

Programme Rep Handbook.



2026

welcome!



**STUDENT PRESIDENT
SCOTT TAMBISARI**

Welcome to your new role as a Programme Rep. As the voice of your cohort, you play an important role in representing student perspectives, and I look forward to working with you.

**ACTING CHIEF EXECUTIVE
DR. CAROLINE SEELIG**



**DIRECTOR DEMAND MANAGEMENT
& LEARNER SUCCESS
NICOLE AKUHATA**

KEY CONTACTS

Prog Reps 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):



Pam Wood
pam.wood@nmit.ac.nz
Primary, Food & Environmental Industries
*Aquaculture, Viticulture, Horticulture,
Conservation, Adventure Tourism.*



Trisha Krishnasamy
trisha.krishnasamy@nmit.ac.nz
Creative, Technologies & Service Industries
*Digital Technology, Music, Arts & Media, Service
Industries, English Language.*



Victoria Whitmore
victoria.whitmore@nmit.ac.nz
Health & Wellbeing
*Nursing, Social Sciences, Fitness, Study & Employment
Pathways- L4, Aquaculture, Adventure Tourism.*



Reid Carnegie
reid.carnegie@nmit.ac.nz
Engineering, Construction & Infrastructure
*Maritime, Automotive, Engineering, Construction,
Aviation*



Rae Perkins
rae.perkins@nmit.ac.nz
Foundation Studies & Applied Business
*Foundation Studies, Supported Training Programmes,
Study & Employment Pathways- L3, Applied Business*



Soraya Paki Paki
sorayapakipaki@nmit.ac.nz
Mātauranga Māori
Te Reo Māori, Tikanga

*Who is your Curriculum
Area Manager?*

WHAT IS A PROGRAMME REP?

You are:

- The voice of your cohort
- The key link between students, SANITI and NMIT
- Approachable, open, and proactive
- The first point of contact for classmates with concerns

You will:

- Facilitate conversations between students and staff
- Keep your cohort updated on feedback, actions, and events
- Represent your cohort's views

WHAT DO YOU GET?

As a Prog Rep you will:

- Build leadership and communication skills
- Gain confidence speaking up and working with others
- Learn how to raise issues and help make change
- Get training and support in the role
- Meet students from other programmes
- Free food at meetings

WHY DO WE NEED YOU?

To represent your cohort and share feedback on what's working and what could be improved.

KEEP UP TO DATE:



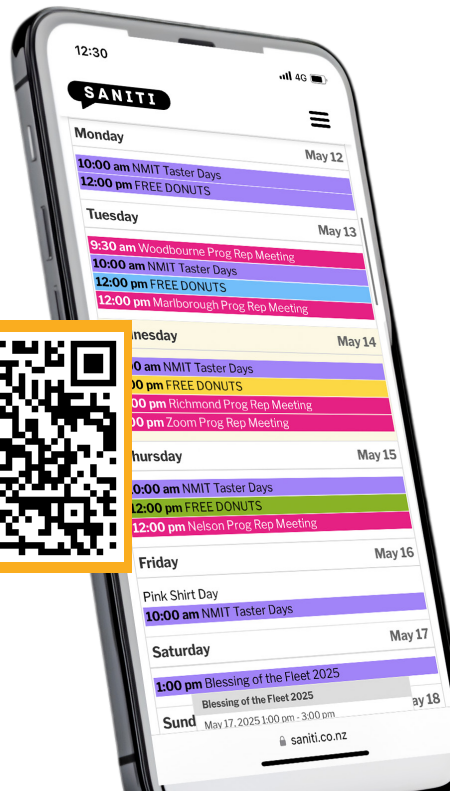
SANITI'S WEBSITE
saniti.co.nz/representation



OUR SOCIAL'S
@SANITINZ



WHAT'S ON
CALENDAR



NOMINATION

To be elected as a Prog Rep you need two students to nominate you from your cohort.

The nomination form is attached at the back of this booklet, return it to the SANITI office or via email it to, progreps@saniti.co.nz

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

WHAT HAPPENS AFTER NOMINATIONS:

- Meetings are held once per term, on-campus and online via Teams,
- Training is provided,
- Regular Prog Rep info will be sent to your email provided on the form. Please keep this updated with us,
- NMIT Programme Team Lead / CAM for your programme area is encouraged to meet with you,
- 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 Prog Rep every year

WHAT KIND OF ISSUES WILL YOU DEAL WITH?

Prog Reps focus on issues that affect your whole cohort. These usually include:

- Teaching and learning, including course content and teaching methods,
- Requests for class-wide assignment extensions,
- Feedback to tutors on bigger matters (minor issues can usually be raised directly),
- Campus facilities, including study spaces and common areas,
- IT problems or tech-related issues.

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, we are here to help.

Remember: students concerns must be kept confidential unless they give you permission to share their concerns.



AS A PROG REP YOU CAN:

- 👍 Have regular catchups with your cohort (class, contact with your tutor, Programme Team 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/events/



AS A PROG REP YOU SHOULDN'T:

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 advise 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**

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.



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

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.

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.

Four

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

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 job opportunities and job specific application processes.

EMPLOYMENT@SANITI.CO.NZ



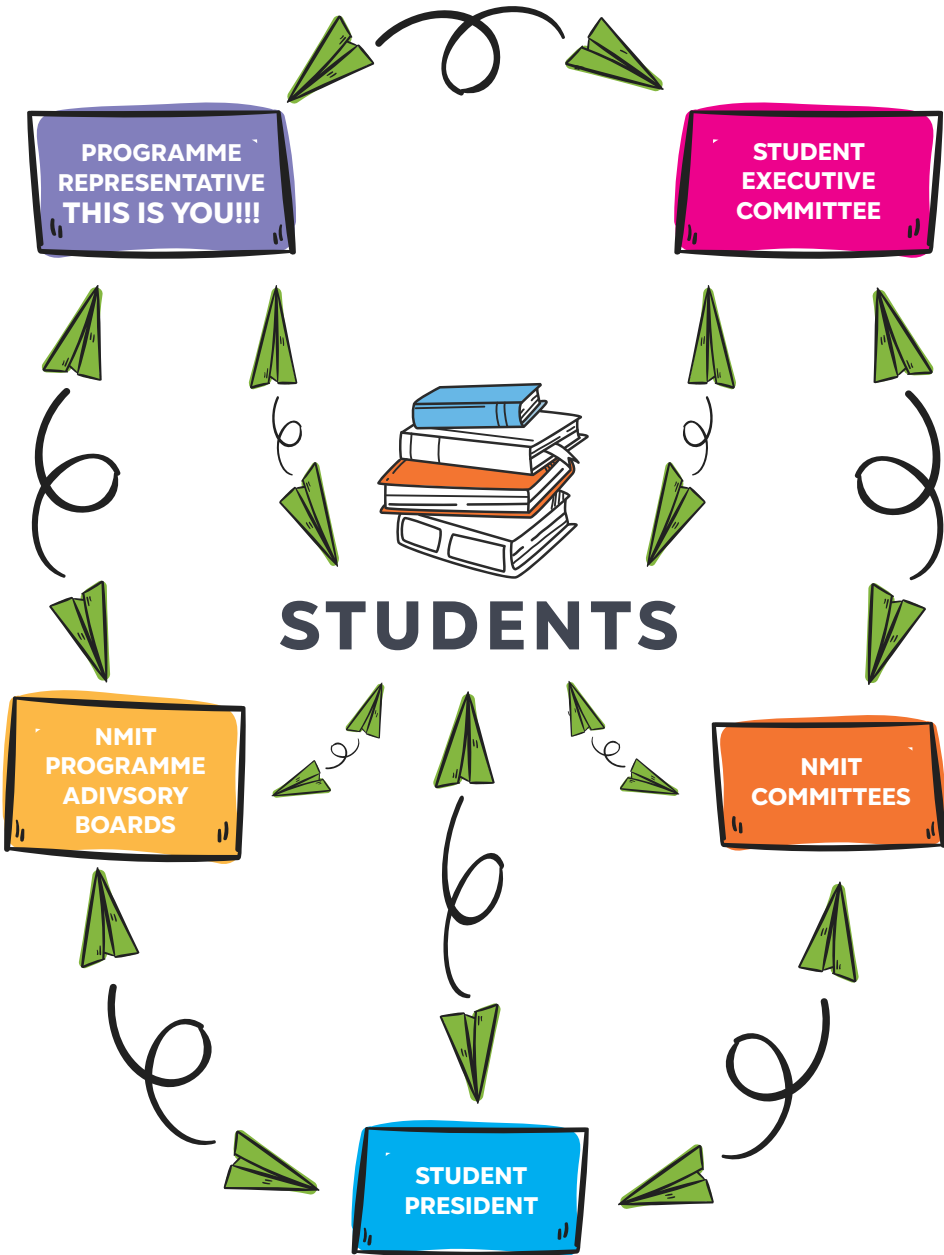
**FOLLOW
US!**



SANITINZ



WAYS STUDENTS CAN HAVE A VOICE





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



TE PUNA MANAAKI **Māori & Pasifika Success**

Dedicated support with:

- Study & equity needs
- Scholarships & Iwi Registrations
- Cultural connection
- Wellbeing
- Hardship

CONTACT US

tepunamanaaki@nmit.ac.nz

NELSON CAMPUS

Te Puna Mātauranga – Library

MARLBOROUGH CAMPUS

Student Centre – J Block

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)

Form may be:

- 1) Dropped off into the SANITI office (Nelson or Marlborough Campuses)
- 2) Sent via email to progreps@saniti.co.nz
- 3) Completed digitally here saniti.co.nz/representation/nomination-form

Date:

PROGRAMME REP BEING NOMINATED:

Prog Rep Full Name:

Phone number: Student ID number:

Email address:

PROGRAMME DETAILS:

Programme name:

Campus: Level:

PROGRAMME REP NOMINATED BY:

Student 1 Name:

Student ID number: Signature:

Student 2 Name:

Student ID number: Signature:

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