Our industry-focused programmes are carefully designed to provide the training you will need to succeed. Gain relevant New Zealand work experience on the postgraduate internship pathway or through our graduate placement service. With students from over 35 countries on campus, as a graduate of AIS you will build an international network of contacts and life-long friends.



### ARRIVAL IN AUCKLAND

When you arrive at AIS, contact our Student Services - Marketing officers to arrange your orientation and course enrolment, and for any further help you might need.

# \$450,000

Over \$450,000 in scholarships available



# AUCKLAND INSTITUTE OF STUDIES

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