

Student Handbook



**TRAINING
FOR INDUSTRY**

CHALLENGE YOUR FUTURE | WHAKAAEHIA TO WERO

Kia Ora and Welcome

Whakatauki | Proverb

Mā te kimi ka kite,
Mā te kite ka mōhio,
Mā te mōhio ka mārama

Seek and discover.
Discover and know.
Know and become enlightened.

Thank you for choosing to study with Ag Challenge Ltd trading as AGC Training for Industry (AGC Training).

We are committed to helping you gain the skills and knowledge you need to be able to take the next step in your training journey, whether that is into work, or onto further training.

The staff and tutors at AGC Training are here to help you in any way we can – not just with your studies but in any aspect of your student life. We are committed to making sure that you are given all the help you need to achieve success, so if you need help with something, please feel free to ask.

We hope you enjoy your studies with us and wish you every success in your future.

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Our Culture, Our Practice

It is our intention that you find your time with us valuable.

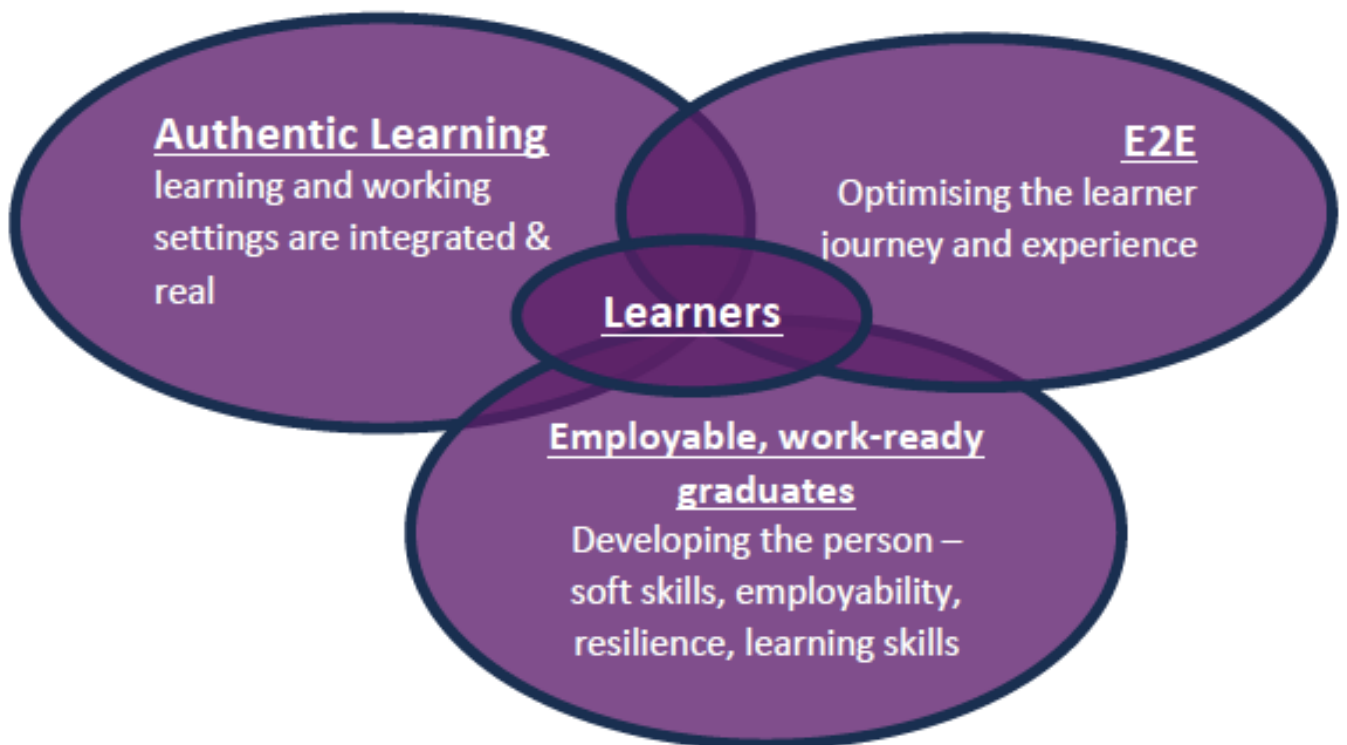
Vision

AGC produces well-rounded, employable graduates.

Mission

Our purpose is to facilitate exceptional learning and development experiences in flexible ways to meet the needs of our learners, our staff, and the industries and communities we serve.

Work-Ready Learning



Learners gain knowledge and skills through authentic learning, applying them in real-world work experiences.

Our Culture

At AGC our students and staff are at the centre of all we do and all the decisions we make. We care for learners and staff as a community that creates a supportive learning space, sharing skills and knowledge, and ensuring wellbeing.

Our Values

These are what we stand for as an organisation. They guide us and help shape our culture.

Teamwork – We work together to get things done. Together we enrich lives and inspire futures.

Integrity – We do what we say we will do and act with responsibility. We trust and support each other. We understand we are responsible for our choices and actions that impact on others.

Compassion – Everyone is a unique individual and is worthy of respect, fairness, honesty, and openness.

Community – We honour our heritage. Our connections with our stakeholders and community are an integral part of our success.

Ingenuity – We are clever and resourceful. We celebrate the success of every student and staff member. We are curious and responsive to change. Learning happens on the journey to success as well as being successful.

We recognise the importance of the role that Te Tiriti o Waitangi play with the values of AGC Training and understand and honour Treaty principles in all actions and decision making.

AGC Training is an equal opportunity, multi-cultural organisation. By this, we mean there will be no discrimination during staff or student selection concerning race, religious belief, ethic or national origins, gender, sexual orientation, age, marital status, or disability. Our major purpose is to provide well-structured training programmes to allow students to confidently recognise their own direction.

Our aim is to give our students the opportunity to experience an environment that acknowledges everyone's individual learning style.

A holistic approach is undertaken where the personal growth and self-discipline of the student is paramount. Life skills are encouraged throughout the training programme, that empower learners to work as a team and as individuals. The structure of our organisation will allow us to help students identify their needs and assist them in their career goals and personal development.

Below is a link to the Statement of National Education and Learning Priorities and Tertiary Education Strategy that AGC Training abide by, feel free to check it out:

[FULL-NELP-2020.pdf \(education.govt.nz\)](https://www.education.govt.nz/assets/Uploads/Statement-of-National-Education-and-Learning-Priorities-and-Tertiary-Education-Strategy-2020.pdf)



Our Staff

Governance Board	
Stephen Gudsell	Owner
John Taylor	Board Chairperson
Arthur Graves	Board Member
Stephen Lace	Board Member
Management	
Clive Cornford	Chief Executive
Adrian Lyne	General Manager
Cherie Selby	Learner Services Manager
Doug Baker	Cultural Advisor
Jude Brown	Office Manager
Animal Care & Agriculture	
Kim Gower	Tutor
Delma Dunham	Tutor
Jess Drinnan	Tutor
Monique Te Ngahue	Tutor
Sidney Bell	Tutor
Trades	
Jim Verney	Programme Lead & Tutor
Brian Heath	Tutor
Greg Southorn	Tutor
Jamie Wernham	Tutor
Jo Coever	Tutor
Lakina Sione	Tutor
Future Pathways – E2E	
Koert Wegman	Career Coach & Social Media
Amelia Kerr-Wilson	Career Coach
Van Drivers	
Paul (Midge) Edwards	
Lindsay Edwards	
Paul Kenny	



Tips For Success

If you want to succeed at AGC Training and get a job after you finish, here are a few tips that will help:

- Be on time for class and work experience and attend as much as you can.
- Be proactive in your learning.
- Ask questions if you are unsure of anything. If you don't feel comfortable asking in class, approach the tutor after the class has ended.
- When on-site or on work experience make sure you always keep busy. Look for something that needs doing or ask what else you can do.
- Make sure you put tools and materials away after you use them and clean up your work area.
- Show that you are interested in learning and that you are keen.
- Be professional and be careful.
- Listen carefully to instructions.



What You Need to Know

There are certain guidelines and rules you need to be aware of as a student at AGC Training. It's important you learn about these rules and guidelines, as they are there to help keep you safe and ensure you experience success with your programme of study.

All students will be told about the specific rules and guidelines for each class at the beginning of their programme. If there is anything you are not sure about, please just ask your tutor.

Attendance

- Students are expected to attend every class and be punctual unless there is a legitimate reason for not being there.
- By not attending, you will miss fundamental teaching and /or practical components necessary for your qualification achievement. It has a detrimental effect on your fellow learners, as our tutors plan their lessons in a way that caters to each subject in a specific order. Talk to us if you have issues arise around this subject.
- Students are not to leave AGC Training or work placement during training hours without permission from their tutor. This is for safety purposes.
- **If you are going to be absent or late for any reason, you must contact your tutor via the freephone number 0800 348 8215, or the AGC Training's Office.**
- A medical certificate is required if you are absent due to ill health for three or more days. If you have a serious health problem, please inform your tutor, so that we can support you.
- Students may be required to produce evidence to support extended absences due to illness (this includes Covid) or bereavement.
- If you are on an allowance or payment and not attending, these payments will be stopped through non engagement.
- If you don't attend regularly, you may be sent a warning letter, and then you could be dismissed.
- It is a requirement of your course to be present a minimum of 80% of the course.
- If you are an online student, you must submit an extension form if you need an assessment extension.
- If you are an online student, you must be in contact with your tutor at least once a month and complete the required work.

Withdrawal

If you no longer wish to attend your course or you find a job, please inform the Administration office and complete a **Withdrawal Form**. If you leave the course, please ensure Administration have your current contact details.

If you do not inform us when you withdraw it could end up costing you money if you continue to receive your allowance. You may have to pay this money back.

Change of Personal Details

If you move or change phone numbers during the year, please ensure the Administration staff have your new details.

Smoking/Vaping

As per all school policies, learners from schools are prohibited from smoking or vaping under EVERY CIRCUMSTANCE.

Although we align with providing a Smokefree Aotearoa 2025 we do have designated smoking/vaping areas for full-time learners that will be shown to you by your tutor for each site.

Visitors

Visitors are not encouraged. This is a training environment, and the facilities are for students only.

Field Trips

Field trips may be an important part of your learning. You will be given notice of up-and-coming field trips and you are expected to attend. If you are unable to do so, please notify the tutor as soon as possible.

Any necessary precautions to be taken on these visits will be advised prior to the date. You must take care to always ensure your own safety and must not compromise the safety of others whilst on field trips.

Transport will be provided for field trips undertaken out of the area. No private vehicles are to be used unless prior arrangement is arranged.

Respect for Staff, Students, and Animals

Each student has the right to be treated with fairness and respect.

AGC Training will not tolerate any form of sexual harassment or discrimination based on a person's religious beliefs, sex, cultures, disabilities, marital status or sexual orientation. **Any abusive, threatening language and/or behaviour or violence, will result in immediate suspension and the matter will be addressed following the AGC Training Student Disciplinary Policy.**

A student representative will be elected in each on site class to address any academic matters, issues or concerns that may arise to management, on behalf of their peers. The student representative role is for gathering and communication information only, there are NO counselling, disciplinary or management duties.

Any animal cruelty will result in instant suspension and the matter will be addressed following the AGC Training Student Disciplinary policy and processes.

Drugs and Alcohol

AGC Training does not tolerate any drugs or alcohol anywhere on site. If it is suspected that you may be under the influence of drugs or alcohol you will be asked to leave the premises, and **the matter will be addressed following the AGC Training Student Disciplinary policy and processes.**

Theft or Damage to Property

Any theft or willful damage of property belonging to AGC Training or to other persons will result in instant dismissal. **AGC Training is not liable for any loss or damage to student's property.** Students are encouraged to only bring personal property to class if it assists with your learning.

Gang Colours

Gang patches or gang colours are not to be worn during AGC Training course hours.

Keeping You Safe

Your safety is important to us, and we are committed to ensuring that students and staff are safe from injury and potential health hazards. To keep you safe, you must always follow the instructions given to you by an AGC Training staff member.

AGC Training wishes to provide a safe working environment for staff, students, and all visitors to our premises. Safe conduct means working with due consideration of your own safety and the safety of others **at all times**. All persons entering our buildings must adhere to the health and safety policies and procedures of AGC Training.

Health and Safety Policy/Notices are displayed around AGC Trainings sites, and must be adhered to at all times, for everyone's sake.

Students and staff must work within the guidelines of the Health and Safety at Work Act. Required safety clothing and footwear must be worn at all times during practical sessions and safety equipment must be used.

If you have a health condition, please advise us when you enrol so staff are aware of your condition, and what measures, if any, are needed to help in case of emergency.

PLEASE NOTE: Failure to declare a Medical Condition that may impact on your or another's safety will considered a breach of AGC's code of conduct

Workshops and Classrooms

To help avoid accidents, workshops and classrooms must be kept tidy and no tools, materials or equipment should be left out of place. All students will be responsible for cleaning working areas and keeping the classroom and workshops tidy as directed by the tutor at the end of each day.

Health / Safety / Wellbeing

Students are expected to behave responsibly and avoid any activity or any behaviour that could result in an accident. **If you're not sure, please just ask.**

You have access to a dedicated Learner Support Person, just ask your tutor or at the main campus to see them.

There will be amenities available to make tea, coffee and toast on each site, with spreads and fresh milk.

Report Accidents and/or Near-Miss Incidents

You must report to your tutor or supervisor every hazard or safety problem that you notice **immediately**. If you witness an accident or a near-miss incident where someone could have been injured or harmed, you **must** report it to your tutor immediately. Your tutor will record the information in the accident register.

If you receive an injury, you must report it immediately to your tutor or supervisor, who will record it in the accident register. If an injury is not reported on the day it occurs, then it may affect your right to ACC compensation.

First Aid

There are first aid kits at each site and in each van. In the event of any emergency requiring an ambulance, immediately inform the nearest staff member and call 111 (remember to state the precise location and nature of the emergency). Our staff hold current First Aid qualifications.

Jewellery and Hair Hazards

If an item of jewellery is a hazard to health and safety, the tutor has the right to ask the student to remove it. If the length or style of a student's hair poses a potential health and safety risk in the operation of machinery, the tutor has the right to ask for hair to be tied back or put up under a hat.

Fire Emergency

Please familiarise yourself with the location of fire doors, fire exits and emergency evacuation routes, so that you know how to exit from any AGC Training sites in the event of an emergency. We hold fire/emergency drills throughout the year.

In the event of an actual or suspected fire emergency:

1. Operate the nearest fire alarm.
2. Immediately leave the building by the closest evacuation route – do not run, follow the instructions of the staff.
3. Assemble at the designated assembly point. (Each site will have its own assembly point. Make sure you know where it is!).
4. Do not leave the assembly point or re-enter the building until authorised to do so.

Fire Precautions

Emergency evacuation routes must remain tidy and free from obstacles. You must not place or store equipment so that it blocks exits or evacuation routes or immediate access to fire alarms, fire equipment or electrical switchgear.

Fire Prevention

It is important to routinely check that electrical equipment, gas taps, etc. are turned off, and doors to rooms and staircases kept clear. **Smoking is only permitted in designated areas. For students who are still at school smoking is not permitted at any time or place while on AGC property.**

Earthquake

In case of earthquake please 'Drop, Cover, Hold'. If possible, move away from large windows and glassed areas. Follow the Fire Warden's instructions and if evacuation is required, move to the designated assembly point quickly.



Your Responsibilities

All students at AGC Training (whether on AGC Training premises or at an activity off campus), are required to behave in a reasonable and lawful manner.

All students are required:

- To observe all AGC Training health and safety rules.
- To be responsible for your own learning. If you do not attend, you can't complete the course/units.
- Punctuality is paramount for the smooth operation of a class. Lateness is disruptive to the teaching session and disrespectful to other students.
- Students must adhere to hygiene requirements, along with responsibility for your own actions. Please inform the staff if you are pregnant or if you have any health conditions that we need to be aware of.
- We encourage all students are up to date with your tetanus immunisation.
- You will need to produce a medical certificate if you are sick for more than **three** days. If you are away for a tangi, family emergency or special circumstances you may be asked to provide proof.
- Attendance is required and is reported to various government departments on a regular basis, unexplained or continued absences may result in any other benefit or allowance you receive being cancelled.
- If a student is absent for a continued **two-week** period, without an acceptable explanation or medical certificate, the result could be dismissal.
- If a student is absent for **five consecutive** days without acceptable explanation, AGC Training will notify Studylink which may affect your Student Allowance.



Education Information

TEC Literacy and Numeracy Assessment Tool for Adults

The Tertiary Education Commission (TEC) is the government funding organisation for tertiary training. The TEC require that all tertiary students use their online assessment tool. At AGC Training this will be organised by your tutor at regular intervals.

The assessment tool results are private, and your tutor will discuss with you ways we can help improve your learning. Individual results are combined into class groups and this information will be used by the TEC to judge the effectiveness of all tertiary training. You have given AGC Training permission via your enrolment form to use these results to structure your learning.

Assessments

RPL and Assessment of Prior Learning

Any relevant units you have achieved that are recorded on your NZQA Record of Learning will be transferred to your current course, upon application and approval by AGC Training. Ask at the Administration Office if you'd like more information.

Assessment of prior learning will only be granted to students who demonstrate that they have met the required performance criteria. Students are required to undertake an assessment (theory and/or practical) to determine their level of competency. A Record of Learning is required for cross credit or credit transfer arrangements.

About Assessments

Each course has a level and a credit value. Courses at higher levels indicate advanced skills or complex understanding. The credit value is indicative of the learning hours required before the knowledge or skill is achieved. Our courses are delivered in unit standards or module-based assessments/assignments.

Where a student is unable to undertake an assessment (for justified reasons such as medical conditions) under prescribed conditions, the tutor may approve competency being assessed under alternative conditions.

Course Assessment

Students are required to meet all the performance criteria in order to demonstrate competency in each element of a course. Should a student not meet all the requirements, they will be given the opportunity for a reassessment of the particular area in which they did not demonstrate competency.

Reassessment

Generally, two resits can be completed in total for a unit standard and only one resit for a module. Tutors will ensure there is sufficient time allocated in the course to enable students to undertake reassessments where practicable.

Tutors will make decisions on reassessments and may require the student to demonstrate evidence of further study/practice before allowing the student to undertake a reassessment.

Results

Student progress is recorded digitally by our admin team. Your final results will be officially transcribed onto your NZQA Record of Learning between 2 – 3 months after completion.

A unit/module tracker is included at the end of this handbook, so you can keep track of what you complete and when. If at any time you want to discuss your progress, please ask your tutor or the support staff.

Appealing Assessments

Once 'competent' your assessment will be filed in your individual student file.

If there is still some work to be done on the assessment, where your answers need improvement, the assessment will be returned to you as 'not yet competent' and you will be given the opportunity to re-write or improve the answers that need more work.

If you feel that your work has been marked unfairly or incorrectly, you have the opportunity to appeal the assessment decision. Follow the same process in the Complaints Procedure. You will have up to three months after the assessment to lodge your appeal.

You are expected to complete your assessment in an honest and integral manner, any work found to be completed by a third party or showing evidence of copying or plagiarism will result in your assessments being returned as not competent (see Student Discipline Procedure in The Fine Print booklet).

If you are struggling with your assessments, please speak to your tutor. If you believe you qualify for special assistance (reader/writer) you should also inform your tutor.

There is always help available for you, please just ask.

If You Need Some Help

If you have any worries or problems that are affecting you while on course these free services may be able to help.

Whatever: 06 348-9935 / 022 6855912

39 Drews Avenue, Whanganui

Offers free health (including a doctor / nurse clinic) counselling and other your supplier services.

WAM – Whanganui Accident and Medical Clinic: 06 349-0037

100 Heads Road, Whanganui – in the Emergency Department at the Hospital

Medical and Health care for anyone not registered with a doctor.

Whanganui Learning Centre: 06 348-4950

232 Wicksteed Street, Whanganui

You can get free help with reading, writing and mathematics. Driver Learner Licence class available.

The Women’s Network: 06 345-6833

Ladies; Rest Building, 75 St Hill Street, Whanganui

Women can get help and advice here about many different problems and issues. Drop in anytime.

C.L.A.W. Community Legal Advice Wanganui: 06 348-8288

120 Guyton Street, Whanganui

You can get free legal advice here about anything. You will need to make an appointment.

Citizen’s Advice Bureau: 345-0844

120 Guyton Street, Whanganui

For advice on tenancy issues, consumer advice, legal issues, contacts with other community groups.

Wanganui Budget Advisory Services: 06 345-3746

183 Wicksteed Street, Whanganui

If you are having money problems, these people can help you to manage your money, at no cost to you. You will need to make an appointment.

Te Oranganui: 06 349-0007

Terrace House, 133 Wicksteed Street, Whanganui

Supporting Healthy Families, Disability Support, Tamariki Wellbeing, Mental Health and Addictions, Whānau and Community, Health & Wellbeing / Covid Support, a Health Centre and a Business Unit. Visit www.teoranganui.co.nz or phone 06 349-0007 to access any of these services.

Talk to us if you need more information; we're here to help!

Freephone	0800 348 8215
Phone	(06) 348 8215
Email	support@agctraining.co.nz
Web	www.agctraining.co.nz
Facebook	AGC Training
Visit	312 No.3 Line, Whanganui, 4582
Post	PO Box 674, Whanganui, 4540



