



Nau mai, haere mai

Your Welcome Pack
2024



Te Pūkenga



Kia ora! Nau mai ki WITT | Te Pūkenga.

Welcome to our whānau.

Congratulations on making the decision to study. We're thrilled to have you join our whānau of more than 5,000 learners and look forward to supporting you in this next chapter. Whether this is your first time in tertiary study or you've returned to continue your learning journey, we know that getting started can feel both exciting and challenging. Kua e māharahara! Don't worry! We're here to help.

The Welcome Pack includes key information that will help make your first few weeks with us easier. It covers the essentials like timetables and free buses, and introduces you to campus facilities like cafés, computer labs, salon, and our gym Mātātoa (which is free for students!).

We want to help you grow and get the most out of your time here. There's a team of people available to help with the academic side of study and with your physical and mental wellbeing. They're available kanohi ki te kanohi (face-to-face), online, or over the phone and you'll find information about these services and how to access them inside this pack.

By getting all the right information before you start, your first few weeks should be pretty stress-free. You'll be free to focus on what you're learning and getting to know your tutors and fellow students. We recommend reading through the Welcome Pack in full so that you feel prepared for your first day.

Remember, if there is anything you need we are here to help:

Call us on 0800 WITT NZ

Email info@witt.ac.nz

Or drop in and see us at 20 Bell Street, New Plymouth or 40a Union Street, Hāwera.

The essentials

Timetables

Your timetable is available on MyWITT, or on our website witt.ac.nz. There are also handy timetable stations around each campus if you need to check your timetable on the go.

[Click here](#) to check your timetable.

ID cards

Your student ID is a multipurpose card that gives you access to the student carpark, free bus travel, Mātātoa Gym, 24/7 Student Lounge after hours access, printing, copying, student discounts and much more.

Beat the queue - get in early!

Save time getting your student ID and email a suitable passport style photo with a plain background to idcards@witt.ac.nz with your legal surname, your preferred name and your student ID number.

You can collect your ID from Te Whare Matauranga (Learning Resource Centre). If you would like your card posted to your home address please let us know.

Parking

Parking is free at New Plymouth campus, but students need to display a parking sticker to park in the Student Carpark. Stickers are issued when you receive your ID card. Check the campus map on page 16 for parking options.

Important tip:

Parking is limited so we recommend arriving early!

If you're at Hāwera campus there are free on-street parking options, with two hour parks on Union Street and all day parking on neighbouring streets.

Accessible carparks are available on campus for holders of Operation Mobility cards. For more details please contact the [accessibility co-ordinator](#).



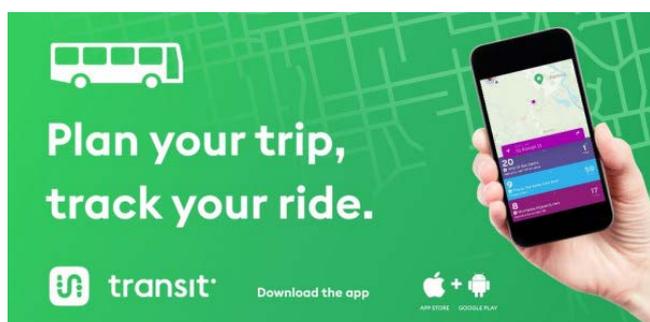
Free buses

Students can travel for FREE on all New Plymouth's urban Citylink bus services, including travel from Waitara and Ōākura, on any day at any time (including weekends and evenings).

You can also travel for free from South Taranaki on the Connector Bus service, including travel from Ōpunake and Hāwera.

To access free bus travel you will need to present your student ID card.

For the latest timetable and route information, visit [Taranaki Regional Council](#).



Transit app

Transit, the free real-time bus app is now available from the App Store and Google Play. All Taranaki buses are now fitted with new GPS devices, which feed real-time bus arrival times through to the Transit app, allowing you to journey plan in real-time. Available on all Taranaki Regional Council operated bus services.

Tips for success

1. Familiarise yourself with your campus and facilities

Take the time to explore campus, track down your favourite spots and find the best places for studying or chilling out. There are warm, bright cafes and computer facilities at both the New Plymouth and Hāwera campuses.

2. Manage your time

Make study part of your routine. One of the keys to success is making a plan and sticking to it. Scheduling breaks is just as important. The team in Te Whare Mātauranga (Learning Resource Centre) are time management pros and ready to help you out.

3. Get to know your classmates

The classes here are smaller than what you'd expect at a university, which is great for building relationships with tutors, support teams and other students. Campus events are good opportunities to get to know your classmates ... or plan a catch-up over coffee at one of our great campus cafés - Garage, Te Kāuta, or Study Break in Hāwera.

4. Stay healthy

Stay hydrated with water stations around campus, head to the Mātātoa for a free workout, book yourself in to Industrie (Training Hair & Beauty Salon) for a pamper session, or drop in to Te Puna Manaaki (Wellbeing Hub) and have a chat about whatever's on your mind.

5. Ask for help

Ask us - we're here to help. Te Whare Mātauranga (The Learning Resource Centre), Te Kopa Manaaki and Te Puna Manaaki (Wellbeing Hub) teams get it ... student life has highs and lows! We have lots of great tips to make your learning journey easier and we are always here to tautoko (support) your physical, mental, spiritual and cultural wellbeing. Here's where you can find the Student Success Team:

Te Kopa Manaaki (F Block)

kaitakawaenga@witt.ac.nz

Te Whare Mātauranga (L Block)

library@witt.ac.nz

Te Puna Manaaki (B Block)

wellbeinghub@witt.ac.nz

Key Dates 2024

		Start date	Finish date	Term length
Trimester One	Term one	Monday 4 March	Friday 12 April	6 weeks
		<i>Mid-trimester break</i>		
	Term two	Monday 29 April	Friday 28 June	9 weeks
		<i>End-of-trimester break</i>		
Trimester Two	Term three	Monday 22 July	Friday 27 September	10 weeks
		<i>Mid-trimester break</i>		
	Term four	Monday 14 October	Friday 15 November	5 weeks
		<i>End-of-trimester break</i>		
Trimester three (Summer Trimester)	Term five	Monday 25 November	Friday 20 December	4 weeks
		<i>Mid-trimester break</i>		
	Term six	Monday 5 January	7 March 2025	9 weeks

Starting at WITT checklist

I am enrolled in the right programme

Please talk to someone at reception if there are any issues or if you're not sure. You can also call us on 06 757 3100, 0800 WITT NZ or email info@witt.ac.nz.

My programme fees have been paid and I've organised my student allowance or student loan

If you need a student loan, or want to check if you are eligible for a Student Allowance contact StudyLink on 0800 88 99 00 or [visit their website](#).

I know how I am getting to campus

Check out buses and parking.

I have my timetable

You can check your timetable [here](#).

I know where I'm going on the first day and I know my way around campus

Join us for a [campus tour](#) and navigate your way around like a pro. Or check out the campus map at the back of this Welcome Pack.

I'm following WITT on social media

Stay up-to-date with news and events by following us.

 [Facebook](#)  [Instagram](#)

I know about orientation events and workshops

Check out [our Orientation page](#) to see what's happening.

I have downloaded the MyWITT student app

You can find it on Google Play or the App Store. You can find out more about MyWITT on the following page.



Are you ready?

Step in to Study

Step into Study is a one-day programme designed to introduce you to tertiary study and our support services. The programme is available to all new students to help prepare you for your first few weeks and a successful learning journey.

Campus tours

Learn to find your way around campus, discover all the key places and step into your first day with confidence. Join us for a campus tour before your classes start, or during your first week. Campus tours generally take around 20-30 minutes. [Click here](#) for more details.

MyWITT, our student app

Our student app is a place to access useful tools, support and information that will help you make the most of your study journey.

You'll find personalised timetables and access to the library, student email, Moodle, and iQualify (our online learning platforms). Navigate your way around campus with maps, discover events, connect with student services, check your results, find out about available jobs, and more.

Download via Google Play or the App Store. You will receive a text message with details on how to login when you enrol.





What's on campus

Cafés and restaurants

Te Kāuta Café

Our student space and café, Te Kāuta, is one of the best places on campus! With a variety of seating areas, games, table tennis, TV and the popular café itself, this is the place to eat, connect and recharge.

Te Kāuta Café hours during term time:
Monday to Friday 7:30am - 2:30pm.
Reduced hours during term breaks.

Impressions Restaurant

Visit our training restaurant, Impressions, for high-quality food and drinks at great prices, plus WITT students enjoy 25% off. Our chef students prepare three-course meals, lunches and degustation dinners which are not to be missed!

Garage Café

Our student-run café is for everyone to enjoy. Garage Café is the place to get the best value coffee in New Plymouth, plus snacks and light meals prepared by hospitality students and baristas in training. Take a seat in the sun and enjoy the views over the water, or grab and go with takeaway coffee and food available. Opening times vary. See noticeboards around campus, look on [iWITT](#) or check [Facebook](#) or [Instagram](#) for updates.

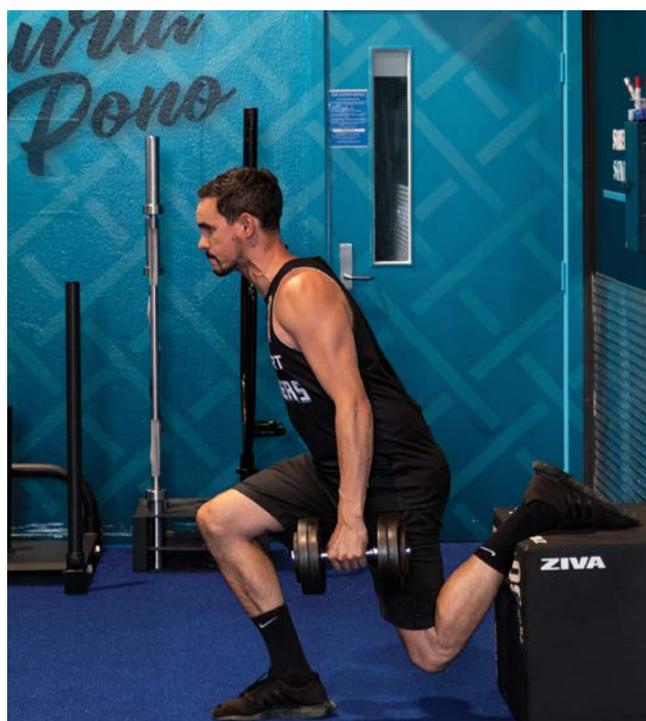
Study Break Café

Grab a barista coffee and a snack at our Hāwera training café, Study Break. Take a window seat and let our food and beverage students refuel you.

Free gym

Mātātoa Gym is FREE for all students. The modern space features state-of-the-art equipment, secure bag storage, plus fresh shower and changing facilities. Open seven days a week from 6am to 8pm, there's plenty of time to hit the gym for a workout or group fitness class. Check out the [group fitness timetable](#).

To access the gym you'll need to complete an application form and a health and safety induction - details on our website.



Computer labs

Revamped study spaces and dedicated computer labs are available for students to use at any time. With over 250 computers available across two campuses, there is always a place to get your assignments done!

Free WiFi and Office 365

Whether you're in class or on your break, you'll get access to free WiFi all over campus and unlimited internet access while logged on. And as a WITT student you also get Office 365 for free. Talk to IT on the first floor of B Block to get it loaded.

Hair and beauty services

One of the benefits of being a WITT student is that you can take advantage of discounted hair and beauty treatments.

Industrie is our hairdressing and beauty training salon located at our New Plymouth campus, offering hairdressing and beauty therapy treatments at reduced rates.

Visit the team on the ground floor of A block, email industriebookings@witt.ac.nz, or phone 06 757 3282 for appointments.

Industrie bookings

A treatment list is available at the salon or on our website. Bookings are required.



IT help

Need help to access WiFi or free Office 365 software? IT can help you.

Pop into the IT student support desk in Te Whare Matauranga (Learning Resource Centre). or call the helpdesk on: 0800 948 896 or 06 757 3100 extn 8400, option 2.

Email: itservicedesk@witt.ac.nz

Open: Monday to Friday 8am - 4pm.

Prayer room

Our prayer room is a relaxing, multi-denominational space where ākonga and staff and connect to their faith and enjoy time out from their mahi.

Printing

You can print, copy and scan at one of the many copier machines located on campus. Printing is easy from your mobile, laptop or computer. You can load printing credits on your student ID card at Te Whare Mātauranga (The Learning Resource Centre) or at the automatic load machine in the Student Lounge, first floor, B Block.



Rainbow room

We value and celebrate diversity. A Rainbow Room is available at the New Plymouth campus where Rainbow students and their allies can relax, study and meet other like-minded people. You will also find information about local events and activities, and be able to connect with advocates and services in the wider community.

Smoke and vape free campus

Both of our campuses are smokefree, so smoking and vaping are not permitted. However there is a designated kiosk for smokers on the New Plymouth campus. It is located in the southern corner of the top carpark. All smokers are asked to smoke or vape only in this kiosk.

Finding your classroom

Room numbers

The room numbers in A and B Block (the two tower buildings) are easier than you think. The first number is always the level, for example: A201 = A Block, level 2, room 1.



Get involved

Student leaders and kaiāwhina

iWITT

iWITT is our intranet. It's where you'll find information on upcoming events, details on WITT services, announcements and news stories, student policies and procedures, programme regulations and useful links. You can access iWITT on any computer on campus.

We also have several display screens around campus to let you know of upcoming events. Make sure you're following us on Facebook and Instagram to keep up-to-date.

Kaiāwhina

Kaiāwhina are casual student employees who work as members of the WITT Marketing Team. They assist with events, expos, campus tours, orientation, or wherever student helpers are needed. If you're interested in earning a little extra money while studying, apply to become one of our awesome kaiāwhina!

Contact 06 757 3100 ext 8808
marketing@witt.ac.nz

Student leaders

Want to represent the student voice? Become a Student Leader and have your voice heard. Act as a liaison between the institute and the student body.

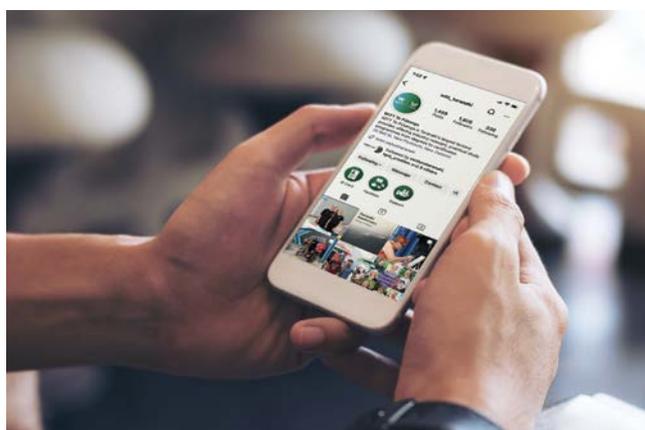
Contact 06 757 3100

Have your say

Student voice

Throughout your study journey, you'll have plenty of opportunities to share ideas, tell us how things are going for you, what's good and what could be better.

There are a number of ways that you can do this such as dropping into to talk to us in Te Paepae Ākonga (next to Te Kauta café), sending an email to studentvoice@witt.ac.nz, completing one of our short surveys or catching up with one of your Student Leaders.



Follow us on social!

Stay up to date with news and events by following us:

 [Facebook](#)  [Instagram](#)

Student services

Accessibility support

A range of support services are available to students with disabilities including enrolment assistance, specialist equipment and furniture, reader/writers, car parking, exam arrangements, information and advocacy. We encourage students to get in contact before you start your course. Email accessibility@witt.ac.nz

Employment and careers advice

Our Careers Advisor can help find the right study option or pathway for you, or chat through options if you're considering a new career.

The Careers Advisor is available on campus in New Plymouth, and also available online or over the phone by appointment.

Book with our Careers Advisor [online](#), email careeradvice@witt.ac.nz or call us on 0800 WITT NZ.

Health and wellness

Te Puna Manaaki (The Wellbeing Hub) provides free, confidential health and medical care, counselling and chaplaincy to our students. If you need support, are experiencing any barriers to your learning, feeling unwell on campus, or just need a listening ear then come and see one of the friendly staff at Te Puna Manaaki.

- Accessibility coordinator
- Chaplain
- Counsellor
- Doctor/nurse
- Mental health nurse
- Youth Guarantee support team

Visit Te Puna Manaaki, B Block ground floor or call 06 757 3100 ext 8775



International support services

Our student liaison and pastoral support team help international students with course applications and enrolments, visas, travel and health insurance, travel arrangements, airport pick-ups, accommodation support, pastoral care, cultural and personal support as well as providing opportunities to join in various events and experience Kiwi life. Email info@witt.ac.nz

Lost property

Lost property can be handed in or reported to Te Puna Manaaki - B Block (ground floor).

Student Job Search

SJS is a free service to help students find jobs. From one-off jobs around the home through to full-time graduate positions, SJS is a student's one-stop-shop for earning as you learn and gaining valuable on-the-job experience.

Ready to start the search?

Simply visit [the SJS website](#) and register as a WITT student. From there you can apply for advertised positions or give SJS a call on 0800 757 562 to discuss the position further.

Study support

Te Whare Mātauranga (Learning Resource Centre)

You'll find it all here - a wide selection of books, magazines and journals, access to a wealth of online resources including e-books, e-journals, and article databases, access to computers, group study spaces, photocopiers and printers, quiet study areas and space to relax.

You'll have access to:

- Our well-resourced library
- E-resources available 24/7
- Friendly, IT-capable staff who can help you connect and reach for what you need
- Study support

Our learning advisors and librarians are experts on study techniques and research skills and can give you tips to prepare for exams and assignments.

You can access Te Whare Mātauranga services in person on New Plymouth campus, or online/on the phone if you're in South Taranaki or needing help from home. Head to the [library website](#) to book an appointment.



Our kaitakawaenga from left: Tania Piki, Shelton Healey, Allana Prestney, Tuari Reweti.

Vitae counselling

Providing access to this free service is part of the commitment made by Te Pūkenga to promote a healthy learning environment by ensuring that all learners have the opportunity to talk to someone about their mental health. Please take this opportunity to seek help when you need it.

Vitae's focus is on enabling speedy access to psychological services that help to resolve issues and maintain a safe, healthy and productive work environment.

Through this service you will be able to address issues such as:

- Addictions
- Anxiety/depression
- Conflict situations
- Grief/loss
- Harassment
- Personal or study stress
- Personal trauma
- Relationship problems
- Violence

It's easy to get in touch. Call 0508 664 981 for 24/7 access, or visit vitae.co.nz.

Youth guarantee

We have dedicated staff to support students in the Youth Guarantee Scheme. Youth Guarantee support workers engage with students, tutors and families to help young learners succeed in their study journey. Email yg@witt.ac.nz

Māori and Pasifika Support

Te Kopa Manaaki

Te Kopa Manaaki is a kaupapa Māori space on the New Plymouth campus where students can come for whakawhanaungatanga and tautoko. It is a great hang-out and study area with computers, kitchen facilities and a friendly team who are very approachable and here to support your journey.

Although based on New Plymouth campus our kaitakawaenga team are just a phone call away and here to help wherever you're studying.

They provide a range of cultural and pastoral support services to encourage and tautoko all Māori and Pasifika students to achieve their study goals. They are here to support you on your learning journey.

Our kaitakawaenga team can help you with:

- Pastoral support from a holistic view point
- Advocacy as required
- StudyLink help
- Scholarship support
- Iwi/Whakapapa connections

Email kaitakawaenga@witt.ac.nz

Financing your study

StudyLink

StudyLink is a service of the Ministry of Social Development. They help students make informed choices about their student finance, how to apply for it and manage it online. StudyLink has a range of ways to help fund your study including Student Allowances and Student Loans.

Student allowances

This is a weekly payment to help with your cost of living while you study full-time and does not have to be paid back.

Student loans

These loans are to help finance your study and are broken into three parts – compulsory fees, course-related costs and/or living costs. Loans must be paid back and repayments start when you start working. You need to apply for your loan as soon as possible.

For more information contact StudyLink on 0800 88 99 00 or [visit the StudyLink website](#)

Need a hand with your application?

The team in Kopa Manaaki can help. Pop into F Block; call 06 757 3100 ext 8978 or email a.prestney@witt.ac.nz

Scholarships

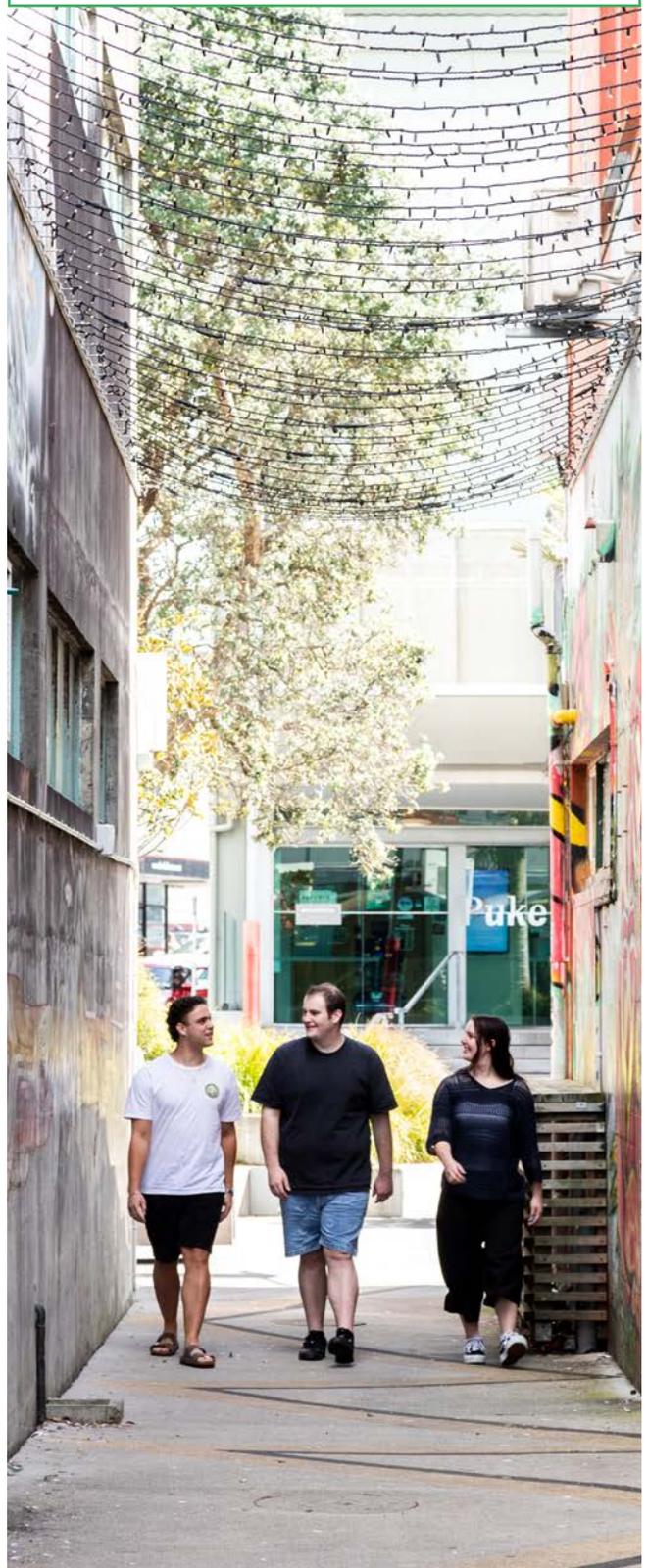
There are many scholarships available to assist with your study costs. For more information on what is available, how to apply and contact information visit [our scholarships page](#).

GivME is a searchable database of over 2,100 awards, scholarships and grants and is New Zealand's most comprehensive source of scholarship information. WITT students can access GivME via the above link.

Contact the Scholarship Coordinator at scholarships@witt.ac.nz.

Tip:

It is important that you apply early and have your RealMe Login, IRD number and bank account numbers handy before you start your application.





Staying safe

Keeping WITT a safe place to learn and work

Remember:

- Report hazards to your tutor or a staff member
- Always follow the health and safety guidelines of your tutor
- In the event of an emergency call 111
- Make sure you are familiar with the emergency exits, fire alarms, evacuation procedures and assembly points
- Evacuate the building immediately when you hear a fire alarm, and meet at the assembly point outlined on the safety station wall
- Report all accidents, fires and 'near misses' to your tutor

Concerns and harassment

Your time as a student should be a rewarding and fun experience. We are committed to providing you with a safe and inclusive place to learn, and any form of harassment or bullying will not be tolerated.

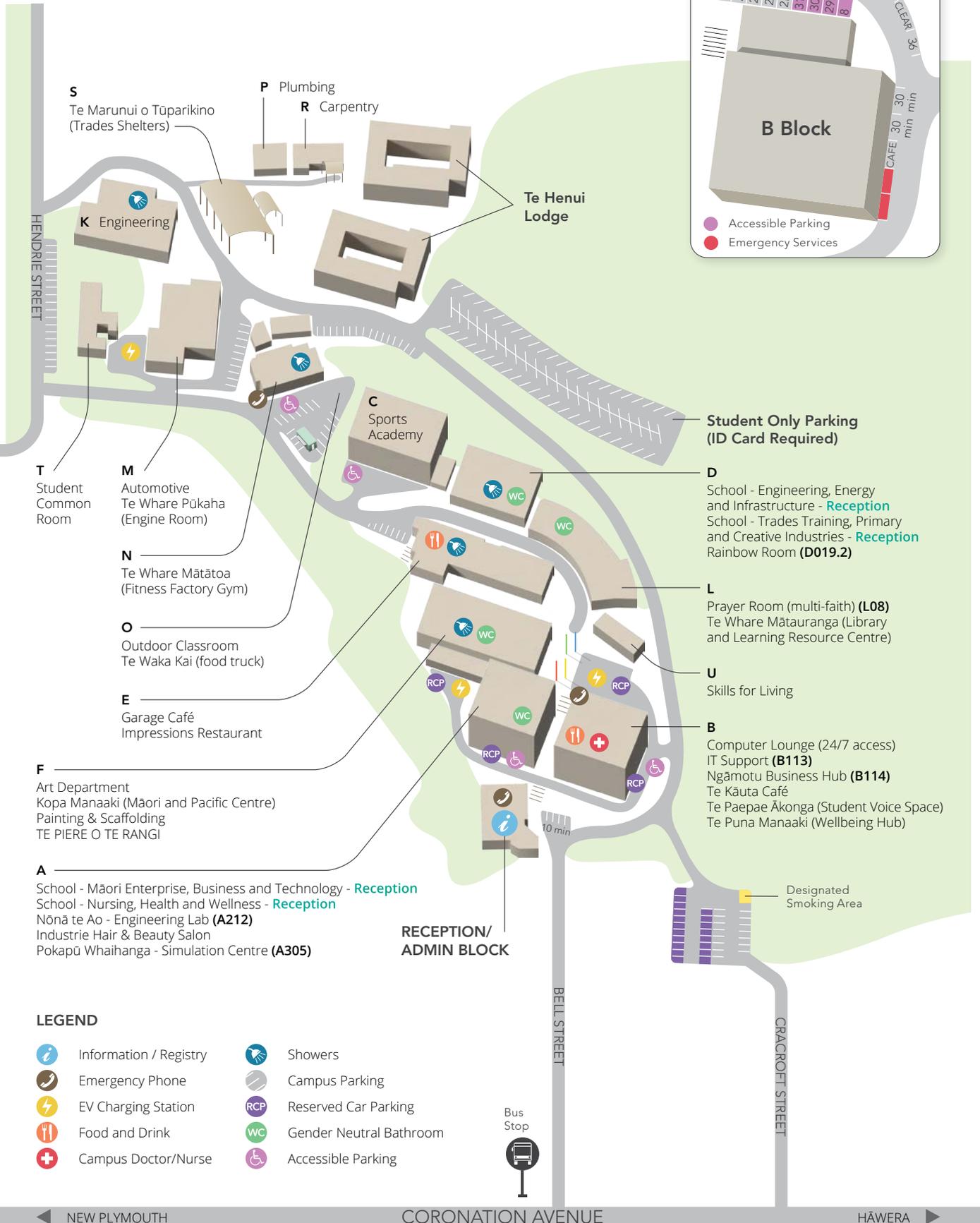
If you have any feedback, or concerns about your safety or the safety of others, please talk to your tutor or someone in the Te Puna Manaaki team.

All staff and students are responsible for making sure our campuses stay safe.

Campus maps

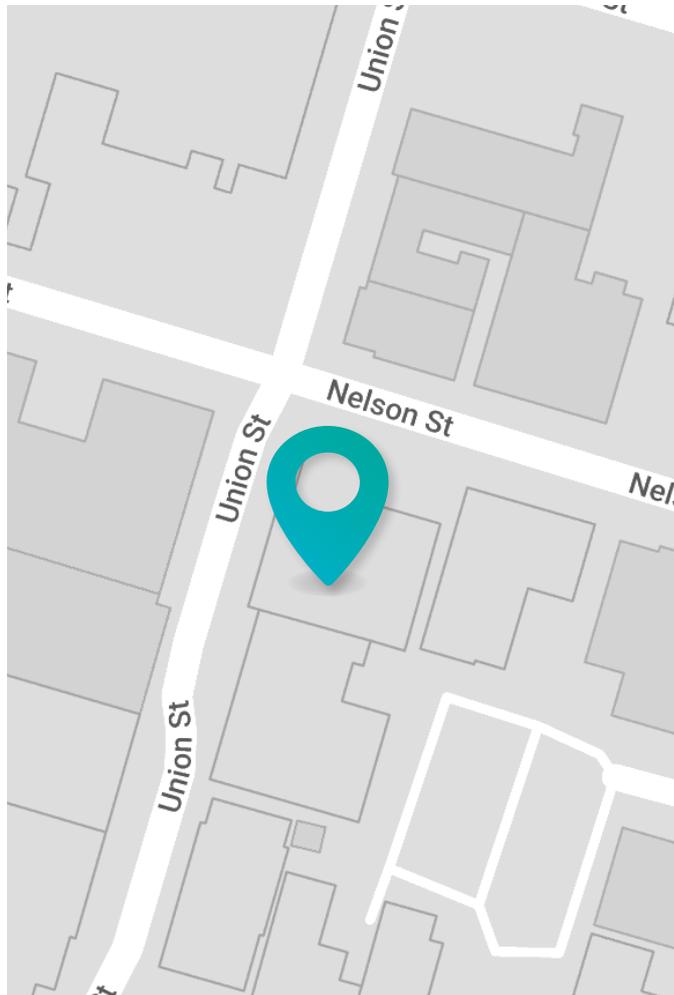
New Plymouth Campus

20 Bell Street, New Plymouth



South Taranaki Campus

40A Union Street, Hāwera



witt.ac.nz

+64 6 757 3100

New Plymouth

20 Bell Street
Welbourn
New Plymouth 4310

Hāwera

40a Union Street
Hāwera 4610



WITT - Western Institute of
Technology at Taranaki



WITT_Taranaki

