

# 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	<a href="mailto:progresps@saniti.co.nz">progresps@saniti.co.nz</a>
SANITI	03 546 2425	<a href="mailto:hello@saniti.co.nz">hello@saniti.co.nz</a>
Learner Success	03 539 5068	<a href="mailto:learnersuccess@nmit.ac.nz">learnersuccess@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:campuservices.admin@nmit.ac.nz">campuservices.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):



Pam Wood  
[pam.wood@nmit.ac.nz](mailto:pam.wood@nmit.ac.nz)  
Primary, Food & Environmental Industries  
*Aquaculture, Viticulture, Horticulture, Conservation, Adventure Tourism.*



Reid Carnegie  
[reid.carnegie@nmit.ac.nz](mailto:reid.carnegie@nmit.ac.nz)  
Engineering, Construction & Infrastructure  
*Maritime, Automotive, Engineering, Construction, Aviation*



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



Trisha Krishnasamy  
[trisha.krishnasamy@nmit.ac.nz](mailto:trisha.krishnasamy@nmit.ac.nz)  
Creative, Technologies & Service Industries  
*Digital Technology, Music, Arts & Media, Service Industries, English Language.*



Soraya Paki Paki  
[sorayapakipaki@nmit.ac.nz](mailto:sorayapakipaki@nmit.ac.nz)  
Mātauranga Māori  
*Te Reo Māori, Tikanga*



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

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:

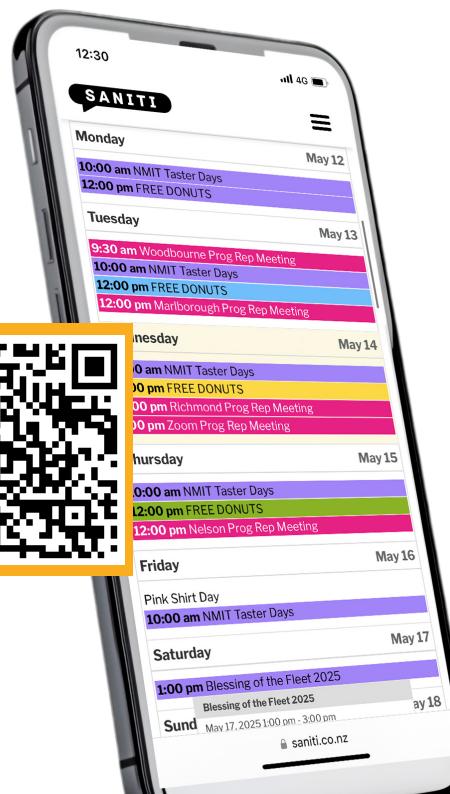


**SANITI'S WEBSITE**  
[saniti.co.nz/representation](http://saniti.co.nz/representation)

 **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](mailto:progreps@saniti.co.nz)**

## 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](mailto:progreps@saniti.co.nz)
- If you are on a multi-year course you can continue as a Prog Rep every year

## 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)

## 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.**

# DO

## AS A PROG REP YOU CAN:

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

# DO NOT

## AS A PROG REP YOU SHOULDN'T:

- thumb down Deal with:
- thumb down Complaints against other students, tutors and NMIT staff.
- thumb down Harassment / bullying.
- thumb down Student academic issues.
- thumb down Personal student issues.
- thumb down StudyLink / MSD issues.
- thumb down Alcohol and drug support.
- thumb down 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.

### Step One

Talk to your tutors

### Step Two

Talk to your programme lead/CAM

### Step Three, or at any step

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

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 Ombudsman, 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**

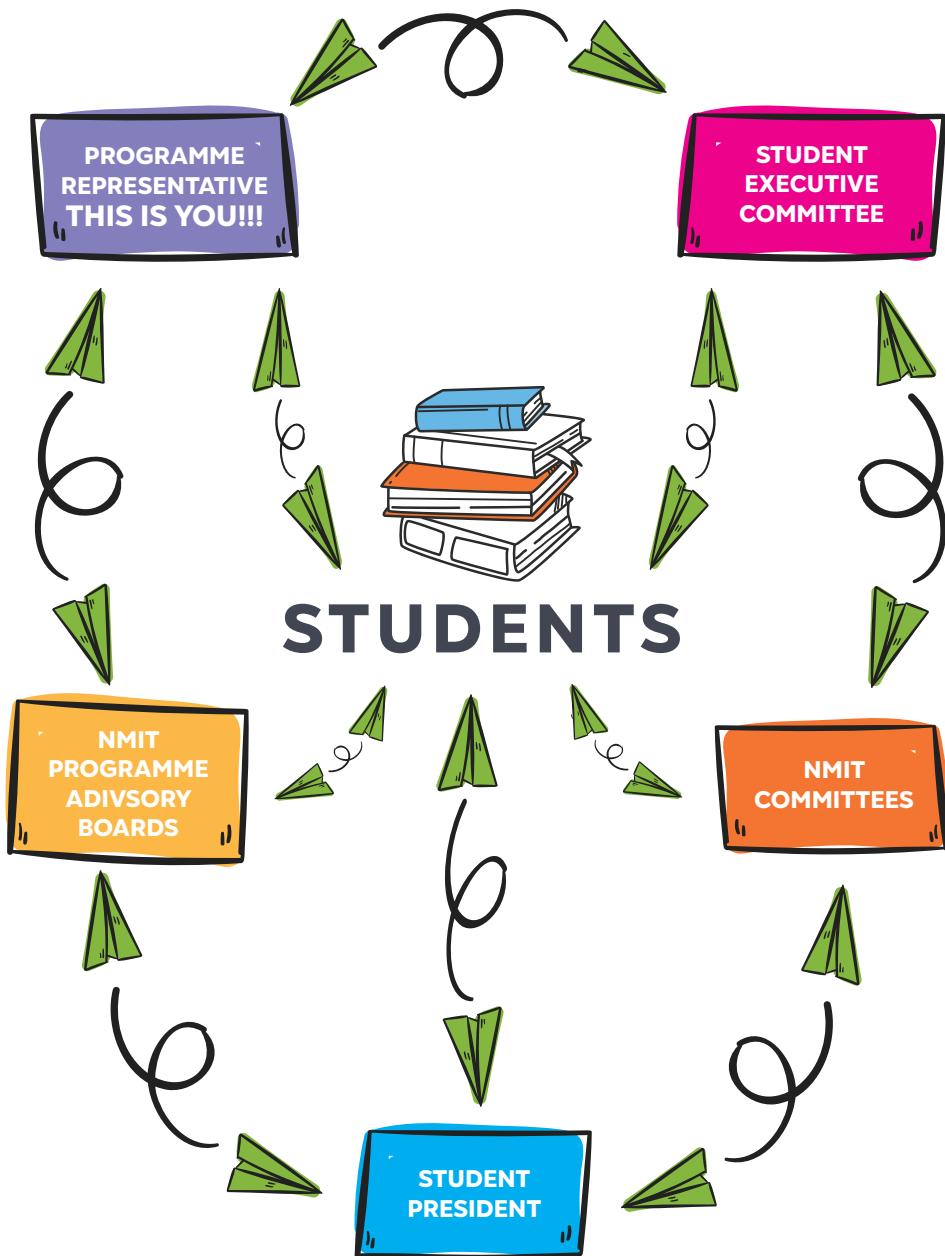


**FOLLOW  
US!**



**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



**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 [progresps@saniti.co.nz](mailto:progresps@saniti.co.nz)  
3) Completed digitally here [saniti.co.nz/representation/nomination-form](http://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.**