

FREQUENTLY ASKED QUESTIONS

The following abbreviations are used throughout the FAQ's:

AOL3 = New Zealand Certificate Assistant Leadership, level 3

OAE4 = New Zealand Certificate in Outdoor and Adventure Education level 4

Is this qualification recognised by the New Zealand qualifications authority?

- Yes, after successful completion of this programme, you will be awarded a NZQA nationally recognised qualification.

Will I receive a certificate once I have completed my study?

- Yes, you will be awarded a New Zealand certificate upon completion of your qualification.
- The certificate order process will take place once the programme has closed-off, and you will be advised of these timeframes once you have finished your programme.
- Should you require your certificate urgently (e.g. for work purposes) you will be able to order this yourself directly through NZQA. Please contact your learner support for more information.

How is this program delivered?

- Tutor directed learning is face-to-face learning in a classroom setting
- Blended learning combines online learning and traditional classroom methods. The online part enables learners to access course materials and complete the course, while continuing to work.

Who is this program for?

- **AOL3:** this program is for anybody interested in working in outdoor recreation, outdoor education and adventure tourism industries. At the end of this program you will be able to work as an assistant under supervision in a variety of workplaces and industries.
- **AOE4:** this program is for anyone interested in employment in outdoor education, outdoor recreation and adventure tourism industries. You will complete this program able to lead independently and at least 2 specific activity areas.

What are the entry requirements?

Open entry.

For both programs applicants need to demonstrate an interest in participating in outdoor recreation activities including mountain biking, kayaking, rock climbing tramping and have a reasonable level of fitness

Applicants should demonstrate an ability to work independently, completing tasks including reading and writing.

What credits will I receive on completion of a programme?

Credits are the value placed on a piece of learning, with each credit representing approximately ten hours of study, learning activities and assessment.

AOL3 = credit value of 40 (equates to approx. 400 learning hours)

AOE4 = credit value of 120 (equates to approx. 1200 learning)

Where are these programs delivered?

Our campus is based at the Unitec Mount Albert campus in Auckland. We have our own facility including classrooms and offices

We operate our challenge course and all of our outdoor equipment including mountain bikes, kayaks,

FREQUENTLY ASKED QUESTIONS

tramping equipment vehicles and trailers are all at this base

Most of the practical activities are delivered in outdoor environments within a two-hour drive from Auckland. We have access to top-quality sea kayaking, mountain bike trails, bushwalking, caving and rock climbing.

Can I study with adventure works if I am a International student?

- AdventureWorks is not currently able to accept International Students.
- Because the programmes are fully funded by the government, you must either be a New Zealand Citizen (including Niuean, Cook Islander, and Tokelauan), New Zealand Permanent Resident, Australian Citizen or Australian Permanent Resident to qualify for funding.
- You need to provide a verified copy of one of the following to prove your eligibility:
 - New Zealand Citizens
 - NZ Birth Certificate
 - NZ Passport
 - Certificate of NZcitizenship
 - New Zealand Permanent Resident
 - Foreign Passport with NZ residency stamp
 - Australian Citizen or Permanent Resident
 - Australian Birth Certificate
 - Australian Passport
 - Passport with Australian residency stamp

What is the time commitment required to complete this program?

These programmes are delivered via face-to-face teaching, and blended learning.

AOL3 = 400 hours of learning	
Teacher directed learning	30 hours per week
Self-directed learning	10 hours per week
AOE4 = 1200 hours of learning	
Teacher directed learning	30 hours per week
Self-directed learning	10 hours per week

Our courses include intensive block courses delivered as overnight expeditions. These can be anywhere between 2 and 4 nights away.

These programs are considered full-time study.

Usually, a standard week would be 4 days on campus with one day for self-directed learning. This could be practicing technical skills or working on course workbooks

How challenging is this course and how much technical skill should I have before I start?

AOL3. This course is designed for people with limited experience in the outdoors but have a genuine passion and interest in developing skills and understanding what opportunities may be available future work.

AOE4. You do not need to be an experienced outdoor adventurer to start this course just a genuine interest and known passion for being in the outdoors and potentially working in the outdoors. The course is designed to develop technical and leadership competence over the year. At the end of the year you will be able to provide leadership in two different activities.

Can any credits I have already achieved be transferred to these programs?

- Please advise AdventureWorks of any past qualifications relevant to the programme you are about to commence so we can:
 - Check your NZQA Record of Achievement to see if there are unit standards that you will not have to repeat the work for (Transfer of Credit). You will receive an automatic Transfer of Credit to your qualification if you have already achieved any of the unit standards listed for this programme. (please note that if there has been a version change/credit change for the particular unit standard, this transfer of credit may not apply)
 - See if any evidence from past training can be assessed for you, reducing the need for more evidence. This is called considering your “recognition of prior learning”, and your “record of current competency”.
 - There may be costs for assessment of prior learning.

What does it cost to complete these programs?

- Currently AdventureWorks offers these programmes free as a combination of government education funding and the fees free scheme,
- Each programme has a government funded component and a student fees component
- If you are eligible for fees free, the student fee component will be paid for by the government.
- For more information on your eligibility and fees free scheme [click here](#)
- AOL3 student fee component = \$2383
- AOE4 student fee component = \$7149

How computer literate do need to be to complete this program?

- You will need to be able to perform the following type of tasks on a computer:
 - Send and receive emails
 - Access and contribute to the online discussion forums
 - Download content and submit assessments online
 - Know how to search for information on internet
 - Have basic file management and MS Word processing skills

Can I Enroll if I have literacy and numeracy challenges?

- All learners enrolled in Level 1 – Level 3 programmes are required by TEC (Tertiary Education Commission) to complete a Numeracy and Literacy check at the beginning of their programme.
- Our Training Team will send you the codes to access the Numeracy and Literacy checks, along with your Welcome information once enrolled.
- The results from these checks will enable our facilitators to review their facilitation style to meet the needs of the learners, and extra support can be put in place for learners if required.
- Learners may be required to complete a further numeracy and/or literacy check if required standards are not met in the first check.
- **Please note: All learners will be able to complete their qualification regardless of what their literacy and numeracy results are.**

What extra costs am I likely to incur during the program?

There will be extra costs associated with participating in this program:

- food on overnight events
- purchasing of some personal equipment
- own transport to and from campus

Costs covered by AdventureWorks include:

- transport to and from practical activities (departing and arriving back at our campus)
- providing technical safety equipment such as climbing equipment, mountain bikes, kayaks, tramping packs, tents,

What personal equipment will I need to purchase?

You will be expected to purchase for yourself

- thermal clothing such as polypropylene and fleece
- a raincoat and over pants
- appropriate outdoor clothing such as nylon shorts, quick dry T-shirts and other personal items
- a pair of tramping boots
- head torch
- personal 1st aid kit
- sleeping bag and sleeping mat

If you don't own this equipment it is not necessary for you to have this at the beginning of the program. The 1st couple of weeks you will learn about what equipment is appropriate.

AdventureWorks also has trade deals and suppliers that we can assist you with the purchase of any of this equipment

If purchasing this equipment is a significant barrier to attending our programs, talk to us. We can help

After I've completed my registration of interest what happens next?

FREQUENTLY ASKED QUESTIONS

- After you have indicated your interest in enrolling in this program, we will email the enrolment form. Complete the enrolment form and email or post this back to us. We will review your details on the enrolment form. If we need further information to ascertain your eligibility for the program, we will get back to you.
- You will also be required to supply verified identification (passport or NZ birth certificate).
- Once we have received your enrolment form, verified identification, and confirmed eligibility, you will receive confirmation of your enrolment.
- Once your enrolment has been processed, our Training Team will send you your programme information (timetables, relevant programme details). Our Learner Support person will also contact you to ensure you have received all the necessary programme information before your first session, and to answer any questions you may have.

Is the programme guaranteed to run?

- In order for the program to run we need to reach a minimum enrolment numbers. If for any reason it appears that we are not going to reach this threshold we will be in touch with you as soon as this is identified as a problem and begin communication with you regarding next steps.

What if I decide I want to withdraw from the program?

- It is imperative that you contact Learner Support should you experience any problems which might affect your ability to complete the programme. We have a lot of experience in helping learners through problem situations, and a withdrawal should only be considered as a last resort.
- Withdrawing from the programme may affect your eligibility to this for the programme in the future, and penalties may apply.
- AdventureWorks has a policy on withdrawal that is available in the student handbook

For any further information you are welcome to:

- call the office 09 846 2644
- email education@adventureworks.co.nz