



PROGRAMME REP HANDBOOK

Twenty 25

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

EXECUTIVE DIRECTOR OLIVIA HALL



DIRECTOR MĀORI & LEARNER SUCCESS NICOLE AKUHATA

KEY CONTACTS:

Prog Rep Coordinator	03 546 2425	progreps@saniti.co.nz
SANITI	03 546 2425	hello@saniti.co.nz
Learner Success	03 539 5068	learnersuccess@nmit.ac.nz
Te Puna Manaaki	03 546 3620	maorisupport@nmit.ac.nz
Campus Services	03 539 5084	campusservices.admin@nmit.ac.nz
IT Services	0800 664 848	servicedesk@nmit.ac.nz

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

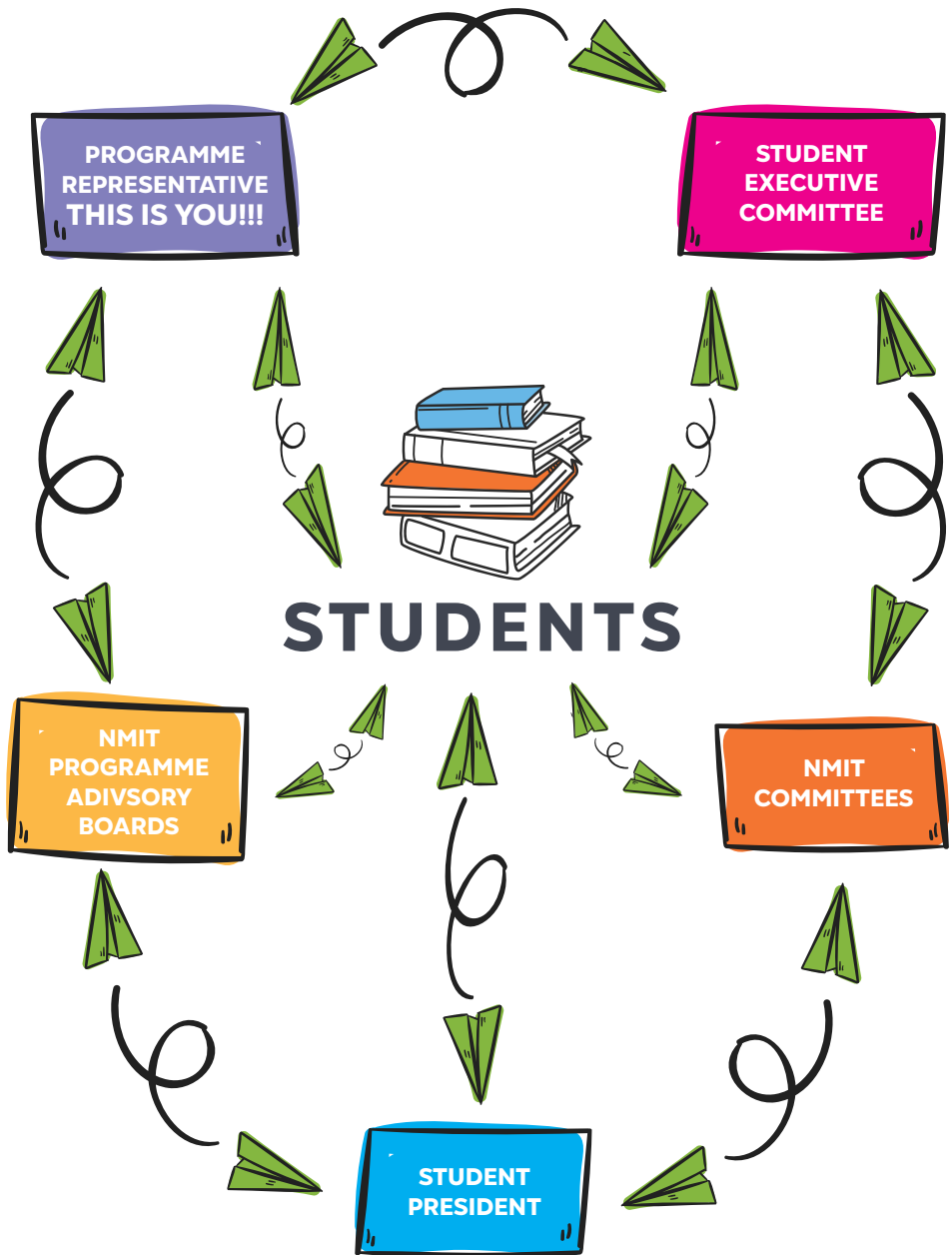


Mātauranga Māori

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?

To ... tell us what's happening, because it is important for students to have a voice.
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. *T&C's apply
- Practical training and support
- New relationships and networking 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 or return it to the SANITI office.

WHAT HAPPENS AFTER NOMINATIONS:

- Regular Prog Rep info will be sent to your email. (keep this updated with us)
- Minimum 1 meeting per term.
- Minimum 1 training per term .
- One time per term meeting with Programme Lead/CAM for your area
- * Note: all meetings/trainings have a zoom option for online/distant learners.
- You can opt out of being a programme rep by emailing progreps@saniti.co.nz
- If you are on a multi-year course you can continue as a programme rep every year

KEEP UP TO DATE:

Keep up to date via the **What's On Calendar** on the SANITI website.

Scan here





AS A PROG REP YOU CAN:

- 👍 Have regular catchups with your cohort (class, contact with your tutor, Programme Lead/CAM)
- 👍 Refer your peers to support services when needed.
- 👍 Network with other prog reps in your area. (SANITI can help with this)
- 👍 Listen and share your peers ideas and feedback with SANITI/NMIT at meetings
- 👍 Provide any updates from SANITI/NMIT to students.
- 👍 Be involved in training and workshops throughout the year designed to keep students informed e.g. AI updates
- 👍 Update students on upcoming events/surveys happening on campus and online. Checkout www.saniti.co.nz/event/calendar.



AS A PROG REP YOU CAN:

Deal with:

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

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

- **SANITI**
- **NMIT Learner Success (Wellbeing Team)**
- **Te Puna Manaaki**

PROG REPS CAN DEAL WITH:

Teaching, learning & course content

- Facilitate discussions regarding whole class assignment extensions.
- Providing tutors with feedback about issues (you can also ask for support from SANITI)

NMIT Feedback about

- Learner Experience (enrolment, orientation)
- Learner Success (support, library, wellbeing)
- 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 give you permission to share their concerns.**

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.

Step One

- Talk to your tutors.

Step Two

- Talk to your programme lead/CAM

Step Three

- Seek support - SANITI, NMIT Learner Success Team, Te Puna Manaaki.

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

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.**

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.

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.

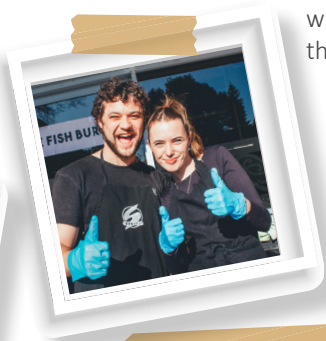


EMPLOYMENT SUPPORT



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

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

WAYS TO KEEP UP TO DATE WITH MEETINGS:



OUR SOCIAL'S
[@SANITINZ](https://www.instagram.com/SANITINZ)



SANITI'S WEBSITE
saniti.co.nz/representation



WHAT'S ON CALENDAR



Learner Success

Free help
on-campus and
online for you

- Study Support
- Wellbeing Support
- Equity & Accessibility
- Library & IT Services



◀ Scan to find out more

Let's connect

learnersuccess@nmit.ac.nz

Nelson & Richmond:

03 539 5068

Marlborough

& Woodbourne:

03 577 2852

**NMIT students
urgent assistance
& campus security**



24/7 call **0800 718 277**

nmit



TE PUNA MANAAKI

MĀORI & PASIFIKA SUCCESS

Te Puna Manaaki offer dedicated support for all ākonga Māori & Pasifika at NMIT.

Our friendly Kaimanaaki are here to help as you navigate ākonga life. Our tari is a safe space for you to drop in for a catch up and discuss any support you might need.

Tautoko with:

- Study & equity needs
- Cultural support
- Scholarships
- Iwi registrations and more

CONTACT US

tepunamanaaki@nmit.ac.nz

NELSON CAMPUS

Te Puna Matauranga - M124

MARLBOROUGH CAMPUS

Student Centre - J Block



Ren Stronach
Ngāti Awa, Ngāti Hauiti



Kim Ireland
Tūhourangi, Ngāti Wāhiao



Sue Stephens
Ngāti Maniapoto, Ngāti Porou

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
3) Completed digitally here 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.