



Otiwhiti Station Land Based Training Agricultural School



2020 PROSPECTUS



**New Zealand Certificates in
Agriculture Level 3**


LAND BASED TRAINING



MARINE SERVICES
WANGANUI LTD



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STRATEGIC AGRIFINANCE



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Otiwhiti Station Land Based Training Agricultural School Limited

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OTIWHITI STATION LAND BASED TRAINING AGRICULTURAL SCHOOL LIMITED

Introduction

Sheep and beef farming is changing; the Otiwhiti Station Land Based Training Agricultural School Limited is committed to training young people who will become the new breed of managers that the sheep and beef industry needs.

Farm owners are increasing their land holdings, which in turn directly affects their need for trained labour. In both the sheep, beef and dairy industries, instead of selling their land, farmers are now retaining their stock and employing farm managers. These 'professional' farm managers have good salary packages based on their sound business skills, communication skills and forward thinking.

Land Based Training and The Duncan Land Company are privileged to offer this opportunity to you. Developing skills and knowledge and being recognised for that through a qualification is an important part of life today. Being involved in the sheep and beef industry is a positive step in your career pathway. May you take this opportunity to learn and enjoy.

Course Tutors

Michael & Ian Benton – Field Instructors
Derek Priest - Tutor

Course Pre-requisites

- Students will have to show a keen interest in farming as a career choice
- Average to above academic achievement and average to above average behaviour
- If students wish to enter at Year 12 (Form 6) or above, they must have either passed NCEA Level 2 or may gain entry at the discretion of the course tutor
- All students must have NCEA Level 1 Maths (minimum of 8 credits) or equivalent
- Year 13 students are preferred
- A selection process is undertaken when applications are received

2019 Open Day

The 2019 Open Day for the 2020 intake will be held on 8th June 2019 at Otiwhiti Station.

If you have missed our Open Day – please contact us as we can arrange for you to visit Otiwhiti Station and have a look around, ask questions from our current cadets and meet the Otiwhiti Farm Team.

OTIWHITI STATION

An historic and iconic large-scale sheep and cattle breeding property located in the Hunterville district, Rangitikei.

Now owned by the DJ and VM Duncan Family, Otiwhiti has been farmed until recently by Sir Thomas and Lady Duncan Trust for the funding of research and hospitalisation of children with polio.

The property is 16km northwest of Hunterville, 67km from Palmerston North and 60km to Wanganui.

The total area of Otiwhiti Station is 2350 hectares. The station buildings include the homestead, manager's residence, shepherd's residence, cookhouse and single shepherds' quarters.

It is the cookhouse, the "Hood" and single shepherds' quarters that forms the home of the Otiwhiti Station Land Based Training Agricultural School Limited.

The Otiwhiti Station Land Based Training Agricultural School Limited is a not for profit charitable company between Duncan Land Company and Land Based Training Ltd.

Land Based Training offers the educational backup and teaching to ensure quality tuition is passed on to the fortunate selected students.



Contact Details:

Otiwhiti Station

4744 Turakina Valley Road
R D 2, Hunterville 4782
027 447-7361
(06) 322-8132

info@otiwhitistation.co.nz

www.otiwhitistation.co.nz

Land Based Training Head Office

191 St Hill Street
P O Box 689
Whanganui 4540
0508 872 466

www.landbasedtraining.co.nz

Purpose:

The purpose of the Otiwhiti Station Land Based Training Agricultural School is to train students to be good hill country employees in the wider Manawatu / Rangitikei / Whanganui region.

Course Aim:

To give students an opportunity to enhance and develop their skills and knowledge to become good hill country employees. This will help them to decide what employment pathways they may choose for their future in the field of agriculture.

Purpose of the Company:

To support and improve the Otiwhiti Station Land Based Training Agricultural School on Otiwhiti Station where possible.

“Farm trainees at Otiwhiti Station live on site. Otiwhiti is considered by LBT and its stakeholders as an exemplary training site, here trainees are fed, accommodated, taught and employed on site. The training provided on the station far exceeds the minimum requirements of the Certificate in Agriculture”
NZQA EER Report May 2011

Otiwhiti Station – LBT Certificate in Agriculture Level 3

Year	No. of Students	Course Completion	Qual Completion	Retention
2007	8	100%	100%	100%
2008	9	98%	88%	88%
2009	7	98%	100%	100%
2010	13	100%	100%	100%
2011	8	100%	100%	100%
2012	8	100%	100%	100%
2013	8	100%	100%	100%
2014	10	94%	94%	94%
2015	11	100%	100%	100%

New Zealand Certificates in Livestock Farming and Farm Resource Management

2016	12	100%	100%	100%
2017	12	100%	100%	100%
2018	16	100%	100%	100%

Otiwhiti Station – LBT Certificate in Agriculture Level 3

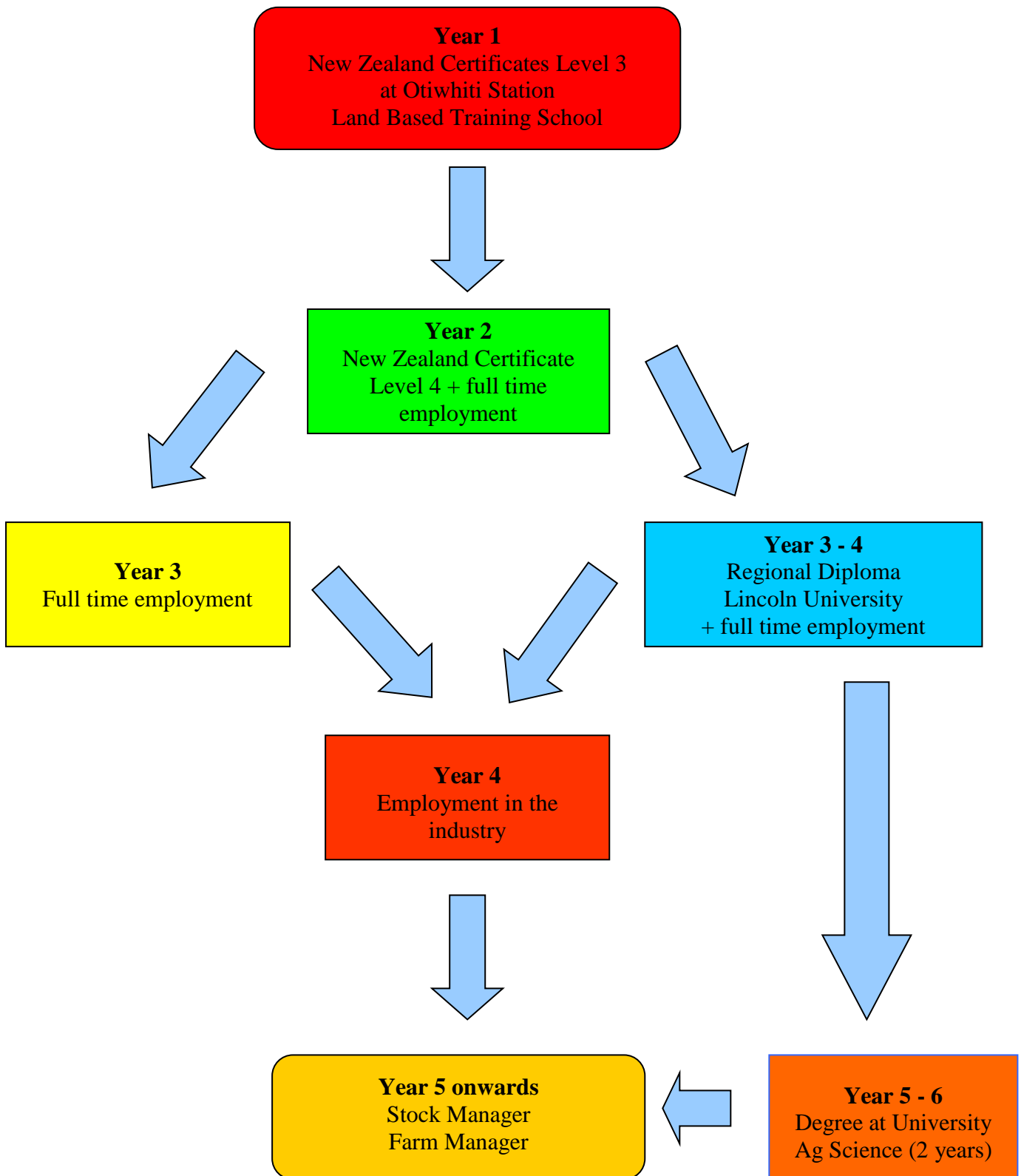
Year	Progressed into Higher Level Education	Employed in Industry
2007	100%	100%
2008	100%	66%
2009	57%	100%
2010	50%	100%
2011	100%	100%
2012	50%	100%
2013	68%	100%
2014	90%	94%
2015	36%	100%

New Zealand Certificates in Livestock Farming and Farm Resource Management

2016	80%	100%
2017	100%	100%
2018	90%	100%



Otiwhiti's Pathway to Success ...



COURSE INFORMATION

Subject to the nature of the course, the New Zealand Certificates in Livestock Farming and Farm Resource Management Level 3 will be broken into two parts.

Theory

There will be one day per week at the Otiwhiti Station Land Based Training Agricultural School Limited from 8.30am to 4.00pm. Derek Priest will tutor these classes.

Practical

Each student will be tutored and work on Otiwhiti Station and other local stations with a farmer/farm manager. Farmers who support our Certificate of Livestock Farming and Farm Resource Management Course students, we feel have the following qualities:

1. Are prepared to give their time to help others develop, and see them learn and prosper
2. Have good communication and people skills
3. Are willing and keen to be involved in a learning environment

Students will work on a farm four days per week throughout the course, gaining skills required. Due to the seasonal nature of the programme this may mean that holidays will not occur at the same time as secondary schools.

The students will learn skills from the farmers, field instructors, tutors, or any specialist person involved during the course. We put emphasis on a 'hands on' approach, that is, students learn best by practically applying theoretical skills learnt.

Dog work will be taught throughout the year.

Course Dates

One full year of Study.

The 2020 course is due to start on Sunday 2nd February 2020.

Holidays

There will be 4 weeks holiday during the course which will be advised by the course tutor.

Holidays may be subject to change depending on the farming calendar.

Course Fees

\$16,975.00 (incl. gst) per student for the course, this is made up of:

Tuition fees	\$ 3,060.00
Accommodation	\$13,915.00

Accommodation and course fees can be paid privately or by applying to Studylink for a Student Loan and/or Allowance, you may contact Studylink directly on 0800 88 99 00 for your loan and allowance options.

Course Fees

Course fees are to be paid within the first two weeks of the course starting. Further information will be given at time of enrolment.

Fees Free

Recent school leavers who have not enrolled in a course of study at Level 3 or above since leaving school should qualify for Fees Free for this course.

Accommodation

Accommodation fees are to be paid at \$331.31 (GST inclusive) per week for 42 weeks. Or in advance in two equal installments of \$4,743.75 (payable before 31st Jan 2019 and 31st May 2019, with a third installment of \$4,427.50 payable by 30th September 2019).

Scholarships

Scholarships are available from a range of different Trusts and Grants; please refer to pages 12 – 16.

Student Earnings

Students will have potential allowances of up to \$80.00 per week. This can be used to offset fees and accommodation costs.

Equipment Required

A full gear list will be issued upon successful enrolment into Otiwhiti Station. In addition, there is a charge of \$200.00 for the Otiwhiti branded clothing for each student.

Course Assessment

The course work is internally assessed to ensure the students are fully conversant with each topic.

Assessment procedures meet New Zealand Qualifications Standard and are administered by the Primary Industry Training Organisation (PITO).

About Unit Standards

To pass a certain skill in this course, students have to meet a set standard. Usually that standard will be 100% in theory or 'complete task without supervision' in practical. Each unit of work is therefore called a Unit Standard.

The unit standards have a mixture of knowledge and practical skills. Each has a level and a credit value. Unit standards at higher levels describe advanced skills or complex understanding. The credit value gives an estimate of the amount of learning time usually required before the knowledge or skill is achieved. Each qualification requires you to achieve a certain number of credits.

Roster of Jobs

A weekly roster of jobs will be completed by cadets. Jobs will include kitchen duty, grounds maintenance around dwellings and the school, feeding dogs, chooks and pigs, milking of cow.

Use of Vehicles

Students must at all times adhere to the Otiwhiti Agricultural Training School policies and procedures in regard to the use of Training School vehicles.

Schedule of Qualifications

Qualifications for 2020

Code	Qualification	Level	Version	Minimum Credits
2220	New Zealand Certificate in Agriculture (Farming Systems)	3	1	130
2215	New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure)	3	1	

2220 - New Zealand Certificate in Agriculture (Farming Systems)

Strategic Purpose Statement

The purpose of this qualification is to provide the pastoral farming sector with graduates who have a broad theoretical understanding of New Zealand pastoral farming systems and practical capability in the pastoral farming sector. Graduates will benefit by having a breadth of pastoral farming knowledge and skills valued by employers in the pastoral farming sector which will facilitate improved performance in the workplace and career progression. The pastoral farming industry will benefit from being able to identify and recruit graduates who have an understanding of the key inputs into farming systems, and the wider context of the pastoral farming industry in terms of environmentally and financially sustainable farming practices.

Graduate Profile

Graduates of this qualification will be able to:

- Apply theoretical knowledge of key farming inputs to pastoral farming systems;*
- Assist with key livestock production tasks in a pastoral farming context;*
- Utilise technology.*

2215 - New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure)

Strategic Purpose Statement

The purpose of this qualification is to provide rural workplaces with individuals who have the ability to safely carry out a range of activities for the efficient operation of a rural workplace, including the use and maintenance of workplace vehicles, machinery, and infrastructure. Rural workplaces will benefit by having skilled staff who will be able to maintain and improve production through safe and efficient workplace practices. Learners will benefit by having a qualification within a training pathway that recognises progression through the industry, as well as increased skills and knowledge acquisition to enable improved job performance. This qualification is for learners from a wide range of rural workplaces, who want to further develop their skills and abilities across a range of non-specialised competencies, in order to contribute to the safe and efficient operation of a rural workplace. Graduates will be capable of working under limited supervision

Graduate Profile

Graduates of the qualification will be able to:

- Identify and assist with the management of workplace hazards;*
- Carry out a range of activities related to the use and/or maintenance of workplace vehicles, machinery and infrastructure.*

Code	Qualification	Level	Version	Minimum Credits
2212	New Zealand Certificate in Agriculture Level 4 (with strands in Arable Farming, Dairy Farming and Livestock Farming)	4	2	105-125

There are opportunities for employment made available for the second year in and around the community as well as an opportunity for 2nd year cadets to live and work off site but return to the school one day a week to study for a structured Level 4 qualification

2212 – New Zealand Certificate in Agriculture Level 4 (Arable farming, Dairy Farming & Livestock Farming strands)

Strategic Purpose Statement

The purpose of this qualification is to provide the pastoral farming sector with individuals who have the skills and knowledge to take responsibility for the day to day operational management of a pastoral or arable farming production system.

This qualification is stranded in order to recognise the specific skills and knowledge required to take responsibility for the daily operations of an arable, dairy or livestock farm.

Learners will benefit by having a qualification within a training pathway that recognises progression through the industry, as well as increased skills and knowledge acquisition to enable improved job performance.

The pastoral farming sector will benefit by having a qualification pathway which recognises the development of skills and knowledge leading to farm management, and assists with industry succession planning and sustainability.

This qualification is targeted at people who are experienced workers in the agriculture industry and are looking to move into, or are at, a management level position in an agricultural production enterprise.

Graduates will be capable of working under broad guidance and may be supervising and directing others.

Graduate Profile

Graduates of the qualification will be able to:

- Benchmark own farm physical performance against data from industry high performers
- Produce management reports on day to day activities for a farming production system
- Take responsibility for the day to day maintenance of vehicles, plant, machinery, and equipment
- Assist with the management of environmental impacts on farm.

Graduates of the Livestock Farming strand will also be able to:

- Implement a livestock health plan
- Implement a livestock breeding plan
- Implement a livestock feeding plan

STUDENT INFORMATION

Selection / Enrolment Process

All students should attend an information session prior to the commencement of the programme.

An Application Form and all required documentation must be completed and sent to LBT's Head Office before **Friday 27th September 2019**. An Application Form can be found with this Prospectus.

Potential students will be interviewed by the course selection committee as suitable for enrolling on to the programme.

Entry criteria

- Students must have NCEA Level 2 (minimum of 8 credits) maths or equivalent
- Average to above average academic achievement and average to above average behaviour
- If students wish to enter at Year 12 (Form 6) or above, they must have either passed NCEA Level 1 or may gain entry at the discretion of Management
- Year 13 students are preferred

APL Process

Opportunities for Assessment of Prior Learning (APL) are as per Land Based Training Limited's Policy and Procedures. Students are also advised through the Trainee Manual.

Students are required to produce their official record of learning issued by NZQA for unit standards already achieved.

Attendance Requirements

Students must attend 95% of this programme.

Support Services

A number of support services are available to the student via Land Based Training Support Services. A full list of services is available by contacting the Wanganui office on 0508 872 466.

Withdrawal and Refunds

For further information on the withdrawal and refund period, please see the enclosed LBT Policy – Withdrawal and Refunds LER6.05

Trainee Code of Conduct

For further information on the Code of Conduct required by trainees, please see the enclosed LBT Policy – Trainee Code of Conduct LER6.03

Trainee Disciplinary Action

For further information on the disciplinary actions, please see the enclosed LBT Policy – Trainee Disciplinary Action LER6.06

AGRICULTURAL SCHOLARSHIPS

The following agricultural scholarships may apply to Otiwhiti Station School Students:

Scholarship: **Bashford-Nicholls Charitable Trust**

For: You need to have a good academic record and interpersonal skills to study for any relevant programme of study within agriculture at a university, polytechnic, cadet farm, or agricultural training institution.

One new scholarship is available each year for each participating institution. If there is more than one outstanding applicant, the scholarship may be split. The scholarship is for one year only.

Closing Date: October

Who to Contact: D A Hastie
Royce Nicholls Trust / Margaret Bashford Trust
427D Matangi Road
R D 4, Hastings – 07 829 5110

Scholarship: **Beef and Lamb**

For: To provide scholarships or bursaries for boys living in New Zealand and Attending or wishing to attend a agricultural or veterinary university, school or otherwise, for the purpose of obtaining an education in farming or veterinary surgery.

Closing Date: 7 February

Who to Contact: Doug McCredie
Sector Capability Project Manager
Beef + Lamb New Zealand
PO Box 121 Wellington

Phone: 027 687 5650
Email: doug.macredie@beeflambnz.com

Scholarship: **The Harwood Farm Trust – Scholastic Grant**

For: The objects of the Trust include the training and education of young people in farming. Preference maybe given to applicants you are needy or indigent, and who are in some way connected to the East Coast of the North Island and intend to pursue an education in farming, agriculture, horticulture or silviculture.

Closing Date: 30 November

Who to Contact: Moira Paewai – (06) 374 7059
Application forms are also available from Land Based Training.

Scholarship: **Ann Sinclair Trust**

For: To provide training for boys in any aspect of farming with priority to those who otherwise would be unable to get training. Applicants should be from the bottom half of the North Island. Postgraduate study generally not considered.

Closing Date: 31 October

Who to Contact: Trust Secretary
Presbyterian Support Services
Ann Sinclair Trust
PO BOX 9246 Te Aro
Wellington
Phone: 04 801 6284
Fax: 04 801 6497, Email: jackie.wierenga@psc.org.nz

Scholarship: **Dan Watkins Scholarship**

Closing Date: 1 October

For: Students who take an interest in weed science and research. Scholarship applications from students registered in recognised New Zealand tertiary institutions will be considered.

Who to Contact: Sonia Reid, NZPPS Secretary
P O Box 11 094, Hastings

Scholarship: **Robert Gibson Methodist Trust Board**

For: Preference given to orphans and to Methodist or Presbyterian students who desire to follow an agricultural course. The board's assistance is not necessarily restricted to these groups.

Closing Date: 20th November

Value: \$750 - \$2000

Who to Contact: Secretary Administrator
Robert Gibson Methodist Trust Board
PO Box 648, New Plymouth
Phone 0800 371 471

Scholarship: JE Prestidge Trust Scholarship

For: The scholarship is for one year, but under special circumstances applicants can apply for more than one year.

Applications shall be made on a bursary application form and in addition a current school report (copy) should be included covering the candidates academic report, special positions of responsibility held at school and participating in school activities.

Successful applicants will be notified before Christmas and payment of the awards will be made upon receipt by the Trustees of confirmation of enrolment.

Applicants must have attended at some stage during their secondary schooling: Patea, Hawera, Opunake, Okato, Inglewood or Stratford High Schools or St Mary's Diocesan School.

The Trustees reserve the right to interview applicants but normally interviews are not required.

Value: \$1200

Who to Contact: David Hillman, P O Box 192, Stratford
(06) 765 7123

Scholarship: Elsie and Laura Lehmann Trust

For: The purpose of this scholarship is to provide educational grants for farming agricultural (including veterinary) studies and research in New Zealand and overseas for advancement of farming and agriculture in New Zealand.

The amount and tenure of the award will be according to the nature of the programme undertaken.

Closing date: 31 October

Criteria: Applicants need not possess academic qualifications.

- The age limit is 25 years and must show an interest in farming and agriculture.
- The Trust is limited to persons who shall at one time or another have resided in the Borough or County of Stratford or in adjacent Borough or Counties (as defined in 1987) or shall have attended any post primary school in or adjacent to the Borough of Stratford.
- Holder of another award not precluded.

Who to Contact: Applications should be sent to:
Trustees of the Elsie Laura Lehmann Trust, P O Box 82,
Stratford

Scholarship: **Peter Laing Memorial Trust**

For: The grants are designed to assist people within the agricultural industry or those entering the industry to acquire practical agricultural skills training.

Closing date: 3 November

- Resident within the Wairarapa region or strong links with the Wairarapa
- Focus on Pastoral farming
- Based on merit and a clearly defined career path
- Initiative to extend knowledge and interest in agriculture
- A realistic commitment to work in the industry.
- Must be available to be interviewed if required.
- Must be able to act as an Ambassador for the Trust, and promote the grant

Who to Contact: Masterton District Council
P O Box 444
MASTERTON

Scholarship: **Williams ADB Charitable Trust**

For: Scholarships for student from the Dannevirke area.

Who to Contact: Application forms are available from:
DB Williams Trust c/- Dorrington Poole & Partners,
P O Box 69, Dannevirke

Scholarship: **Federated Farmers**

Who to Contact: Please contact Federated Farmers for more information:
Contact Sue Wall, email: swall@fedfarm.org.nz

Scholarship: **PKW Trust (Parininihi ki Waitotara Trust)**

For: PKW shareholders and their families and descendants of Nga Iwi apply for a PKW grant. All applications must be endorsed by a current shareholder.

Closing Date: 31 March

Who to Contact: Application forms are available from:
www.pkw.co.nz/site/scholarships

Scholarship:	Te Ati Hau Trust
For:	Relationship to Atihau Wanganui Incorporation shareholder or a trust or Estate that holds shares in Atihau Whanganui incorporation.
Closing Date:	31 March, 30 June and 30 September
Who to Contact:	Application forms are available from: www.atihau.com

Other Scholarships that May Apply

L A Alexander Financial Assistance for Tertiary Students:

The L A Alexander Agricultural College Trust Board provides financial assistance to enable students born or educated in the Taranaki/Waverley area to undergo education in the fields of agriculture, horticulture or other subjects related to farming. Applications close on 28 February, and application forms can be obtained from the Trust at PO Box 69, New Plymouth.

Doris Elizabeth Geraldine Swadling Award:

These awards are for students from Taranaki wanting to be trained in agriculture. Applications close in mid-February and more information can be obtained from www.weeds.ac.nz/yearone.asp

Christine Fernyhough

Scholarships for applicants from less fortunate financial backgrounds

Contact Otiwhiti Station for more details.

Winton A&P Assoc Research Farm Scholarship:

Scholarships up to \$1000 are available for students from Southland who belong to the Winton A&P Association, or their immediate family, and are about to start studying agriculture. Applications close on 1 December, and application forms can be obtained from Kerry Harrington (contact details given below).

Harry Tolley & L J Wild Scholarship:

These \$1000 scholarships are for former students of Feilding High School taking the Bachelor of Applied Science degree, and applications close on 10 March

Kitchener Memorial Scholarship:

These \$500 scholarships are available for students taking courses in agriculture who are either members of the armed forces or children of members of the armed forces. Applications close on 1 December.

William Reed Scholarships:

These scholarships of \$1000 are available for students who once attended Palmerston North Boys High School and who are now studying agriculture at degree or diploma level. Applications close on 10 March.

Sir Apirana Ngata Memorial Scholarship

This scholarship is open to all Maori, but preference is given to descendants of Maori World War 1 veterans. Students may study in any field.

Please visit www.maoritrustee.co.nz/scholarships for more information

What to be aware of when acquiring a dog:

Firstly, make sure the dog in question is going to be an asset and assist you, as opposed to being a liability. Sometimes young folk can be a dumping ground for old dogs that are past their use by date. BUT a genuine dog with a few useful years left is a good option to get you started. Unfortunately, these dogs are not always easy to source. A dog's useful working life is usually pretty much over by the time they are ten years old, so if you are buying an older dog, take this into account. I would be hesitant to purchase a dog over 7 years old as old dogs are pretty set in their ways and you are limited to what you can change about them – so don't have high expectations.

What you would expect to pay:

The price is obviously directly related to the age of the dog and its ability and level of training. Well trained dogs (i.e. obedient and well mannered) are usually cheap compared to their lesser counterparts, so the dog you can expect for your money depends on the amount you have to spend. A young dog going and chasing sheep confidently and competently is usually in the \$1500 to \$2500 range, depending on its level of compliance. From there on you would expect to pay around \$1000 for each new command or step up in training. You would pay up to \$5000 to \$6000 for a well-trained work dog that obeys and conforms to instruction.

To justify spending this amount you would need to be in a situation where you can give your dog stock work every day to keep them fit and focused. Most of you will end up with a dog somewhere below this level, which is expected. Remember, that through the caring of, working of, and by association, you will learn a lot about dogs and the role that they play in our farming systems. Consequently, you will become very much wiser when you rear and train your own dog in the future.

What to look for:

When acquiring or purchasing a dog remember that you spend a lot of time with it so while natural ability and handling skills are important, so also are manners and a friendly disposition, so be aware of this. Don't end up with a sour dog that will not respond and relate to you and others around you. A dog that exhibits good shepherding skills and works stock in a good clean manner is desirable, as opposed to an unruly dog that ends up in amongst stock displaying no natural ability. Endeavour to get a dog to suit your circumstances. Rather than purchase a sub-standard older dog that will not get any better, you may be better to spend the same amount and purchase a younger partly-trained dog which shows good potential. At least you can train and improve a younger dog and there are resources available to assist and advise you on this matter. However, if you get limited opportunities to give your dog practical work, one with a bit of age (5-7 years) would be more suitable than a young enthusiastic dog that requires work and plenty of exercise to maintain an acceptable level of control and discipline. Ask about any injuries and major operations the dog has had as both of these can reduce the dog's expected working life, or cause problems in future years.

Commands:

Make sure you obtain a detailed run down on all the dog's commands. It is of great benefit to record these on a recorder or on your mobile phone. Always attempt to simulate as closely as possible the commands used by the previous owner when working your new dog. This will assist the dog with changing over and adapting to your ownership. Too many purchasers take the dog away after viewing a demonstration by the seller and expect the dog to automatically behave the same for them. They fail to understand the importance of obtaining an accurate record of all the commands to enable this to happen. Consequently, they have a new but very confused dog.

The two commands that are crucial to your success are a good call-off or “wayleggo” and a definite “stop”. These two commands are the secret to achieving obedience and allow you to enforce every other instruction, so make sure they are in place and being obeyed. Make sure the seller (owner) gives you a good demonstration which allows you to view and assess all aspects of the dog’s working ability. Do not take their word for it, make them show you. Then you can make up your own mind whether the dog’s worth to you is comparable and fair in relation to the price being asked. Where possible, take an experienced stock person and dog owner with you for guidance and advice.

Tips for first time dog owners:

- Always be firm but fair
- Do not let bad habits develop – discourage the undesirable
- Build respect NOT fear
- Recognise and reward progress made
- Always try to maintain a good relationship with your dog
- Take small steps – Don’t try to go too far too fast

This article was kindly supplied by Lloyd Smith

WITHDRAWALS AND REFUNDS

Effective Date:	March 2009	Version	Review Date:	March 2020
QMS Section:	Learner Information, Entry and Support	3.5	Policy No:	LER6.05

1. AIM:

- 1.2 To provide a system for trainees to withdraw from a course and for this withdrawal to be recorded in the Student Management System.
- 1.3 To enable refunds to be made where applicable.

2. APPLICATION:

To all domestic trainees enrolled in LBT courses and / or programmes.

3. DEFINITIONS:

Take 2
Student Management System

Domestic Student
New Zealand Citizen or Permanent Residence

4. POLICY STATEMENTS:

Fee Indemnification

- 4.1 Land Based Training has in place a fee indemnification for fee-paying trainees, in the form of a Standard Trust with the Public Trust, the Public Trust can be contacted on 0800 494 733 or feeprotect@publictrust.co.nz
- 4.2 Land Based Training has in place an exemption from student fee protection issued by NZQA where any courses offered by Land Based Training fall into one of the exemption categories of; being of five days or less or 50 hours duration or less, the total student fees payable are \$500 or less, or the course is completely funded by a third party.

Withdrawal

- 4.3 A student may withdraw from a course at any time, by completing a withdrawal form.
- 4.4 Where applicable, Land Based Training will withdraw trainees in accordance with the guidelines as set by the Tertiary Education Commission (TEC).

Refunds

- 4.5 All trainees will be notified of complete course costs and payment option prior to completing the Enrolment Form.
- Payment options include Student Loan and Allowances, and / or entering into a contract arrangement to pay in instalments over the course duration.
- 4.6 A full refund of fees including any deposit shall be payable where a course is cancelled by Land Based Training Limited.
- 4.7 Trainees who withdraw early from a course (within eight days of the programme start date) are entitled to a full refund.
- 4.8 The refund payable to a trainee who withdraws from their course after the eight-day period will be 90% of the course fees, provided they withdraw during the refund period. The refund period covers the earlier / lesser of:
- 4 weeks after the course start date, or
 - 10% of the course length after the course start date (in weeks)
- 4.9 Following the dates specified above, no refund of fees is given as of right. However applications for partial fees refunds will be considered in exceptional circumstances by Management.
- 4.10 Where a course or short course is part of a conjoint agreement the refund policy of the external partner shall apply.
- 4.11 A refund of fees is only available to any student who lodges a completed official withdrawal / refund form at the head office, during the refund period.
- 4.12 Under exceptional circumstances the Manager can authorise variations from the rules set out above.

5. Procedure

5.1 Withdrawal

Step	Responsibility	Record
1. Trainee notifies Field Officer and / or tutor of their intention to withdrawal	Trainee	
2. Complete Exit Interview with trainee (as per policy LER6.02)	Field Officer	Exit Interview
3. Complete Withdrawal Form	Trainee and / or Field Officer / Tutor	Withdrawal Form
4. Submit withdrawal form to Head Office	Field Officer / Tutor	
5. Check for entitlement to refund of course fees: Yes – Follow refund process No – Complete steps 5 to 7	Administrator	
6. Enter withdrawal into Take 2	Administrator	

7. Process withdrawal in accordance with TEC guidelines (where applicable)	Administrator	
8. Process and record results achieved as per the Reporting Policy	Administrator	

Refund

Step	Responsibility	Record
1. Calculate refund based on policy statements	Administrator	
2. Inform Management of refund	Administrator	
3. Inform trainee in writing of refund	Administrator	Refund Letter
4. Process refund through Public Trust website (if applicable)	Administrator	
5. Inform Studylink (if applicable)	Administrator	
6. Transfer funds to Student	Public Trust / Financial Administrator	
7. Print and record refund transaction in Trainee's file, copy to Financial Administrator	Administrator	Refund Transaction

6. REVISION HISTORY:

Version	Description Change	Effective Date
3	Completely revised. Refund and Withdrawal policy and procedure updated as more user-friendly. Clauses 1, 2 and 3 added. Procedure for withdrawals and refunds developed as well as responsibilities and records for procedural steps clarified. Policy and procedure reformatted to new QMS template.	March 2009
3.1	Updated procedure 5.1 to include step 2 – Trainee Exit Interview	March 2010
3.2	Added clause 4.2 – Exemption from student fee protection	09 April 2010
3.2	Updated retention periods from 2 years to 10 years as per TEC rule ENR093	April 2010
3.3	Clause 4.7 removed <i>'Trainees will be issued with a tax invoice, which itemizes the tuition fees and course costs. Payments made within the first seven days of a course start date will be deposited into a trust account with the Public Trust'</i> . This clause is now part of the Fees and Costs Policy LER5.04.	July 2010
3.4	Policy reviewed – no changes made	March 2013
3.5	Policy reviewed – no changes made	May 2018

7. RECORD MANAGEMENT:

Record	Filed	Retention
Withdrawal Form	Trainee File	10 Years
Refund Letter	Trainee File	10 Years
Refund Transaction	Trainee File	10 Years

TRAINEE DISCIPLINARY ACTION

Effective Date:	March 2009	Version	Review Date:	March 2020
QMS Section:	Learner Information, Entry and Support	3.2	Policy No:	LER6.06

1. AIM:

- 1.2 To provide protection and support for all parties concerned during this procedure and ensuring those involved are not subject to harassment, retaliation or victimisation.
- 1.3 To ensure disciplinary procedures will be applied in an equitable, fair and consistent manner to all trainees.
- 1.4 To prevent re-occurrence, not to take punitive measures.

2. APPLICATION:

All trainees enrolled in Land Based Training courses / programmes.

3. DEFINITIONS:

Misconduct

Examples of misconducts that will lead to a first verbal warning:

1. Repeated non-attendance, or unauthorised absence
2. The use of abusive, obscene, or threatening language to another person in the classroom / workplace.
3. Disrupting the classroom / workplace by acts of unacceptable or unreasonable behaviour and disrupting any other trainee from carrying out their training.
4. Misuse or unauthorised disclosure of personal information covered by the Privacy Act 1993.
5. Any act which is likely to diminish the good reputation of Land Based Training or the Workplace sponsors business.

Serious Misconduct

The following are examples of offences which constitute serious misconduct which may give rise to issuing of a second written warning or on more serious counts a final written warning and / or instant dismissal.

1. Frequent or repetitive occurrences of the type of acts or omissions described under "Misconduct".
2. Unauthorised possession of property, money or information, or intellectual property, belonging to or under the control of the Land Based Training.
3. Possession or use of the property of workplace sponsors without the owner's permission.

4. Physical violence against any person on Land Based Training's premises, or on a site where the trainee is undertaking work experience.
5. Racial, sexual, or other improper harassment of any LBT staff member, workplace sponsor, trainee or visitor.
6. Being at course in such a state of impairment through drugs or alcohol.
7. Deliberate interference with safety equipment or otherwise acting in a manner that threatens safety, health, or hygiene in the classroom and /or workplace or in a manner that hinders the safe and proper performance of the duties of other trainees.
8. Using LBT computer networks, telecommunications, e-mail resources and services for transmission or storage of fraudulent, indecent, obscene, intimidating or defamatory material, or destructive programmes (viruses and/or self-replicating code) or for other unauthorised or improper use.
9. Deliberate and serious breach of LBT's Trainee Code of Conduct.
10. Procession of, or under the influence of alcohol or drugs at any LBT training site (includes all work experience sites)

4. POLICY STATEMENTS:

Disciplinary

- 4.1 Grounds for disciplinary action will exist if a trainee fails, or allegedly fails to comply with the Trainee Code of Conduct.

Refer to Trainee Code of Conduct – LER6.03.
- 4.2 No disciplinary action shall be taken until the relevant facts have been ascertained and considered, including the trainee's explanations.
- 4.3 A trainee in receipt of a warning may:
 - Respond in writing and have a copy of the response placed on his or her trainee file.
 - Appeal against the warning in writing within seven days. Appeals should be addressed to the Manager.
- 4.4 If the misconduct is found to be unproven, the trainee and person reporting the misconduct will be notified.

5. PROCEDURES:

5.1 Disciplinary Process

Step	Responsibility	Record
<p>1. <u>Issue First Warning - Misconduct</u></p> <p>The objective of a first warning is to avert more serious disciplinary action and is issued by the field officer or tutor verbally.</p> <p>The emphasis is on discussion with the trainee to seek an improvement in behaviour or attendance. This is noted on the trainee file.</p>	Tutor / Field Officer	Note on file
<p>2. <u>Issue Second Warning – Misconduct / Serious Misconduct</u></p> <p>A second warning is issued by the field officer or tutor in writing, however it may be given as a first and final warning for more serious breaches.</p> <p>A written warning must state:</p> <ul style="list-style-type: none"> • the date • the grounds for concern • the breach of the Student Code of Conduct • the corrective action required by the student • the consequences of failing to improve (if dismissal is a consequence, this shall be clearly stated) • reference to the previous warning (if any) and the date it was given • the period allowed for improvement and the date of a review, if necessary. <p>A copy of the written warning signed by both parties must be given to the trainee and a further copy kept on the trainee's file.</p>	Tutor / Field Officer	Second Warning Letter
<p>3. <u>Issue Final Warning – Serious Misconduct</u></p> <p>A final warning is issued by the field officer or tutor in writing, however it may be given as a first and final warning for more serious breaches.</p> <p>A copy of the written warning signed by both parties must be given to the trainee and a further copy kept on the trainee's file.</p>	Tutor / Field Officer	Final Warning Letter
<p>4. <u>Issue Dismissal</u></p> <p>If behaviour or attendance has not improved after the final warning has been issued, the trainee will be dismissed in writing by the field officer or tutor in consultation with the Manager.</p>	Tutor / Field Officer	Dismissal Warning Letter

6. REVISION HISTORY:

Version	Description Change	Effective Date
2.4	Completely revised. Trainee Disciplinary Action policy and procedure policy separated from Learner Information section as more user-friendly. Clauses 1 and 2 added. Clauses 4.2 and 4.3 added. Policy and procedure reformatted to new QMS template.	March 2009
3.1	Serous Misconduct, clause 10 added. Serious Misconduct instant dismissal added to Definition	August 2011
3.1	Policy reviewed - no changes made	March 2013
3.2	Policy reviewed - no changes made	March 2018

7. RECORD MANAGEMENT:

Record	Filed	Retention
Verbal Warning Note	Trainee File	1 Year
Second Warning Letter	Trainee File	1 Year
Final Warning Letter	Trainee File	1 Year
Dismissal Letter	Trainee File	1 Year

TRAINEE CODE OF CONDUCT

Effective Date:	April 2009	Version	Review Date:	May 2020
QMS Section:	Learner Information, Entry and Support	4	Policy No:	LER6.03

1. AIM:

- 1.1 To ensure that trainees are informed of their rights and the standards of behaviour expected of them while they are enrolled at LBT.
- 1.2 To enable LBT to achieve its mission and goals in line with its values.

2. APPLICATION:

To all trainees enrolled in LBT full time courses and / or programmes.

Note:

Refer to LBT's Health and Safety Induction Form for Short Course Rules and Regulations.

3. DEFINITIONS:

Short Course

One to two-day courses consisting of 10 credits or less.

Drug(s)

A **drug**, is any substance that when absorbed into the body alters normal bodily function.

Trainees are not permitted to be under the influence of such substances whether they are legal or illegal.

Course Venue

Any reference to 'course' or 'course venue' also includes all work placements and field trip venues.

4. COURSE RULES:

- 4.1 All vehicles to be parked in designated area / place.
- 4.2 No drugs or alcohol to be consumed before or during course hours.
- 4.3 No friends or 'mates' to come on to LBT training sites during course hours.
- 4.4 Keep workplaces and / or classroom clean and tidy at all times.
- 4.5 Ring workplace sponsor, and field officer(s), leave your name, phone number and reason for your absence, by 8.30am of the day concerned.
- 4.6 No swearing or aggressive behaviour at all times.
- 4.7 No using of or removal of tools or equipment without permission.
- 4.8 All vehicles including workplace sponsor and / or private, to be driven slowly and safely, including coming to and from the course at all times.

- 4.9 No workplace sponsor and / or private vehicles to be driven by anyone not holding a current driver's license and not without permission.
- 4.10 All safety gear provided to be worn at all times.
- 4.11 All injuries / accidents are to be reported immediately.

Farm Specific Rules

- 4.12 Absolutely no mistreatment of animals will be tolerated.

5. RULES AND REGULATIONS

Hours of Training

- 5.1 Hours of training will be in accordance with each course that Land Based Training delivers. Training will be a maximum of five days per week.
- 5.2 Trainees will not be required to participate in work experience on weekends, public holidays and statutory holidays as part of their course.

Recess Breaks

- 5.3 Please refer to the contacts page in your trainee manual (if applicable).

Special Leave

- 5.4 If the trainee is going to be absent from the training venue for any reason the trainee must first contact their field officer or workplace sponsor prior to their expected arrival time that day. In the event of the field officer and / or workplace sponsor not being available, the trainee must contact the main office (Land Based Training, 191 St Hill Street, Wanganui on 0508 872 466 by 8:30 am).

Sick Leave

- 5.5 If a trainee is absent for three days or more because of illness, the trainee is to produce a medical certificate for the period of the absence.
- 5.6 If the trainee is still absent due to illness or injury by the end of 10 consecutive working days, he / she may be removed from the course.

Leave Tangi and Family Absences

- 5.7 Leave for a tangi, family emergency or special circumstances will be granted on application without penalties, if approved. Trainees must first inform their field officer and / or their workplace sponsor to apply for the leave and insure the information is passed on to the tutor(s) for their course.
- 5.8 Proof of the circumstances may be requested.

Absent without Reasonable Excuse

- 5.9 Each time a trainee is 'absent without reasonable excuse' he / she will receive a verbal warning from the tutor or the field officer(s).

- 5.10 On the fifth day (not consecutive days but continued poor attendance) that a trainee is 'absent without reasonable excuse', a written warning will be given.
- 5.11 The next time the trainee is absent 'without reasonable excuse' the trainee will be issued a final warning and maybe dismissed from the course.
- 5.12 If a trainee is absent for five consecutive days and fails to contact their tutor; field officer(s); main office or workplace sponsor of Land Based Training, dismissal may result.

Smoke free

- 5.13 All Land Based Training's buildings, classrooms, workshops, vehicles and tea rooms are a smoke free zone at all times.

Alcohol and Drugs

- 5.14 Under no circumstances will trainees be allowed to have in their possession drugs or alcohol at course venues. Anyone who is suspected of being under their influence will be drug tested and dismissed from the course if the test is found to be positive. Please note: a prescribed medication is permitted; however, you may be asked to provide evidence such as a doctor's certificate or a prescription note.
- 5.15 Under no circumstances will trainees be permitted onto course venues under the influence of drugs or alcohol.
- 5.16 Land Based Training Limited can random drug test a trainee if the field officer, tutor and / or Management have good reason to suspect drug use or the trainee is under the influence of drugs during course hours and is a potential safety risk to themselves or others.
- 5.17 Trainees may be asked if they have used or use drugs as part of their induction. This is for health and safety reasons. Trainees will be offered the appropriate help and given access to appropriate support services if required.

Theft

- 5.18 Proven theft of personal property belonging to Land Based Training or to other persons will result in dismissal.

Sexual Harassment and Discrimination

- 5.19 Under no circumstances will sexual harassment be tolerated.
- 5.20 Each trainee has the right to be treated with fairness and respect, therefore LBT and the employees of, will not tolerate any form of discrimination (i.e. Religious Beliefs, Sex, Cultural, Disabilities, Marital Status and Sexual Orientation).

Course Venue Maintenance *(includes classroom, workplace experience and / or field trip venues)*

- 5.21 All trainees will be responsible for cleaning working areas at the course venues as directed by the course tutor at the end of each day.
- 5.22 A roster system will be drawn up for each course to accommodate the cleaning of dishes on a regular basis every day.

- 5.23 All trainees will be verbally informed of the above rules on the first day of the course and will sign acknowledgment of these rules and will be given a copy of these rules included in their trainee manual. These rules will also be on display on the notice board of each venue.

General Duties

- 5.24.1 Trainees must take all practicable steps to ensure they are safe at their work experience placement and / or training venue and that they do not harm other people.

Report Dangers

- 5.25 Trainees must report to their tutor / workplace supervisor every hazard or safety problem that they notice immediately.

Report Accidents, Injuries and Incidents

- 5.26.1 If trainees witness an accident or an incident where someone could have been injured, they must report it immediately. The tutor / workplace sponsor is obliged by law to keep a register of all accidents or near misses where someone could have been injured.
- 5.26.2 If trainees receive an injury during course hours, they must report it immediately to the tutor / workplace sponsor and have it reported. Reports of accidents will be kept on LBT's accident register.

Protective Clothing

- 5.26.3 Trainees must always use the correct protective clothing or equipment for the task.

Training and Supervision

- 5.26.4 Trainees must not carry out the task, or use any plant or equipment, or apply or use any chemical or substance, unless they have trained in the safe use of all plant, objects and protective clothing and equipment that they may be required to use or handle. If you are not sure, report to your tutor / sponsor.

Computer Use

- 5.27 Respect the privacy of other users and to not intentionally seek information on, obtain copies of, or modify files, storage media or passwords belonging to other users.
- 5.28 Not use LBT's computing and networking facilities for the transmission of objectionable material as defined by the Films, Videos, and Publications Classification Act 1993 including, but not limited to:
- pornography
 - articles that promote crime or violence, or incite or instruct in matters of crime or violence
 - articles that describe or depict material in a manner, or of a nature, that is likely to cause offence
- 5.29 Not use LBT's computing and networking facilities to libel, slander, or harass any other person.
- 5.30 The use of LBT's computers must have the consent by Tutor or Field Officer on location

- 5.31 Not engage in any activities that involve the wilful wasting of computing and networking facilities resources.
- 5.32 Not use LBT's computing and networking facilities for playing games except where such activity is included as part of the course.
- 5.33 Not engage in inappropriate use of LBT's computing and networking facilities including, but not limited to, computer hacking.
- 5.34 Any personal external equipment is to be checked via virus scan when being used in LBT computers, this includes external hard drives, pen drives and CD's.

6 LAND BASED TRAINING'S RESPONSIBILITIES

General

- 6.1.1 Ensure the trainees' training needs are being catered for by the sponsor, tutor and field officer.
- 6.2 Help resolve any disputes or personal grievance that may arise.
- 6.3 Make LBT rules and regulations readily accessible.

Health and Safety

- 6.4 Monitor the health, safety and welfare of trainees.
- 6.5 Provide and maintain equipment and resources for trainees use.
- 6.6 Provide safe working conditions for both practical and theory.

Training and Support

- 6.7 Provide a quality learning environment for trainees.
- 6.8 Provide Numeracy and Literacy training for trainees.
- 6.9 Give trainees sound assessments of their work and information on their progress.
- 6.9.1 Ensure that information about the personal details and progress of trainees remains confidential except where legal or professional (e.g. NZQA) requirements demand otherwise.
- 6.10 Ensure all trainees are aware of support services available to them.
- 6.12 Ensure that LBT does not discriminate against any person.
- 6.13 Maintain the highest ethical standards.
- 6.14 Promptly draw to the attention of trainees' inappropriate behaviour or attitudes.
- 6.15 Ensure trainees are aware of the standard of behaviour required.
- 6.15.1 Ensure trainees are given the correct information regarding, student fees (if applicable), assessments and re-assessments, appealing assessments, making complaints, Application of Prior Learning (APL), rules and regulations and general course requirements and details.

6.16 Ensure that in the case of a breach or suspected breach of the company's rules and regulations occurring, that trainees are given the opportunity to present their explanation.

6.17 Provide a culturally safe working environment.

6.18 Be a good education provider.

7 NON-COMPLIANCE WITH THE TRAINEE CODE OF CONDUCT

7.1 Breaches of the Trainee Code of Conduct will be addressed by LBT's Trainee Disciplinary Action Policy and Procedure – LER6.06.

SIGNATORIES

I hereby understand the rules and conditions that apply when in the workplace and in the classroom listed as above.

Trainee:

Date:

Field Officer:

Date: