

# **YEARS 11-13**

## **STUDENT GUIDE**

## Information for new students and their families

Welcome to Te Aho o Te Kura Pounamu (Te Kura). This guide 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.

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## Learning with us

Our teaching methods can differ from other schools because we teach from a distance. We use a mix of online modules and other resources such as quizzes, audio and video files as well as activities to complete away from the computer.

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.

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 learning advisor. Your learning advisor and subject teachers will be in touch with you and give feedback on your school work online in My Te Kura, our online learning environment, or by email, phone, video conference or mail.

Our teachers want to hear from you regularly, and you should feel free to contact them any time.

## 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 under Subjects and Courses or email christopher.berentson@tekura.school.nz for more information.

## 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. Look on our website under Subjects and Courses or email kathryn.smith@tekura.school.nz for more information.

## 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

## Online learning

Our NCEA courses at level 1, 2 and 3 are delivered online through My Te Kura, our online learning environment. Through this online environment you can communicate with your teachers and peers online, work collaboratively with other students and share ideas.

Online courses typically include a mix of online modules and other resources (quizzes, games, audio and video files) as well as practical activities you can complete away from the computer.

Students can learn digital literacy skills in a safe and supportive environment. To succeed in the digital world, where technology is part of everyday life, learning how to use it effectively is an essential skill.

Read more about what you'll need for online learning on page 6.

## Cybersafety and digital citizenship

The internet and other digital technologies offer educational and social benefits to students. However, it's important to be aware of the risks. We encourage you to talk to your supervisor, parent or whānau about the safe use of the internet on a regular basis. Being aware of the risks enables you to make safer decisions when using digital channels.

Being a responsible digital citizenship involves:

- protecting personal information online
- behaving responsibly towards others online
- managing potentially risky situations
- judging the credibility of material found on the internet.

There is more information about cybersafety and online behaviour in My Te Kura, our online learning environment, and on the Netsafe website [www.netsafe.org.nz](http://www.netsafe.org.nz)

## Online support

The Student and Whānau Support team at the Hub are here to help you get started with online learning. Don't hesitate to give them a ring or send an email if you are having trouble with online access or just get stuck.

You can contact the Hub on 0800 65 99 88 option 2 from 8am to 5pm on weekdays, or email [hub@tekura.school.nz](mailto:hub@tekura.school.nz)

# What you need to study with us

There are some items you'll need to study with us.

## Computer

A suitable device is one that enables you to access the internet and My Te Kura (via a web browser), make audio and video recordings and create and edit documents. The device will need a webcam for you to interact online.

## Internet connectivity

Every student learning online needs a broadband internet connection (dial-up internet is not suitable) and at least 30GB of data per month.

## Software

My Te Kura provides access to a lot of the software and tools you'll need to learn online, along with instructions on how to use them. Other free software and online tools you'll need include:

- an email account – Te Kura offers all students a 'My Te Kura' email account
- internet browser – we recommend Google Chrome
- word processing software – Te Kura students can download free Microsoft software
- PDF editing software – there are different options available which enable you to write directly into PDF files, save their work and upload it to the My Te Kura for assessment
- anti-virus software
- a Te Kura Gmail account for access to Google Docs.



## Optional extras

If you're studying online there are some items that it would be useful to have:

- access to a printer and scanner
- digital camera or mobile phone with camera
- graphics, image editing or drawing software
- headset with microphone or inbuilt computer microphone.

Te Kura recognises that families on limited incomes may need assistance to meet the additional costs involved with the provision of devices and connectivity. Read more about this in our help and support section on page 13.

## Stationery and materials

You are required to provide your own stationery supplies. Your learning advisor or teacher will advise you if you require any specific resources.

## Submitting school work

Submit school work as soon as you finish it. You should be sending work in frequently.

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

### Submitting your work online

You will usually submit your school work to us online:

- Follow any instructions provided in My Te Kura for submitting work.
- Use a word processing programme such as Microsoft Word for written work.
- Use the tools available in My Te Kura to record oral language, music or voice messages.
- 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.

The standard email address for learning advisors is:  
firstname.surname@tekura.school.nz

## 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 our online learning environment My Te Kura, 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 only 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)

## Assessment

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, 2 and 3 online courses there is a ‘need to know’ section which includes important course information.

If you’re enrolled in a course which offers internally assessed standards, you will be asked to authenticate the assessment tasks.

You will find instructions for authenticating assessment tasks in our online learning environment My Te Kura.

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:

- 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 an authentication statement when the work is not your own, you may be notified that you cannot be assessed for this standard.

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.

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.

## NCEA registration and payment

If you are enrolled in a programme that contains unit standards or achievement standards, Te Kura will send instructions on how to pay your annual NCEA fee and register for end-of-year 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 on 0800 65 99 88, option 3.

You should regularly 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 end of year 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.

Students with learning difficulties, motor skill problems, or sight or hearing conditions may be able to get assistance in presenting their work. If you require special assessment conditions for your examinations, for example a reader/writer, please discuss this with your learning advisor and get in touch with our Qualifications team, on 0800 65 99 88, option 3.

## 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 team know.

## Reports

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

## Help and support

Our learning advisors and teachers recognise the importance of having a good relationship with you and your family and whānau. We are here to support you in your learning and encourage you to contact us regularly online through My Te Kura or by email, phone, video conference or mail.

The Student and Whānau Support team at the Hub are here to help you with online learning. Whether it's My Te Kura, Google Docs or a Te Kura-issued laptop, they'll help you get it sorted. Don't hesitate to give them a ring or send an email if you are having trouble with online access or just get stuck. You can contact them on 0800 65 99 88, option 2 from 8am to 5pm on weekdays, or email [hub@tekura.school.nz](mailto:hub@tekura.school.nz)

We've also got a lot of information on our website about learning with us [www.tekura.school.nz](http://www.tekura.school.nz).

### Laptop and internet assistance

Te Kura recognises that families on limited incomes may need assistance to meet the additional costs involved with the provision of devices and connectivity. Although Te Kura does not receive additional funding for this, we have set aside funding to assist as many students in need as we can.

To get assistance for a laptop or internet access, you need to:

- be a current full-time student, or young adult enrolled in three or more courses
- be enrolled in Te Ara Hou, online OOO or NCEA course
- get a benefit from Work and Income or have a Community Services Card
- be living in New Zealand.

Visit our website to read more and apply online or download an application form. Alternatively contact us.

## Study tips

We all learn differently. Some students look for variety in their day and work in several learning areas. Others prefer to concentrate on one learning area 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.

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:

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



There are different ways to timetable your work. Here are some suggestions.

**Example 1**

**YEAR 11, 12 AND 13 TIMETABLE**

	Monday	Tuesday	Wednesday	Thursday	Friday
8.45–9.45	Maths	English	Science	Geography	Economics
9.45–10.45	English	Science	Geography	Economics	Maths
Morning Break					
11.00–12.00	Science	Geography	Economics	Maths	English
Lunch					
1.00–2.00	Geography	Economics	Maths	English	Science
2.00–3.00	Economics	Maths	English	Science	Geography

**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			Fitness training		
2.00–3.00	<i>— Maths —</i>	<i>— Geography —</i>		<i>— Economics —</i>	<i>— Science —</i>
3.00–4.00			Maths		

## Library

Our library resources are available to full-time students living in New Zealand and their parents, whānau and supervisors. The library has books, DVDs, magazines and audiobooks 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)

## Dental and medical services

Students in New Zealand are entitled to free dental service until they turn 18. This is provided by some 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 a student wants 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)

## Young adult students

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.

Your mid-year and end-of-year reports will show any NCEA standards gained but not give subject-specific detail. 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 frequently. 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, you may be withdrawn from the roll. Talk with your learning advisor or subject teacher if there are exceptional circumstances that mean you may not meet this requirement of regular submission of work.

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 student support payments.

## Adult students

If you're enrolled as an adult student, your learning programme is more self-directed than the other enrolment types. You study only the subjects and standards you are interested in. If you need course advice, please call us and ask to speak to a student support advisor on call who can assist you. If you would like to be allocated a learning advisor for pastoral care, please contact your teacher.

You should submit work at least every two 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, you may be withdrawn 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.

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.

## Information for supervisors

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.

### Supporting your student's learning

We encourage supervisors to get involved with their student's learning, even though some 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 learnt 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 subject 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 in to teachers to mark or make comment on.
- Talk about comments and suggestions from teachers with your student.
- Ensure your student has an appropriate device, such as a laptop, and broadband connectivity.

## Student support payment

On behalf of the Ministry of Education we administer a payment to supervisors of full-time students. This recognises that you supervise and support your student's learning at home. We've included a form in the welcome pack for you to complete and return. Additional information about the payment is in the supervisor section 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.

## Attendance

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

If your student does not submit work for an extended period of time, they are 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.

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

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

## Contacting us

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](mailto:info@tekura.school.nz)

Website: [www.tekura.school.nz](http://www.tekura.school.nz)

Email your learning advisor or teacher using this format:  
[firstname.surname@tekura.school.nz](mailto:firstname.surname@tekura.school.nz)

Email the library: [library@tekura.school.nz](mailto:library@tekura.school.nz)

You can contact the Student and Whānau Support team for online support on 0800 65 99 88, option 2 from 8am to 5pm on weekdays, or email [hub@tekura.school.nz](mailto:hub@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? (New Zealand students only)

Use the above address with our freepost service:

FREEPOST No.10010

[Your learning advisor or teacher's name here]

### Your learning advisor's name:

Telephone:

Email: