

# PROGRAMME REP HANDBOOK

TWENTY 24

welcome!



## STUDENT PRESIDENT MAX DEVON

Kia ora Ākonga, I'm Max (she/her) and with the awesome team that is SANITI I help facilitate and chair the Programme Reps. As a Prog Rep for your cohort you get the opportunity to be the voice for your peeps.  
**He waka eke noa - We are in this together**  
[president@saniti.co.nz](mailto:president@saniti.co.nz)

## EXECUTIVE DIRECTOR OLIVIA HALL



## LEARNER SUCCESS DIRECTOR KATE NEAME

### KEY CONTACTS:

Prog Rep Coordinator	03 546 2425	<a href="mailto:progreps@saniti.co.nz">progreps@saniti.co.nz</a>
SANITI	03 546 2425	<a href="mailto:hello@saniti.co.nz">hello@saniti.co.nz</a>
Learner Services	03 539 5068	<a href="mailto:library@nmit.ac.nz">library@nmit.ac.nz</a>
Te Puna Manaaki	03 546 3620	<a href="mailto:maorisupport@nmit.ac.nz">maorisupport@nmit.ac.nz</a>
Campus Services	03 539 5084	<a href="mailto:campusservices.admin@nmit.ac.nz">campusservices.admin@nmit.ac.nz</a>
IT Services	0800 664 848	<a href="mailto:servicedesk@nmit.ac.nz">servicedesk@nmit.ac.nz</a>

# CURRICULUM AREA MANAGERS (CAM):



## Primary, Food & Environmental Industries

*Aquaculture, Viticulture, Horticulture,  
Conservation, Adventure Tourism.*

Pam Wood  
pam.wood@nmit.ac.nz



## Creative, Technologies & Service Industries

*Digital Technology, Arts & Media, Service Industries,  
English Language.*

Trisha Krishnasamy  
trisha.krishnasamy@nmit.ac.nz



## Health & Wellbeing

*Nursing, Social Sciences, Study & Career Preparation,  
Fitness.*

Victoria Whitmore  
victoria.whitmore@nmit.ac.nz



## Engineering, Construction & Infrastructure

*Maritime, Automotive, Engineering, Construction,  
Aviation*

Reid Carnegie  
reid.carnegie@nmit.ac.nz



## Foundation Studies & Applied Business

*Foundation Studies, Supported Training Programmes,  
Applied Business*

Rae Perkins  
rae.perkins@nmit.ac.nz

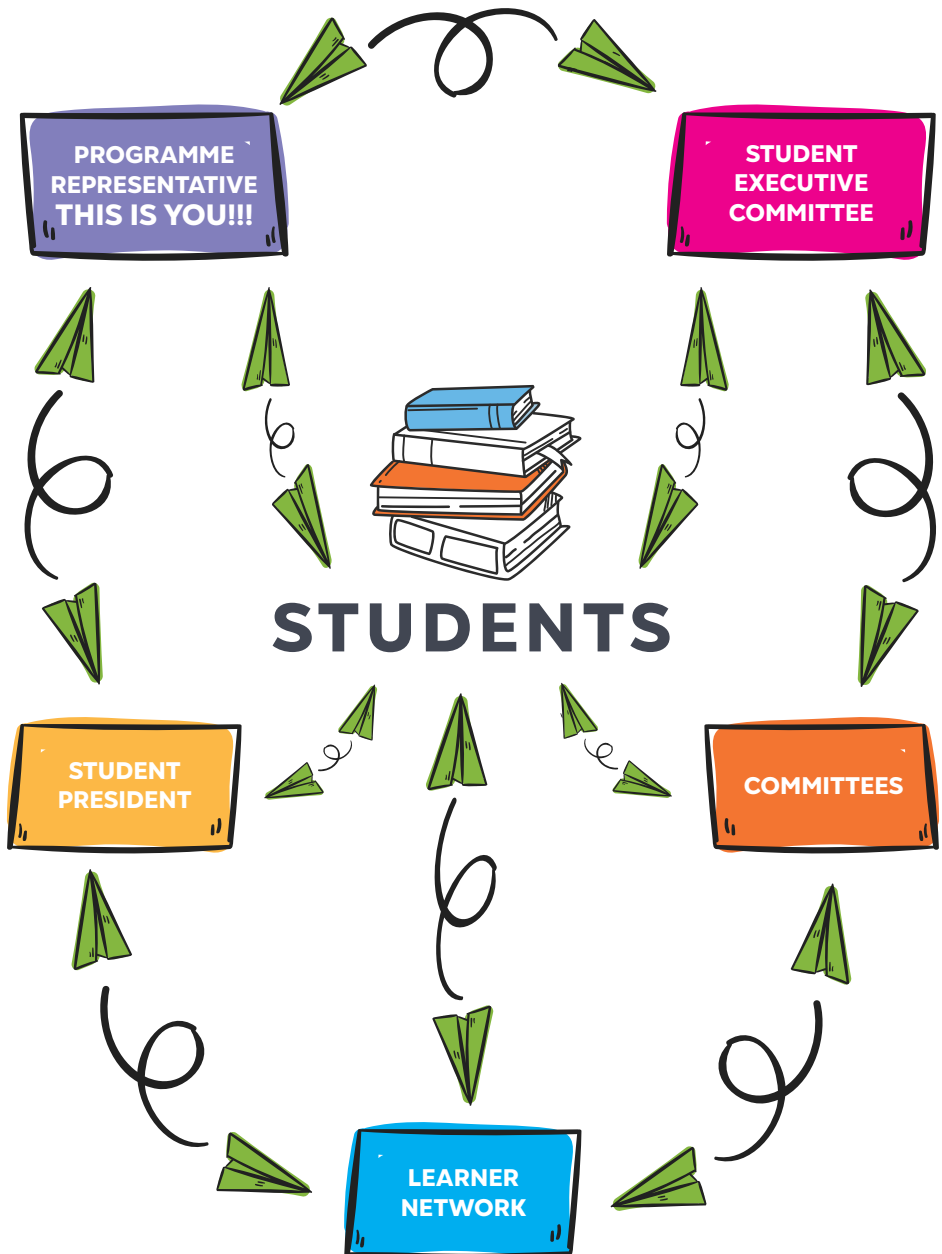


## Mātauranga Māori

Soraya Paki Paki  
sorayapakipaki@nmit.ac.nz

*Who is your Curriculum  
Area Manager?*

# WAYS STUDENTS CAN HAVE A VOICE



## WHAT IS A PROGRAMME REP?

### You are:

- The voice of your cohort.
- Key link between students, NMIT staff in your programme area and SANITI.
- Approachable, open and proactive.
- The first point of call for classmates who have concerns.

### You will:

- Facilitate kōrero between staff and students.
- Keep students updated on feedback, actions and events.
- Be the spokesperson for your cohort.

## WHY DO WE NEED YOU?

It is important for students to always have a voice that delivers feedback and communicates what is working, and what could be improved with SANITI, NMIT and for students.

THIS IS YOU!

## WHAT WILL YOU GET OUT OF IT?

### As a rep you will develop:

- Leadership skills
- Communication skills
- Interpersonal relationship skills
- Conflict resolution strategies

### You will get:

- Free food at meetings
- Certificate of recognition which can be included with your CV.
- Regular practical training and support
- Build relationships and networks with other students and programme areas.

## HOW TO GET INVOLVED?

To be elected as a Prog Rep you need two student nominations from your cohort. **The nomination form is attached at the back of this booklet, email it to [progreps@saniti.co.nz](mailto:progreps@saniti.co.nz) or return it to the SANITI office.**

## WHAT HAPPENS AFTER NOMINATIONS:

- You will be added to our database
- Regular Prog Rep info will be sent to your email (keep this updated with us)
- Rep meetings 1x a term
- Training session 1x a term (focuses can be requested)
- Meeting with prog lead/CAM 1x a term
- Feedback to your cohort after Prog Rep/CAM meeting minimum 1x a term
- \* Note: all meetings/trainings have a zoom option for online/distant learners.
- If you decide being a rep isn't for you, you can opt out by emailing [progreps@saniti.co.nz](mailto:progreps@saniti.co.nz)
- If you are on a multi year course you can continue as a rep the following year unless you opt out by sending an email.

## KEEP UP TO DATE:

One of your responsibilities as a Prog Rep is to inform your cohort of what's on around campus. Keep up to date via the **What's On Calendar** on the SANITI website.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Scan here





## AS A PROG REP YOU CAN:

- 👍 Be available to listen to your peers and be proactive with their concerns
- 👍 Have regular catchups with your cohort (class) and contact with your tutor and CAM
- 👍 Refer your peers to support services when needed
- 👍 Network with other reps in your area. SANITI will help with this.
- 👍 Share students ideas and feedback with NMIT/SANITI at meetings and provide responses and resolutions from NMIT to students
- 👍 Be involved in training and info workshops throughout the year designed to keep students informed (eg. AI Protocol updates)
- 👍 Update students on upcoming events/ activities/surveys happening around campus  
Checkout- [saniti.co.nz/events/calendar](https://saniti.co.nz/events/calendar)



## AS A PROG REP YOU CAN'T:

Deal with:

- 👎 Complaints against other students, tutors and NMIT staff
- 👎 Harassment / bullying by anybody
- 👎 Student academic issues
- 👎 Personal student issues
- 👎 StudyLink / MSD
- 👎 Alcohol and drug support
- 👎 Mental health

**You are not there to advise on individual, sensitive personal issues. If a student approaches you with any of the above please refer them to:**

- SANITI
- NMIT Learner Services (Wellbeing Support)
- Te Puna Manaaki

## PROG REPS CAN DEAL WITH FEEDBACK ABOUT:

### • Teaching, learning & course content

- Facilitate discussions regarding whole class assignment extensions
- Providing tutors with feedback about issues (you can also advise SANITI so we can follow up)

### • NMIT

- Learner Experience (enrolment, orientation, studylink)
- Learner Services (support, library, wellbeing etc)
- Campus Services (facilities)
- I.T (technology)

You are the voice of students. If at any time you do not feel comfortable raising your concerns with NMIT directly, please seek advice from SANITI, they are here to help.

**\*\*Remember: student concerns must be kept confidential unless they say otherwise.**

## RAISING CONCERNS

Prog Reps are encouraged to reach out directly to the person or area there is an issue with first, to seek a resolution.

## SANITI DISPUTE RESOLUTION PROCESS

This is the process when a student comes to SANITI - you can share this info with your peers

### Step One

- First steps for SANITI involve seeking resolution directly with the parties involved i.e. Course Tutor

### Step Two

- If a resolution is not found, SANITI will seek to agree a resolution with the Curriculum Area Manager responsible for the NMIT Programme Area involved in the issue.

### Step Three

- If a resolution is still not found, SANITI will seek resolution with the Curriculum Director responsible for the area where the issue came from.

### Step Four

- If a resolution is still not found, SANITI will seek resolution within NMIT.

### Step Five

- If a resolution is still not found, SANITI will refer the issue to an external organisation which may include the Dispute Resolution Service (DRS), Office of the Ombudsmen, NZQA.

**\*\*Remember: students have a choice and can choose any option at any time.**

## BECOMING A STUDENT EXECUTIVE

Be more involved with the student experience and SANITI by standing for the SANITI Student Executive Committee.

For more information refer to:

[saniti.co.nz/representation](http://saniti.co.nz/representation)

## SANITI PRIVACY POLICY

SANITI is independent from NMIT. SANITI's Support and Advocacy services are confidential. SANITI fully complies with the Privacy Act 1993 in relation to collection, use and disclosure of personal information.

## WAYS TO KEEP UP TO DATE WITH MEETINGS:



**SANITI FB PAGE**  
[facebook.com/SANITINZ](https://facebook.com/SANITINZ)



**SANITI'S WEBSITE**  
[saniti.co.nz/representation](http://saniti.co.nz/representation)



**WHAT'S ON CALENDAR**



# SANITI

*your*



## INDEPENDENT ADVOCACY

Our advocates assist with StudyLink, academic concerns, complain procedures, tenancy, referrals or personal situations.



## FREE EVENTS

SANITI puts on regular fun and FREE events on all NMIT campuses and runs competitions online.

*What's On  
Calendar*



## SUPPORT + WELLBEING

We listen to your concerns and help you with any issues you may have while you're a student.





# student association

## REPRESENTATION



SANITI provides a voice for students on a range of committees and forums. You can get involved as a Programme Rep or Student Executive. The SANITI Executive is an elected group of students who meet regularly to set the direction, goals and priorities of the Association.



## EMPLOYMENT SUPPORT



SANITI can help with CV writing/editing, LinkedIn profile, cover letters, interview coaching, employment contracts and finding job opportunities.

**EMPLOYMENT@SANITI.CO.NZ**



**FOLLOW US!**



**SANITINZ**



# Learner Services

## We can help with



Study & IT Support



Wellbeing Support



Equity & Accessibility



Library Services



Scan to find  
out more

If you, a classmate or your class need study or wellbeing support, let's connect.

Each programme has a dedicated Study Support Advisor who wants to help you to serve your cohorts. We can give free support for academic writing, researching and study skills via 1:1, group, in-class tutorials or peer-facilitated study groups.

Come and see us in the Libraries, call **03 539 5068** or email [library@nmit.ac.nz](mailto:library@nmit.ac.nz)

nmit |  Te Pūkenga

**Student urgent assistance  
and campus security**

**24/7 call 0800 718 277**

# TE PUNA MANAARIKI

## DEDICATED MĀORI & PASIFIKA CULTURAL SUPPORT

### FOR TAUTOKO WITH:

- Study & Equity support
- Cultural support
- Wellbeing
- Iwi registrations
- Scholarships
- Te Reo Māori
- Hardship & more

### NELSON CAMPUS

Te Toki Pakohe - D Block

### MARLBOROUGH CAMPUS

Student Centre - J Block

### CONTACT US

maorisupport@nmit.ac.nz

pasifikasupport@nmit.ac.nz



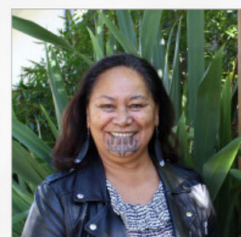
**REN STRONACH**

Ngāti Awa, Ngāti Hauiti



**KIM IRLAND**

Tūhourangi, Ngāti Wāhiao



**SUE STEPHENS**

Ngāti Maniapoto, Ngāti Porou



**CAROLINE LATU**

NZ Born Tongan



## NMIT and SANITI

### Programme Representative Nomination Form

**Note for Tutors:** This form should be used in conjunction with the following documents:  
Programme Rep Election Guidelines (for Teaching Staff)  
NMIT Programme Representative Policy (for Teaching Staff and Students)

**Forms may be:** 1) Dropped into the SANITI office (Nelson or Marlborough campus)  
2) Sent via email to [progreps@saniti.co.nz](mailto:progreps@saniti.co.nz)  
3) Completed digitally here [saniti.co.nz/representation/nomination-form](https://saniti.co.nz/representation/nomination-form)

**Date:** .....

#### PROGRAMME REP NOMINEE:

Full Name: .....

Student ID No: .....

Email: ..... Phone: .....

#### PROGRAMME DETAILS:

Programme: ..... Level: .....

Campus: .....

#### NOMINATED BY:

Student 1 Name: .....

Student 2 Name: .....

Student ID No: .....

Student ID No: .....

Signature: .....

Signature: .....

\*Your information will be shared between SANITI and the Curriculum Manager in your Programme Area for the purpose of Programme Representation.