



Te Kura

TE AHO O TE KURA POUNAMU

THE CORRESPONDENCE SCHOOL

years

11-13

student guide



Welcome to Te Aho o Te Kura Pounamu. This booklet contains important information to help you get the most out of learning with us. Please take the time to read it, and contact us if you have any questions. Our contact details are on the inside back cover – we recommend you cut out that page and keep it somewhere handy.

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We offer flexible learning programmes to achieve the National Certificate in Educational Achievement (NCEA) at all levels as well as other qualifications within the New Zealand Qualifications Framework.

Our teaching methods can differ from those of other schools because we teach from a distance. We use a mix of online, print and other resources such as CD-ROMs and DVDs suited to each student's needs.

There are three ways you can learn with Te Kura: as a full-time student; a young adult (if you're aged 16 to 19); or as an adult learner. If you're a young adult or adult learner, there is more specific information about how you'll learn with us on pages 17 and 18.

If you're a full-time student, you'll have a dedicated learning advisor who will work with you to develop a learning programme based on your interests and abilities. Some young adult students may be allocated a dedicated learning advisor. Your learning advisor and subject teachers will be in touch with you online with feedback on your school work or by phone, email or mail. They might also be in touch using Skype or Adobe Connect, particularly if you are overseas.

Depending on the courses you are enrolled in, you'll send and receive your school work online, by email or in the mail.

## AUTHENTIC LEARNING

Full-time and young adult students have the opportunity to participate in authentic learning.

Authentic learning at Te Kura is an approach to learning that focuses on your passions and goals for life beyond school. It uses these as the basis for a learning plan that is unique to you.

You'll have the chance to work alongside adults in your field of interest and to build knowledge, understanding and skills in that area, as well as working towards a relevant qualification.

You may also have the opportunity to work with other students online and face to face.

## STAR

STAR taster courses are offered through Polytechnics and Private Training organisations. Talk to your learning advisor about opportunities in your area, look on our website or email [christopher.berentson@tekura.school.nz](mailto:christopher.berentson@tekura.school.nz)

## GATEWAY

For students aged 16–19 years, Gateway is a structured, work-based learning programme in an industry of your choice. You can gain work-based credits while also working towards NCEA, for one term or longer. Contact [kathryn.smith@tekura.school.nz](mailto:kathryn.smith@tekura.school.nz)

## TRADES ACADEMY

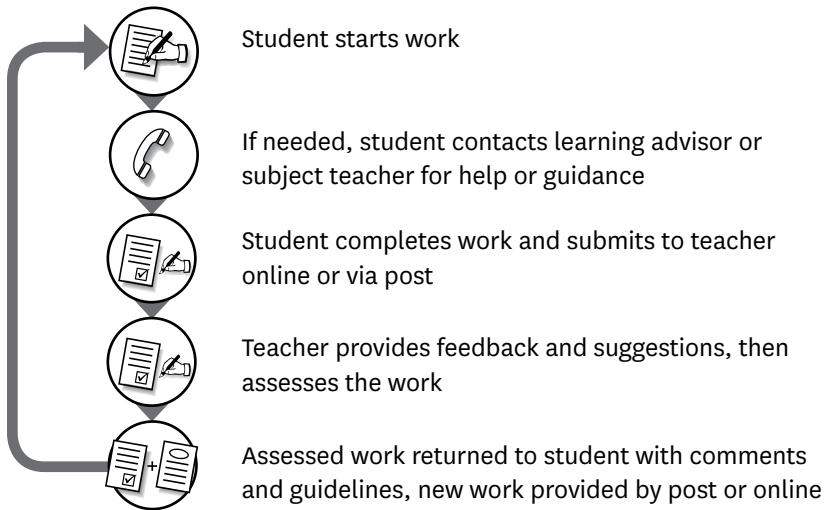
For students aged 16–19 years. A one or two year programme.

Huarahi is our Trades Academy supported by partnerships with tertiary providers across New Zealand. You work with them and Te Kura to gain industry standards towards a National Certificate and NCEA Level 2.

Places are limited but we want to hear from you if you are keen to be part of the Trades Academy.

For more information visit our website. If you are interested in taking part, email [huarahi@tekura.school.nz](mailto:huarahi@tekura.school.nz)

## TIPS FOR STUDYING AT A DISTANCE



Your learning advisor and subject teachers want to hear from you regularly, and you should contact them if:

- you are running out of work or posted work doesn't arrive on time
- you receive the wrong work or something is missing
- the school work is too easy or too difficult for you
- medical or family circumstances are affecting your ability to do your school work
- you are having problems with the school work
- you are having difficulties with online access
- your home address, phone number or email address has changed.

## ONLINE LEARNING

All of our NCEA Level 1 and NCEA Level 2 courses and a number of courses at Level 3 are delivered online. Online learning means you can:

- interact with other students and your teacher in our password-protected Online Teaching and Learning Environment (OTLE)
- collaborate with other learners
- communicate with your teachers
- use online learning activities
- use CD, DVD, flash drive and MP3 files as well as booklets and other online material
- record and submit your work in digital formats, including audio and video files
- move quickly to the next piece of work.

There is detailed information about online learning in the *Online learning* booklet included in this pack.

Using the internet safely and responsibly is called cybersafety. For your protection, we recommend you learn how to:

- protect personal information online
- behave responsibly towards others online
- manage potentially risky situations
- judge the credibility of material found on the internet.

The Netsafe website [www.netsafe.org.nz](http://www.netsafe.org.nz) gives cybersafety tips for all ages.

If you are enrolled in NCEA Level 1 or 2 courses but don't have internet access, you may be eligible for assistance from Te Kura. More information on our assistance programme is included in the *Online learning* booklet.

In addition to online content, we may provide a range of other teaching materials such as workbooks, readers, CDs and DVDs, interactive CD-ROMs, textbooks, mathematics and science boxes, art packs, and craft materials for technology.

Students are required to provide their own stationery supplies. Some courses may also require you to have your own materials and/or textbooks. Your learning advisor or teacher will advise you if you require any specific materials or textbooks. You may also need a way of listening to an audio CD.

You may be required to make recordings of oral or performance work for some courses, such as languages (including English) and music. You can choose to record on an MP3 player or on a computer, and email or burn it on a CD, or phone your teacher and speak to them directly.

We can provide MP3 recorders on request to full-time students who need to make audio recordings and do not have suitable equipment.

If you're studying online, please check in the Online learning booklet to see the hardware and software you will need.

Submit school work as soon as you finish it – about every two or three weeks.

Doing so will ensure that your teacher can give you regular feedback and suggestions on your work, you can get started on your next activity. Some work may have longer time frames and involve sending work at different stages to your teacher for comment.

### SUBMITTING YOUR WORK ONLINE

You will usually submit your school work to us online:

- Follow any instructions provided in OTLE for submitting work.
- Use a word processing programme such as Microsoft Word for written work.
- Use the tools available in OTLE or software such as Handybits to record oral language, music or voice messages (you can download the software free at [www.handybits.com](http://www.handybits.com)).
- Include your name and student ID number in the filename of any documents or audio/video files.
- Use a scanner, digital camera or webcam to send scanned work or photos of mathematics workings, artwork or projects
- If you are using a scanner, set it to scan multiple pages at once rather than one page at a time.

The standard email address for learning advisors is:

**firstname.surname@tekura.school.nz**



## SUBMITTING YOUR WORK THROUGH THE POST

Before submitting your work or assessments to your teacher, check you have:

- completed all the work you are able to do, including all assessments, self-assessments (usually found at the back of a booklet) and any oral work
- checked student-marked activities
- ensured your name and ID number are on every cover sheet and that a cover sheet is attached to the front of the work for each booklet
- checked the cover sheet to see if there is an authentication statement that needs to be signed for a standard assessment task
- told your teacher or learning advisor of any problems with doing the work, by emailing them, writing a note, or including an audio message with oral work
- numbered the pages, if using your own paper
- attached an address label or written your name and address on the cover sheet
- included any audio recordings you have made
- added the address card for each subject.

Posting the work:

1. Put all the items you want to return into a green plastic posting bag.
2. Use one of the address cards provided, making sure the school's address details are showing.
3. Include your name and ID number on the top left corner of the address card.
4. Seal the bag with sticky tape. No postage is necessary if sending within New Zealand.

## LIVE OUTSIDE NEW ZEALAND?

If you live outside New Zealand you will access most of your course materials digitally. Return completed work either by uploading to the course dropbox in OTLE, or by email.

Any work which must be submitted in hard copy should be sent by airmail.

To cut down on postage costs, send in the work your learning advisor or subject teacher has requested for assessment. Include all the checklists, comment pages, recordings, and photos of art work. Return resource books and audio visual resources.

Always include your student ID number and the topic code. Marked work will be returned by airmail at no cost to you.

Biosecurity New Zealand rules prohibit any biological specimens being sent through the mail. For example, do not send any seeds, leaves or food along with school work. For more information, visit [www.biosecurity.govt.nz](http://www.biosecurity.govt.nz).

## WHEN YOUR WORK HAS BEEN ASSESSED

Read carefully through your marked work and consider your teacher's feedback and suggestions.



Discuss these further with your teacher by phone, email or letter if you wish.



Complete a further assessment opportunity (if available) or a resubmission. You may also be asked to do further work on your portfolio or assessment activity. Submit this work as soon as you can.



In some courses you may receive teaching notes with your returned work. These notes provide suggested solutions to the questions asked in the booklets, and teachers may refer to them when they work with you.



Check for any standards achieved and keep a record of these achievements. Also check if you can do a further assessment opportunity to get this standard or to improve your result if you wish.



File your returned work and notes carefully so that you can refer to them when necessary. They may be useful for revision if you are sitting an exam in that subject.

Assessment is an essential part of the learning process. Teachers assess and provide feedback on key areas of learning for you. The goal is for each student to work at the level that is right for them.

In NCEA Level 1 and 2 online courses there is a 'need to know' section which includes important course information.

If you are enrolled in a NCEA course at Level 3 you will receive a course and assessment guide with the first posting of work for each subject. This guide provides an overview of the subject and helps you to plan your own pathway through it. Each guide lists the standards in the subject, and whether they are assessed internally or externally. You should use it to help keep a tally of credits you have achieved.

If you're enrolled in a course which offers internally assessed credits, you will be asked to authenticate the assessment tasks. These are the tasks that contribute to the final assessment for qualifications. We need to ensure that the work presented by students for assessment is their own work. This means that:

- you will be required to sign the cover sheet for each assessment task as a guarantee that it is your own work
- your supervisor or someone else who can authenticate your work will be asked to sign a statement when you do assessment tasks under test conditions
- if you are found to have signed this authentication statement when the work is not your own, you may be notified that you cannot be assessed for this standard.

There is a different process for online courses. You will find instructions for authenticating assessment tasks in the OTLE.

For some subjects, you may need to record oral or performance work. Your supervisor should check that the recording is audible and that your name is on the recording before submitting it.

Sometimes you may not achieve the required standard the first time. In this case, you may be offered a further assessment opportunity, where this is possible. You may also be offered the chance to improve your result through a further assessment.

If you submit your work and there is a minor error you can fix without help from the teacher, you may be offered a resubmission opportunity.

Students with learning difficulties, motor skill problems, or sight or hearing conditions may be able to get assistance in presenting their work. Contact your learning advisor or subject teacher for details on how you can apply for extra help.

We encourage you to discuss the results of your assessments with your teachers. You have a right to appeal an assessment result – your teacher can advise you how to appeal and will ask a senior teacher to look at your assessment. There are processes in place to make sure that assessment decisions meet the national standard.

If you are enrolled in a programme that contains unit standards or achievement standards, we will send guidelines on how to pay your annual NCEA fee and register for exams. Please complete this payment and registration process as soon as possible after you receive it.

If you wish to enter for one or more standards towards a national qualification or have your internally assessed standards registered with NZQA and you haven't received your payment and registration guidelines by late July, contact the Qualifications Leader by calling us on **0800 65 99 88**.

You can log onto the New Zealand Qualifications Authority (NZQA) website **[www.nzqa.govt.nz](http://www.nzqa.govt.nz)** and check on the results that have been lodged with NZQA via your learner login.

## EXAMINATIONS

If you are enrolled in externally assessed standards that have exams, there are practice exams in term 3. These are very important for students if for any reason you become ill or are unable to sit your exams at the end of the year. You must sit these practice exams to be awarded a derived grade.

## NATIONAL EXAMINATIONS

New Zealand-based students sit the NCEA external achievement standard examinations in November/December at a secondary school.

If Te Kura is your only school, you will need to make your national qualification entry through us. If you enter through another school you will need to let our Qualifications Leader know.

## REPORTS

Reports for full-time students are sent out twice a year. They cover student progress and include comments by subject teachers and learning advisors.

Our learning advisors and teachers recognise the importance of having a good relationship with students and their families. We are here to support you in your learning and encourage you to contact us regularly online or by phone, email or letter. If you have access to the internet, you can use the OTLE (Online Teaching and Learning Environment) via our website to communicate with your learning advisor or teacher, ask questions and get feedback.

## STUDY TIPS

We all learn differently. Think about which learning style works best for you so you can make the most of your strengths.

Drawing up a timetable will help get you organised and it can be amended as you move through your studies and see what suits your needs. As a guideline, we suggest the following study times:

- Year 11 students should spend about five hours a week per subject (25–30 hours a week if you are a full-time student).
- Years 12 and 13 students should spend about six to seven hours a week per subject (30–35 hours a week if you are a full-time student).

Some students look for variety in their day and work on several subjects. Others prefer to concentrate on one subject or one topic for a whole day and really get into it. You can choose what suits you best, although you need to make sure you cover all the learning areas of your programme. You can't just do the ones you enjoy the most! The important thing is to make up a timetable that suits you. Once this is done, keep to it as closely as possible.

There are different ways to timetable student work. For example, a two or four week timetable, or a backward timetable, noting what work is done as it is completed and then checking it on a Monday to see what time needs to be spent on what subjects. See the next page for some suggestions.

- Take a break and/or exercise when you finish a task.
- Tell someone about what you're learning – that will help make the information stick in your memory.
- Drink some water so you don't get dehydrated.

### EXAMPLE 1

YEAR 11, 12 AND 13 TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.45–9.45	<i>Maths</i>	<i>English</i>	<i>Science</i>	<i>Geography</i>	<i>Economics</i>
9.45–10.45	<i>English</i>	<i>Science</i>	<i>Geography</i>	<i>Economics</i>	<i>Maths</i>
MORNING BREAK					
11.00–12.00	<i>Science</i>	<i>Geography</i>	<i>Economics</i>	<i>Maths</i>	<i>English</i>
LUNCH					
1.00–2.00	<i>Geography</i>	<i>Economics</i>	<i>Maths</i>	<i>English</i>	<i>Science</i>
2.00–3.00	<i>Economics</i>	<i>Maths</i>	<i>English</i>	<i>Science</i>	<i>Geography</i>

### EXAMPLE 2

SENIOR STUDENT TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00–10.00					
10.00–11.00	<i>English</i>	<i>Geography</i>	<i>Science</i>	<i>Economics</i>	<i>English</i>
11.00–12.00					
LUNCH AND EXERCISE					
1.00–2.00			<i>Fitness training</i>		
2.00–3.00	<i>Maths</i>	<i>Geography</i>		<i>Economics</i>	<i>Science</i>
3.00–4.00			<i>Maths</i>		



## LIBRARY

Our library resources are available to full-time students living in New Zealand and their parents and supervisors. The library has books, DVDs, magazines and audio books for loan. You can contact the library by calling us on **0800 65 99 88**, or visiting our website at **[www.tekura.school.nz](http://www.tekura.school.nz)**

If you're a young adult student enrolled in two or more courses with Te Kura, you'll have a learning advisor to provide advice and support, as well as subject teachers who will provide feedback on your course work.

If you're studying just one course with us, your subject teacher will be your main point of contact.

We won't provide mid-year or end of year reports on your progress, but your subject teachers will provide feedback on your work as you complete it.

To make the most of your studies you should submit completed work to us for feedback every few weeks. If we do not receive any work or contact from you after one month we will send you a reminder. If we do not receive anything from you after two months we will withdraw you from the roll. Talk with your learning advisor or subject teacher if there are exceptional circumstances that mean you may not meet this requirement.

If you receive a StudyLink allowance there are specific requirements to return course work regularly – the StudyLink advisor for your region can give you more details about what you need to do to meet the requirements. To contact your region's advisor, call us on 0800 65 99 88 and ask to be put through to the StudyLink advisor.

Young adult students and their parents or caregivers are not eligible for payment for supervision.

If you've enrolled as an adult student, you should submit work every few weeks so your teacher can give you timely feedback. If we do not receive any work or contact from you after one month we will send you a reminder. If we have not received anything after two months we will withdraw you from the roll. Talk with your subject teacher if there are exceptional circumstances which mean you may not meet this requirement.

If you have any questions about your course or the learning material you've been sent, call us on 0800 65 99 88. Have your student ID number handy when you call so we can put you through to your subject teacher or someone else who can help. Alternatively, you can email us at [info@tekura.school.nz](mailto:info@tekura.school.nz) – remember to include your student ID number and the name of the course you are enrolled in.

If you would like to be allocated a learning advisor for pastoral care, please contact Jenny Hayes on extn 8699.

As a supervisor of a full-time or fee-paying student you play an important role in supporting your student's learning. In this section you'll find some tips for helping your student make the most of their learning programme, as well as information about attendance and how we can support your student.

### TIPS FOR SUPERVISORS

We encourage supervisors to get involved with their students' learning, despite the fact that teenagers may actively discourage adults from taking an interest in their studies!

Here are some basic tips for supervisors:

- Help your student set up a comfortable, clear and tidy workspace.
- Ensure they have all the materials they require for each subject.
- Try to establish a daily routine, including regular start and finish times with scheduled breaks for lunch.
- Talk about your student's work with them to ensure they understand what is expected of them.
- Get involved day to day by checking their work, asking them what they learned and encourage them to solve problems independently.
- Give immediate feedback on work they have completed. This helps the student learn about the subject.
- Encourage them to fill out a weekly timetable (see examples on page 15).
- Help them set daily and weekly goals in line with their education plan.
- Contact your student's learning advisor or teacher if you have any questions and encourage your student to do the same.
- Check that you have signed the authentication space for work that is being sent into teachers to mark or make comment on.
- Talk about comments and suggestions from teachers with your student.

You can also help your student maintain a written record of work completed and returned to the teacher. Follow the student work record example on page 21 to create your own.

## ATTENDANCE

In New Zealand, students between the ages of 6 and 16 must be enrolled in a school and must attend school. For our students, attendance means your student must submit assessable work regularly.

If your student does not submit work for an extended period of time, he or she is considered to be truanting, and cannot remain on our roll. If they are under 16 years old, we must notify the Ministry of Education's District Truancy Service.

It's important that you encourage your student to submit assessable work at least every two weeks. If your student is not returning work, we may not be the best option for them.

We will send you a letter if your student has not submitted any work for a month or more. He or she will be taken off our roll if no assessable work is received by the end of the following month.

If special circumstances have prevented your student from returning work, such as illness, contact your student's learning advisor to discuss the situation.

## SUPERVISOR SUPPORT

In addition to the learning advisor and subject teachers, Supervisor Support Advisor Adele Harris is available by telephone and email to help supervisors of full-time students from early childhood to Year 13.

You can call Adele toll free on **0800 65 99 88** ext **8244** from Monday to Friday during term time or by email to [adele.harris@tekura.school.nz](mailto:adele.harris@tekura.school.nz). The supervisor toolkit on our website has more detailed information to help supervisors – it's at [www.tekura.school.nz/supervisor-toolkit](http://www.tekura.school.nz/supervisor-toolkit)

Contact Adele for advice about things such as motivating your student, helping them to establish routines, and setting up a suitable space for them to work.

## STUDENT WORK RECORD

Keep a record of the work you have sent to us.

SUBJECT	ITEM	DATE	ITEM	DATE	ITEM	DATE

1. Write the name of your subject in the first column.
2. Record details of the item in the item column when you receive it (by post) or when you first start work (in the case of online modules).
3. In the date column, write the date you sent the work off to Te Kura.
4. Below that, write the date you got it back from Te Kura.

SUBJECT	ITEM	DATE
<i>English</i>	<i>ENG551</i>	<i>18/2</i>
		<i>27/2</i>

## DENTAL AND MEDICAL SERVICES

Students are entitled to free dental service until they turn 18. This is provided by dentists in private practice, but not all dentists are part of this scheme. You can call a dentist and ask if they are a provider under a government contract, or you can get the names of dentists who are part of the scheme by contacting your local District Health Board. Ask to speak to the Dental Services Manager.

If you want your student to have a medical examination, you will need to make arrangements with the Medical Officer of Health at your local District Health Board office. (You will find them listed in the front section of the phone book under Hospitals and other health service providers.) Or contact your local public health nurse.

For more information on accessing dental and health care services for your student, visit the Ministry of Health's website at [www.moh.govt.nz](http://www.moh.govt.nz)

## STUDENT SUPPORT PAYMENT

On behalf of the Ministry of Education we administer a payment for supervisors of full-time students which recognises that you supervise your student's learning at home. Information about the payment is in the supervisor toolkit on our website. Please note there is no payment for:

- young adult students
- overseas students
- students in groups who have a paid supervisor, e.g. attending a Te Kura unit
- individual students whose supervisor is paid by another agency, such as the Ministry of Education
- adult students
- fee-paying students.

You may be eligible for financial assistance while you're studying – check the StudyLink website at [www.studylink.govt.nz](http://www.studylink.govt.nz) for more information.



Call us toll free on **0800 65 99 88** or +64 4 473 6841 from overseas.  
It helps to have your student ID number handy when you call.

Email: **info@tekura.school.nz**

Website: **www.tekura.school.nz**

Email your learning advisor or teacher using this format:

**firstname.surname@tekura.school.nz**

Email the library: **library@tekura.school.nz**

Write to us:

Te Aho o Te Kura Pounamu  
Private Bag 39992  
Wellington Mail Centre  
Lower Hutt 5045  
New Zealand.

Posting in school work? Use the above address, or (New Zealand students only) use our freepost service:

FREEPOST No.10010

[Your learning advisor or teacher's name here]

Te Aho o Te Kura Pounamu  
Private Bag 39992  
Wellington Mail Centre  
Lower Hutt 5045  
New Zealand.

Your learning advisor's name:

Telephone:

Email:





**TE KURA** **Student Guide**  
*LEARNING WITH US* become informed  
sending in school work *WHAT YOU NEED*  
**assessment**  
**HELP AND SUPPORT**  
**ATTENDANCE** Contacting us