

INTERNATIONAL » »  
TRAVEL COLLEGE  
» » ITC » » OF NEW ZEALAND

# ITC IN SCHOOLS

Premium supplier of training courses for  
the airline, airport, travel and tourism  
industries.

[WWW.ITC.CO.NZ](http://WWW.ITC.CO.NZ)

0800 TOURISM

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# ABOUT US

**Auckland City  
South Auckland  
Whangarei  
Study From Home**



## INTRODUCTION

*ITC is a premium provider of training courses for the airline, aviation, travel and tourism industries. Founded in 1996, ITC is built on the values of professional integrity, quality programming and educational excellence.*

*At ITC we make sure students are ready to take their place in the industry; confident, professionally trained and fully prepared. We are registered and accredited with NZQA and offer eligible candidates the option of using their FEES FREE.*



## TERTIARY STUDY

*ITC qualifications start at level 3 through to our level 5 Diploma. We have campus locations in Auckland City, Botany & Whangarei with an option to Study From Home.*

*Students study Monday to Thursday 9:00am - 2:30pm with 3 study locations in Auckland City, South Auckland & Whangarei.*

*We recommend student complete level 2 NCEA prior to enrolling but this is not a necessity.*

*How? Enroll direct online or attend an information session. An info session will take no more than an hour & enrollment form only 10 minutes.*

## SCHOOLS

*Students can experience what ITC has to offer whilst still in school earning credits towards NCEA.*

*We provide a range of options to give the best experience that will inspire them into a career in travel, tourism or aviation.*

*All ITC options we provide schools is outlined in this brochure. Use the contents page to help guide you.*

## STUDENT TESTIMONIALS

**Natisha** - *I studied here for almost two years. The staff/teachers are so helpful and they give advice when you most need it.*

**Tepapatea** - *As an international student it's hard to think about leaving your country to study overseas, but ITC was definitely worth it!*

**Ina** - *Absolutely loved it. I felt like I had found a new family which kept me safe. I loved learning at ITC.*

**Mele** - *ITC has been so much fun, and full of new challenges. I'm glad I decided to attend ITC because I wouldn't have met some incredible students and helpful tutors. ITC has helped me to be more confident and has helped me to be less doubtful of myself. I have gained a lot of knowledge through the different courses and learned there is so much more to travel and*





# FULL TIME OPTIONS

TERTIARY STUDY



[college@itc.co.nz](mailto:college@itc.co.nz)



# FULL TIME STUDY

## OVERVIEW

ITC offers a variety of outstanding qualifications for the airline, travel and tourism industries. Ranging from 20 weeks to 2 years in length, all of our courses are designed to be fun, fast-paced and practical.

We have options to study in Auckland City, South Auckland, Whangarei and Study From Home.



We aim to provide students with the skills they need to find the job of their dreams. All of our qualifications are internationally accredited and therefore recognised all over the world. This makes their qualification transportable.

We are approved for student loans and allowances with the Ministry of Education and can offer eligible students the option to use their FEES FREE.

Why ITC? We have tutors from the industry, an outstanding relationship with employers in our industry and exclusive Employment Consultants that work full-time to assist students with gaining work experience, part-time work whilst studying and employment once graduated.

## QUALIFICATIONS

### **New Zealand Certificate in Tourism with a strand of Tourism and Travel Level 3 (20 weeks)**

Ideal entry for school leavers and those students who are new to the airline, travel and tourism industries. This is over and above level 3 tourism in school. A fantastic foundation.

### **New Zealand Certificate in Tourism with a strand of Aviation Level 3 (20 weeks)**

Ideal entry for school leavers and those students who would prefer an introduction to a career with an airline or at an airport. Just like the above it's a fantastic foundation.

### **New Zealand Certificate in Travel Level 4 (21 weeks)**

We recommend students who complete their level 3 continue with this level of study because it provides students with a comprehensive range of skills and knowledge suited to the airline, tourism and travel industries with a strong international focus.

### **New Zealand Diploma in Tourism and Travel Level 5 (1 year)**

The 1 Year Diploma in Tourism and Travel Level 5 provides graduates with the skills and knowledge to prepare them for a general management career, including IATA, Travel and Tourism. The course focuses on skills in human resource management, marketing, strategic planning, research, finance, legislation and information technology.

### **2 Year Business In Tourism Diploma**

Specifically designed for those wanting to enter into the tourism industry with both practical and management skills, making them highly valued by employers. This is a combination of our level 3, 4 & 5 qualifications and is an excellent combination of practical & management skills making graduates highly employable.

**Visit [www.itc.co.nz](http://www.itc.co.nz) for more information**



# STUDENT LIFE

When you visit ITC you'll notice something special about us. Here you'll not only find a comfortable learning environment, but something more. You'll find a spirit of warmth and friendliness, a positive attitude that is shared by everyone and a sense of achievement and professionalism between staff and students.

The ITC tutorial team are hand-picked for their extensive travel industry experience within New Zealand and overseas. They bring a real depth of skill and expertise to the classroom.



## ITC & INDUSTRY

ITC works closely with employers from the airline, aviation, travel and tourism industries. We meet with our Industry Advisory Board 3-4 times a year to ensure our courses are well-aligned with industry requirements. Our industry connections ensure that ITC graduates have the most up-to-date range of practical skills, knowledge and technical abilities needed for their new career.

### Employment Consultants

We have dedicated Employment Consultants at ITC that support our students with

- The final check of ITC students' CV's and interview preparation
- Supporting students with part-time employment during their study
- Securing work experience and informing students of volunteer opportunities
- Instilling and inspiring values of good work ethics
- The support, encouragement, and HR advice during and beyond their studies
- Recruitment event opportunities with our industry partners for our graduating students

### Industry Expos and Guest Speakers

ITC also holds an annual Industry Expo and invites guest speakers from a variety of industry businesses. Employers are invited on-campus to speak to the students and give them an insight to possible career paths. These events are an excellent networking opportunity for our students and often lead to work experience placements.

## DISNEY

ITC is a preferred Disney provider. It offers many opportunities for students to gain experience in the hospitality, tourism and business industries. Participants on the Disney Cultural Exchange Program will live, learn and earn at Walt Disney World Resort near Orlando in Florida, USA.

Participants will work in a variety of roles in operations, hospitality, merchandise, quick service food & beverage and lifeguards. The International Travel College is thrilled to be able to help our students gain such valuable work and life experience.

## INTERNATIONAL EXCHANGE PROGRAMMES

ITC has teamed up with International Working Holidays to help facilitate international exchanges for students to gain experience in the tourism industry. By working with these incredible companies it means we can offer many opportunities for students to gain experience in the hospitality, tourism and business industries.

Participants will work in a number of roles such as front desk agent, reservations agent, server, busser, bell attendants, host/hostess, restaurant attendant, housekeeper, security officer, bartender, spa concierge, tennis shop associate, cook, and many more!



**Read our success stories here: [www.itc.co.nz/blog/](http://www.itc.co.nz/blog/)**



# SHORT COURSES

STUDENTS GET A TASTE OF THE  
INDUSTRY ANYWHERE IN NZ &  
GAIN NCEA CREDITS  
LEVELS 2 & 3



[schools@itc.co.nz](mailto:schools@itc.co.nz)



# SHORT COURSES

Our short courses are delivered nationwide and are an opportunity for students to gain credits towards NCEA levels 2 and 3. They also give students a taste of the tourism industry through site visits, guest speakers, and participating in exciting activities. There is no minimum number of bookings required by your school. We can also deliver a course for your school with a minimum of 12 students and we can specialise a course just for you.

## THE TEAM

We are lucky to have such an amazing team who deliver our short courses nationwide. These tutors have had a wealth of experience in the tourism, travel & airline industries which means they give the students the very best experience relating their own stories and providing inside information about careers in NZ's largest industry.



## BOOKING PROCESS

Our booking process is very quick and straight forward. Email our Schools Coordinator [schools@itc.co.nz](mailto:schools@itc.co.nz) the course name, course date & the students full name/s.

We will organise an MOU for your school to sign.

Permission slips are provided (if there is a site visit). RAMS and any other full information is provided if needed.

Results are sent within 2 weeks of the course date. Any credits earned on these Short Courses will be reported by your school using our provider code.

**To enquire or book, email our dedicated Schools Coordinator [schools@itc.co.nz](mailto:schools@itc.co.nz)**

**[www.itc.co.nz/course-options/schools/](http://www.itc.co.nz/course-options/schools/)**

## SCHOOLS TESTIMONIALS

### **Rutherford College - Auckland**

*It's an opportunity to learn new skills and experience tertiary training prior to leaving school gives our students the confidence to explore areas of study that they may have been uncertain about.*

### **Whangaroa College - Northland**

*Our students experience the courses on offer to help further their career choices.*

### **Te Wharekura O Arowhenua - Invercargill**

*Our students absolutely loved the Flight Attending course that was provided in Invercargill. It confirmed, for 3, that this is their chosen career pathway. Will definitely be sourcing more.*

### **Ormiston Senior College (Auckland)**

*Students have loved the Short Courses. Not only have they earned credits but got to experience what their career pathway could look like. Based on these experiences they have enrolled into their career pathway.*

### **Alfriston College (Auckland)**

*Awesome courses, our Learners loved the tutors. They really enjoyed the courses and learnt valuable skills.*

### **Epsom Girls Grammar**

**(Auckland)** *ITC has been very reliable throughout the past year, effective in communication, understanding and trustworthy. Our students have feedback that they truly enjoyed ITC courses. I would like to thank ITC!*

### **New Plymouth Girls High School**

*Beneficial for the students who took part in cementing their thoughts on career choice post high school.*

# Level 2 & Specialised Short Courses

**These can be delivered Nationwide**

## Level 2 Courses - 1 day

We have four Level 2 courses that we can run for your class. These will give your Year 11 or 12 students a taste of what is to come in our Level 3 courses. Problem Solving includes 3 credits while our other Level 2 courses include 2 credits. (See below for more details)

### Aviation

Experience the exciting airline industry by learning key skills used on a daily basis. Learn terminology through interactive activities.

### Customer Service

Learn important components of Customer Service, hear from the industry with a special guest speaker.

### Employment Skills

Learn about diversity in the workplace & how to communicate with different teams.

### Problem Solving

Have fun while working as a team to solve some exciting industry problems.

## Specialised Short Courses

We have a number of short course options that focus on getting students up close to the industry, meeting the experts and at the same time taking the stress off schools having to organise the site visits and guest speakers.

### Intrepid Journey - 1 day

Students step into the shoes of a Cabin Crew Member with an airline workshop, participate in exciting activities, which may include: attractions, eco tourism or the hospitality industry.

### Ultimate Intrepid - 2 days

Students will do everything an Intrepid Journey offers but in addition students will partake in a full day experience in adventure tourism.

### International Student Experiences - Specialised courses to experience tourism

We can carefully put together a mixture of site visits which may include: adventure, marine, attractions, accommodation or airline. What a way to see what NZ has to offer! This also includes fun interactive practical workshops.

**Do you want something catered for you school? Your very own creation! We can do this too and help take away the hassle of planning trips.**

**For pricing visit [www.itc.co.nz/course-options/schools/](http://www.itc.co.nz/course-options/schools/)  
Booking or enquiries: [schools@itc.co.nz](mailto:schools@itc.co.nz)**





# Level 3 Short Courses

## These can be delivered Nationwide

### **Adventure Short Course - 2 days**

100% practical. Student participate in an adrenaline filled activity. Meet a professional from the industry, understand the role and the responsibility that comes with being in adventure tourism. 3 Credits, Level 3.

### **Flight Attending Short Course - 2 days**

2 practical days where students participate in various tasks of a Flight Attendant and learn the reality & role of a Cabin Crew Member using real equipment! 3 Credits, Level 3.

### **Tour Guiding & Leadership Short Course - 2 days**

Have the opportunity to develop public speaking abilities. Work with the top guiding companies. 3 Credits, Level 3.

### **Tourism Short Course - 2 days**

4 exciting visits which may include a Backpackers, Hotel, Marine & Adventure Tourism sites. 3 Credits, Level 3.

### **Maori Tourism Short Course - 2 days**

Learn about a huge part of New Zealand Tourism. Learn traditional activities and watch the experts during a live cultural performance. 2 Credits, Level 3.

### **Careers Short Course - 1 day**

Explore your career options and discover pathways to reach your dream job which include activities and practical exercises. 3 Credits, Level 3.

### **Travel Short Course - 3 days**

Experiencing tertiary life at its best. Learn essential skills to communicate not only in a working environment but also between various cultures. 9 Credits, Level 3.

### **Communication & Customer Service - 2 days**

Walk away with skills to communicate effectively in the workplace, learn the importance of customer service and how to provide only the best for our customers. 7 credits, Level 3

### **Communication & Marketing - 4 days**

Learning the importance of listening & responding to customers. Explore the exciting world of marketing in the tourism industry through planning & research. 9 credits, Level 3 (Includes 6 achievement standard credits)

### **Eco Tourism - 2 days plus class work**

Learn about the importance of sustainability & eco tourism while completing your own sustainable project. 6 Credits, Level 3

**For pricing visit [www.itc.co.nz/course-options/schools/](http://www.itc.co.nz/course-options/schools/)  
Booking or enquiries: [schools@itc.co.nz](mailto:schools@itc.co.nz)**





AN INCREDIBLE TERTIARY EXPERIENCE

# ACADEMY'S

BUSINESS OF TOURISM ACADEMY  
OPTIONS FOR AUCKLAND &  
NORTHLAND



[schools@itc.co.nz](mailto:schools@itc.co.nz)



# BUSINESS OF TOURISM ACADEMY'S

At the International Travel College it's our vision to inspire students all over New Zealand to pursue a career in airline, travel or tourism. ITC has paired up with academies in Auckland and Northland to offer a Business of Tourism Academy for high school students in Auckland City & Whangarei.

This fantastic course option will give students the opportunity to learn about tourism from a business point of view, with a real focus on the entrepreneurial side of things that Kiwis are so famous for.

This level three academy ensures learners can get the best start in the industry. Additionally, these courses cover a range of sectors in the industry, including adventure tourism, airline and airports, accommodation, activities, attractions and many more.

We have a strong focus on communication, cultural awareness, enterprise & marketing, customer service, leadership, public speaking and presentation skills. These are all valuable skills our industry demands of their future workforce.



## ACADEMY OVERVIEW

The Business of Tourism Academy offers 30 credits at level 3, offering high school students a chance to learn more about this exciting industry while earning credits.

As well as credits, one of the biggest benefits of this course is the connection that it builds between students and employers. Throughout their studies, students will meet with industry people during site visits and activities, which will help to build a valuable network.

### **The course includes a strong focus on:**

Communication, cultural awareness, enterprise & marketing, customer service, leadership, public speaking & presentation skills.

### **Additional course benefits:**

Tutors with industry experience, multiple site visit & students participate in tourism activities and have the opportunity to work with our high schools, making new friends along the way. Our academies and experienced tutors give the students a real taste of tertiary life while assisting them to make an informed decision after high school.

## STUDENT TESTIMONIALS

### **Auckland City Academy**

*I think this course brought me out of my shell, i was really shy when i first started but i became more confident after this course. I think it really helped my interest i had for tourism.*

### **Auckland City Academy**

*Personally I think I gained a lot more confidence in myself. I can now allow myself to get up in front everyone and speak.*

### **Auckland City Academy**

*I gained a lot of knowledge on things I wasn't as knowledgeable about previously and I had lots of opportunities to explore fun activities.*

### **Whangarei Academy**

*The personal connections and the overall positivity our tutor brings to every class is truly the best.*

### **Whangarei Academy**

*This gave me more confidence with meeting new people and letting my voice/opinions be heard. I also feel like it made me more open towards others.*

### **Whangarei Academy**

*I made new friendships and gained so much more knowledge in the tourism industry.*

## TEACHER TESTIMONIALS

### **Whangarei Academy**

*I've noticed an increase in knowledge of the tourism sector; the ability to work well in a team, increased focus at school and confidence in my student.*

### **Whangarei Academy**

*Amazing experience for our akonga, great communication and updates on progress.*

### **Auckland Academy**

*Excellent comms, genuine interactions, amazing experiences, overall an amazing programme run by amazing people.*

MULTIPLE OPTIONS FOR YEAR 12 & 13  
STUDENTS IN AUCKLAND

# EXPERIENCES

BUSINESS OF TOURISM EXPERIENCE,  
AIRLINE & AIRPORT AND  
ADVENTURE & LEADERSHIP  
OPTIONS



[schools@itc.co.nz](mailto:schools@itc.co.nz)



# ITC'S TOURISM EXPERIENCES

**We are excited to announce our Tourism Experience options:**

- Business of Tourism Experience: 1 day a week during terms 1, 2 & 3
- Airline & Airport Experience: 1 day a week during terms 2 or term 3
- Adventure & Leadership Experience: 1 day a week during term 2

These experiences are suitable for year 12 or 13 students in secondary schools who wish to learn more about this very popular career pathway.

## BUSINESS OF TOURISM EXPERIENCE

We have carefully designed our long-term Experience as another learning option whilst students remain at school. This fantastic Experience will give students the opportunity to learn about tourism from a business point of view, with a real focus on the entrepreneurial side of things that Kiwis are so famous for.

This level three Experience ensures learners can get the best start in the industry. Additionally, this covers a range of sectors in the industry, including adventure tourism, airline and airports, accommodation, activities, attractions and many more.

**Dates:** 1 day a week in terms 1, 2 & 3

**Time:** 9:30am – 2:30pm each day

**Credits included:** 30 credits at level 3

**Cost:** This is not funded. For a cost email school@itc.co.nz



## AIRLINE & AIRPORT - 7 WEEKS

We cover the exciting various roles in this very popular part of our industry, meet professionals and include a sneak peak into the popular role of a Flight Attendant. Students will experience an airline visit and see behind the scenes in our busy Auckland Airport

**Dates:** 1 day a week for 7 weeks (options in term 2 or 3)

**Time:** 9:30am – 2:30pm

**Credits included:** 10 credits at level 3

**Cost:** Enquire via email, schools@itc.co.nz

## ADVENTURE & LEADERSHIP - 7 WEEKS

Great for students who love the outdoors and the adventures that comes with being outside. Perfect for more practical learners and students who wish to learn leadership skills. We discover how to best represent an organisation, the importance of safety and of course how we can create unique experiences for customers.



**Dates:** 1 day a week for 7 weeks (option in term 2)

**Time:** 9:30am – 2:30pm

**Credits included:** 10 credits at level 3

**Cost:** Enquire via email, schools@itc.co.nz

## TESTIMONIALS

### **Business of Tourism**

*This has taught me a lot throughout the entire year and gave me a lot of different options to think about carrying out for my future career. I'm more confident.*

### **Business of Tourism**

*I think it has helped me a lot with seeing there are more opportunities with careers in Tourism instead of just being a flight attendant. I came into this course wanting to be a flight attendant now I see there are other jobs I can take to explore through traveling. I definitely loved this course over all and would definitely join again!*

### **Shorter Experience**

*It definitely helped me get out of my shell and explore my customer service skills by doing all of the different scenario role plays etc.*

### **Shorter Experience**

*I really appreciate my tutor, because I couldn't have done it with out her. She always made me feel understood and confident in myself. While I did my assignments and activity I felt like I could take my time and felt welcome into ITC, this is all because of my supporting and loving tutor.*





# TOURISM RESOURCES

RESOURCE OPTIONS FOR TOURISM  
WORKBOOKS OR ONLINE STUDY  
IN SCHOOLS NATIONWIDE

[www.itc.co.nz/tourism-resources/](http://www.itc.co.nz/tourism-resources/)



# TOURISM RESOURCES

We have a number of online and the traditional paper based resources for you to deliver tourism for NCEA Level 2 and Level 3. Our resources are very visual which is engaging for the students. A huge benefit of our online option is the vast amount of marking is completed by the computer programme not the teacher.

Over 50% of our paper resources have the assessments included within them, which halves the marking for the teacher and reduces repetitiveness for the students.

Both versions of our resources include online teacher resources which include links to useful sites, videos, images, data and much more. The assessments and marking guides are also included in the costs.

Please do not worry if your school does not have accreditation to deliver tourism in schools. You can deliver the course via correspondence, complete the marking and then the school reports the credits using our provider code.



## ORDERING RESOURCES

Our ordering process is simple and easy. Please take a photocopy of the order form on the following pages.

Send your order form through to [school@itc.co.nz](mailto:school@itc.co.nz) and you will receive your online login within 24 hours and workbooks within 3-5 working days.

All workbooks, resources and online courses are updated annually. There is a one-off annual fee for the online assessment database of \$5 + GST per student.

## SCHOOLS TESTIMONIALS

### **Glenfield College (Auckland) -**

*Easy to follow, assessment inclusive with workbook and a flexible working pace.*

### **Woodford House (Hawkes Bay) -**

*They gained confidence in their knowledge and were prepared to take risks when learning the material. They want to follow the tourism pathway due to the relevance of the papers.*

### **Auckland Grammar School -**

*The students were able to practice the task in their books before doing the assessment and it allowed me to check that they had a good understanding before sending them on to the assessment.*

**Motueka High School -** *Price is reasonable, students like it and assessments get marked quickly.*

### **Tikipunga High School**

**(Whangarei)** *Can be completed online and can be assessed online. No stress for us.*

### **Marist College (Auckland)**

*ITC are prompt with orders & deliveries. Online support is great for senior students to work at their own pace.*

### **Kaitia College (Northland)**

*Easy to use, no waiting around for marking and reporting of results.*

### **Rutherford College (Auckland)**

*You offer a fantastic "product" always good communications and resources.*

**To order simply photocopy the order form on the next page and scan it to [schools@itc.co.nz](mailto:schools@itc.co.nz). Please do not hesitate to email for a FREE sample today.**

# I-STUDY RESOURCES



Learning options for schools **with accreditation**. Each paper-based student **workbook costs \$29.50+gst**. Each **online programme costs \$22.50+gst**.

<b>School:</b>	<input type="text"/>	<b>Name:</b>	<input type="text"/>
<b>Delivery Address:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>
<input type="text"/>		<b>Email:</b>	<input type="text"/>

Unit Number, Version, Level, Credits & Resource Name	No. of I-Study paper based workbooks	No. of I-Study online programmes
<b>Essential Tourism Skills Combo</b> (Sold individually) US18237 v4, Level 2, Credits 3 plus US23761 v3, Level 2, Credits 3 plus US23767 v3, Level 2, Credits 2 (Online assessments available)		
<b>History of NZ Tourism</b> US33211 v1, Level 2, Credits 3		Not Available
<b>Pure NZ Level 2</b> US24731 v5, Level 2, Credits 4 (Assessment in printed book or online/written assessment available)		
<b>Pure NZ Combo</b> US24731 v5, Level 2, Credits 4 plus, US24733 v3, Level 3, Credits 5 (Assessment in printed book or online/written assessment available)		
<b>World Tourism Destinations</b> US24729 v4, Level 2, Credits 4 (Assessment in printed book or online/written assessment available)		
<b>The Tourism Business Combo</b> (Can be sold individually) US24728 v3, Level 2, Credits 3 plus US24730 v3, Level 2, Credits 4 plus US24732 v3, Level 2, Credits 3		
<b>Tourism Impacts Combo</b> (Can be sold individually) (Assessment in printed book) US24726 v3, Level 2, Credits 2 plus US24727 v3, Level 2, Credits 3		
<b>Destination Australia</b> US18211 v6, Level 3, Credits 5 (Assessment in printed book or online/written assessment available)		
<b>Destination South Pacific</b> US3727 v10, Level 3, Credits 5 (Assessment in printed book or online assessment available)		
<b>Destination New Zealand</b> US18212 v5, Level 3, Credits 8 (Assessment in printed book or online/written assessment available)		
<b>Demonstrate Knowledge of World Geography, including the Pacific Islands &amp; Australia</b> US28126 v3, Level 3, Credits 5 (Assessment in printed book or online assessment available)		
<b>Pure NZ Level 3</b> (Assessment in printed book) US24733 v3, Level 3, Credits 5		
<b>Tourism Industry Knowledge</b> (Assessment in printed book) US23766 v3, Level 3, Credits 5		
<b>Tourism Impacts L3</b> - Economic, Socio-Cultural & Environmental Impacts US33212 v1, Level 3, Credits 5 (Assessment in printed book)		
<b>Demonstrate Knowledge of World Travel Geography</b> US25508, v3, Level 3, Credits 3	Not Available	
<b>Demonstrate Knowledge of Asian Countries</b> US26461, v4, Level 3, Credits 8		
<b>Demonstrate Knowledge of European Countries</b> US26463, v4, Level 3, Credits 8		

Copy, complete & email to [schools@itc.co.nz](mailto:schools@itc.co.nz)



# DOL I-STUDY RESOURCES I-STUDY

Learning options for schools **without accreditation**. Each paper-based student **workbook costs \$165+gst**. Each **online programme costs \$90+gst**.

<b>School:</b>	<input type="text"/>	<b>Name:</b>	<input type="text"/>
<b>Delivery Address:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>
<input type="text"/>		<b>Email:</b>	<input type="text"/>

Unit Number, Version, Level, Credits & Resource Name	No. of I-Study paper based workbooks	No. of I-Study online programmes
<b>Essential Tourism Skills Combo</b> (Sold individually) US18237 v4, Level 2, Credits 3 plus US23761 v3, Level 2, Credits 3 plus US23767 v3, Level 2, Credits 2 (Online assessments available)		
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<b>Demonstrate Knowledge of European Countries</b> US26463, v4, Level 3, Credits 8		

# INDEPENDENT LEARNING

INDEPENDENT LEARNING  
OPTIONS DESIGNED FOR  
YEAR 11, 12 & 13  
STUDENTS

[schools@itc.co.nz](mailto:schools@itc.co.nz)



# Independent Learning Options

## Why use our independent learning options?

- The content is generic so useful to support and benefit any student.
- These options are designed carefully with the student in mind and can be completed without teacher support.
- Even though the students can work on these independently, without support required, they could also be delivered in a class.
- Extra support has been added for each students, which consists of free online tutorials and a dedicated help email.
- They are marked by our dedicated Schools team and extra support is provided if the student requires another attempt. Students receive up to 3 attempts so they do not have to pass first time.
- Results are sent within two weeks of receiving the students work.
- No minimum required and you can purchase multiple options.
- Everything above is included in the cost.

## Level 2 & 3 Online Short Courses

These can be completed Independently or in class. Gain transferable skills, credits and a certificate! All we need is the name and email of the students completing these Short Courses and we can set them up using our online platform.

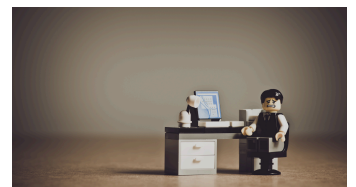
### Problem Solving Short Course | 3 credits, level 2 - \$38+gst pp

Having the ability to problem solve is a very important skill. Students learn the key steps of solving problems through a series of brain teasers and thought provoking activities. They understand the importance of each process and test those skills by solving a problem.



### Employment Skills Short Course | 2 credits, level 2 - \$38+gst pp

We live in a very diverse world. Being able to work and study with a diverse range of people is a very valuable skill. Students will learn what diversity is and the important techniques to manage diversity in their personal and professional lives.



### Aviation Short Course | 2 credits, level 2 - \$38+gst pp

During this online course students will learn the significant terminology, phonetic alphabet and 24 hour clock. Through an interactive learning experience students will become an expert at airline terms. These skills are sort after and required in a number of work roles.



### CV Short Course | 2 credits, level 2 - \$38+gst pp

Using our step by step guidance, students will created their very own curriculum vitae (CV). Get inside knowledge of what employers are looking for when they look at a CV. In addition students will learn more about applying for jobs in future.



### Careers Short Course | 3 credits, level 3 - \$65+gst pp

During the online course they will understand the importance of marketing themselves and learn what it takes to stand out from the other potential applicants. This course will take them on a journey through a career of their choice where they will create their own career plan, walking away with a better idea for their future.



## Professionally printed or Word document options

We have FOUR unit standards designed for year 12 & 13 students looking for additional NCEA credits. These units are diverse and can be used for all areas of school life – sports teams, school leaders, groups, clubs or students on work placements. These can be purchased as a word document to be typed into or a physical workbook.

- Word document: Your students can type in their answers.
- Professionally printed: Some students prefer to have a physical workbook to write in.

### Communication Events Unit 11097 – 3 Credits, Level 3

Communicating has never been so easy when you understand the individual components and importance of communicating effectively. This unit will not only discuss the delivery of a message but how vital it is to respond correctly.

- Cost if supplied by Word Doc: \$75+gst
- Cost for professionally printed workbook: \$85+gst



### Communications Unit 9694 – 4 Credits, Level 3

It is important to understand the cycle of communication and the barriers that exist when speaking to others. In a professional or personal circumstance it is the responsibility for both the person speaking and the person receiving the message. By knowing these skills this will make you a better communicator in the workplace and in your own personal life.

- Cost if supplied by Word Doc: \$95+gst
- Cost for professionally printed workbook: \$105+gst

### Teams & Team Leadership Unit 27563 – 4 Credits, Level 3

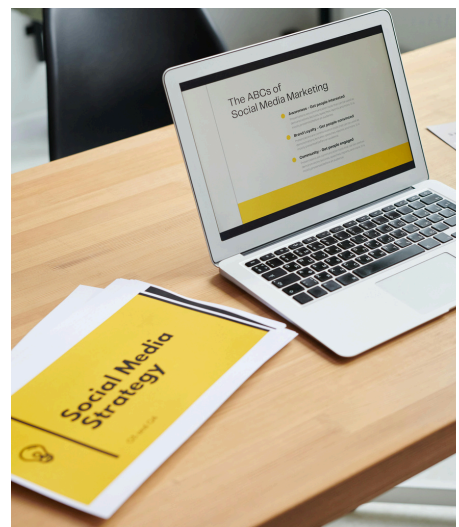
To be successful sometimes we require help and support from others. Being a part of a team and running a team efficiently will not only make you successful in business or in your personal life but will also help you work efficiently and increase overall performance in your personal life or in work.

- Cost if supplied by Word Doc: \$95
- Cost for professionally printed workbook: \$105+gst

### Marketing Achievement Standard 91382 – 6 Achievement Standard Credits, Level 3

This work book is designed to help students gain a better understanding of the steps and research required to successfully develop a marketing strategy and plan. This is suitable for year 13 students who are interested in business studies and market research.

- Cost if supplied by Word Doc: \$180+gst
- Cost for professionally printed workbook: \$190+gst



**To enquire or order email [schools@itc.co.nz](mailto:schools@itc.co.nz)  
Ask for a FREE sample today.**



# GATEWAY

SUPPORTING STUDENTS TO GAIN THE  
BEST EXPERIENCE WHILST ON  
GATEWAY PLACEMENT

[schools@itc.co.nz](mailto:schools@itc.co.nz)



# GATEWAY

We have a number of options from workbooks to online learning that will help support and influence the student's experience while on a Gateway work placement. Suitable for any year 12 or 13 student. The content is generic so useful for any workplace. Extra support has been added and straight forward checklists are provided for students and Gateway coordinators. Even better, they are marked by our dedicated Schools team.

## UNIT OPTIONS

### **Communication Events Unit 11097 – 3 Credits, Level 3**

Understand the individual components and importance of communicating effectively.

- Cost if supplied by Word Doc: \$75+gst
- Cost for professionally printed workbook: \$85+gst

### **Communications Unit 9694 – 4 Credits, Level 3**

Learn the importance of the communication cycle and the barriers that exist when speaking to others.

- Cost if supplied by Word Doc: \$95+gst
- Cost for professionally printed workbook: \$105+gst

### **Teams & Team Leadership Unit 27563 – 4 Credits, Level 3**

Learning the stages and styles of team leadership and how we have an important role when working in a team.

- Cost if supplied by Word Doc: \$95
- Cost for professionally printed workbook: \$105+gst

### **Marketing Achievement Standard 91382 – 6 Achievement Standard Credits, Level 3**

Understanding of the steps and research required to successfully develop a marketing strategy and plan.

- Cost if supplied by Word Doc: \$180+gst
- Cost for professionally printed workbook: \$190+gst



## GATEWAY PROCESS

Workbook orders are made with our Schools Co-ordinator by emailing [schools@itc.co.nz](mailto:schools@itc.co.nz).

- Results are sent within two weeks of receiving the students work.
- These options not only provide the student with structure and focus for their placement, they also equally provide often much needed focus and structure for the employer.
- No minimum required and you can purchase multiple options.
- Everything above is included in the cost.

## SCHOOLS TESTIMONIALS

### **Piopia College (Waitomo)**

*The Gateway Workbook can be completed using pretty much any setting and students can work on them alongside students doing other subjects ie in a composite classroom which is ideal in a small rural secondary school.*

### **Tikipunga High School (Whangarei)**

*The work is self directed. There are loads of different ways for students to access extra support if they need it.*

### **Marist College (Auckland)**

*They offer the opportunity for a student to do a work placement in a workplace of their choosing and still gain relevant credits, even when there isn't a dedicated unit standard course available to them for their interest field.*

### **Otahuhu College (Auckland)**

*They are flexible and easy to apply to different work placements.*

### **Michael Park School (Auckland)**

*All in one resource that includes employer sign off, theory resources and clear instructions*

### **St Mary's College (Auckland)**

*Quality of the paper, colored, easy to use and the pictures are relevant.*

### **Waitaki Girls High School (Oamaru)**

*Students were able to get a better understanding of listening as an important part of their role in the workplace.*

### **Waitakere College (Auckland)**

*Reflect on the meaning of their work. Access resource help to complete the questions.*

**To enquire or order email [schools@itc.co.nz](mailto:schools@itc.co.nz)  
Ask for a FREE sample today.**



# CAREERS

THERE ARE A NUMBER OF WAYS WE  
CAN SUPPORT YOU AND  
YOUR STUDENTS



Email: [schools@itc.co.nz](mailto:schools@itc.co.nz)



# CAREERS

We know you want to always provide the best information for your students so they can make an informed decision about their future career or study options. This is why we have been supporting schools & students continuously to provide the most up to date information.

## SERVICES WE OFFER

There are a number of additional services our Schools Team offers to help provide the best opportunities for your students:

### Class Talks

We often do talks about the following areas that cater for many year levels in school:

- Tourism classes
- Careers lunchtime talks
- Transition and Gateway classes
- Assemblies
- 1 on 1 or small groups with interested students

Our talks are a fun and informative look at careers available in tourism in New Zealand and around the world and what your students can do right now to prepare themselves to enter our industry.

### Visual Display

Need to dress up your office or classroom? Don't worry we have a selection of the following available. For posters you fill out a 'poster request form':

- Photoboards - which can show case a variety of work roles & show the diversity in the workplace
- Posters that advertise the industry, ITC, Disney or Short Courses
- Flyers and Prospectuses - have all the information at hand to explain to interested students.

### Events

We've attended a number of careers events or expos, cluster meetings nationwide and assist with interactive workshops for staff. This can be catered to suit the needs of your school.



## SCHOOLS TESTIMONIALS

### **Manurewa High School (Auckland)**

*The kids enjoyed your presentation. Thank you again for the time you have taken out of your busy schedule to speak tourism life to my students.*

### **Orewa College (Auckland)**

*It was lovely to have you present to our students today. A good start to our Period. Great for the students to see the vast variety of roles within the industry, and the perks!!*

### **Richard Allen Catholic Cathedral College (Christchurch)**

*I thought you communicated very well and gave some great energy and excitement to the students. You had interesting stories that held the students attention, you managed students well.*

### **Hagley College (Christchurch)**

*It was great for me too, it enabled me to see the important role that tourism has in our community and the chances for students in the future.*

### **Kerikeri High School (Northland)**

*The students loved it, and a lot of them are now talking about how it fits in their future, so thanks for opening their eyes a lot more.*

### **Aotea College (Wellington)**

*Thank you for coming in. My students really enjoyed your presentation and it was the best one I have seen so far.*

**To enquire or book email [schools@itc.co.nz](mailto:schools@itc.co.nz)**



# CAREERS RESOURCE

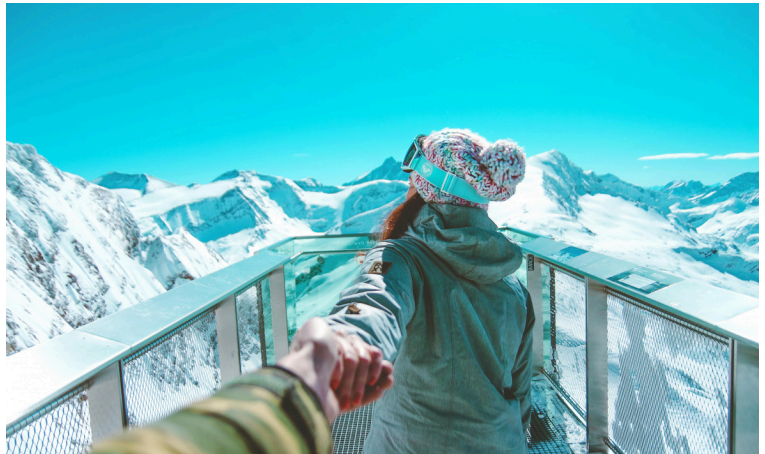
USEFUL CAREERS RESOURCES  
TO SHARE WITH  
SENIORS





# TOURISM & AVIATION CAREERS

Since 1996, ITC has been providing quality education and advice to help support the future of our tourism and aviation industry. We work extensively with our industry. Our industry connections ensure that ITC graduates have the most up-to-date range of practical skills, knowledge, and technical abilities needed for their new career.



We've carefully put together a number of pathway documents to help anyone considering one of these very exciting roles. These are available absolutely free, as a useful resource to provide students who will be interested in any of these careers.

Below are some of popular roles we have available, with more being added. Our resources will give steps for students to start preparing for these careers right now.



Visit: [www.itc.co.nz/tourism-aviation-careers/](http://www.itc.co.nz/tourism-aviation-careers/)



# GRADUATE PATHWAYS

Since 1996 ITC graduates have been taking every opportunity with us on their study journey and beyond in their careers. It is our priority to ensure we share the success of our students with their schools and share their inspiring stories with our wider audience. These are just a few examples of our ITC graduates and their pathway to the career they are in now.





# PERSONAL DEVELOPMENT

WE OFFER A NUMBER OF FREE  
PERSONAL DEVELOPMENT DAYS  
NATIONWIDE



Email: [ceri@itc.co.nz](mailto:ceri@itc.co.nz)



# PERSONAL DEVELOPMENT

We provide FREE Personal Development (PD) days for teachers and staff to further your knowledge of our products, services and changes to meet school and NZQA requirements. These days give anyone who attends further contacts, tools and knowledge to take back to school so you can provide the best and most up to date experience for your students.

## PD DAYS

**Below are a selection of Personal Development Days we offer FREE which includes a light refreshment.**

### Careers Advisors & STAR Coordinators

This day is designed to offer the opportunity to gain a greater understanding of the exciting careers available in Travel and Tourism.

The day will also give you hands on experience of some of the activities and site visits that we offer on our Short Courses. See what you students get up to, gain further contacts within the industry and understand their expectations for recruitment.

### Gateway Coordinators

Learn about our Gateway Workbooks worth 20 credits, level 3. You can see how it works and most importantly how to run a good induction for those who are using these workbooks.

This will be a great opportunity to explore what roles students have successfully participated in whilst doing our workbook and how these generic units have impacted on their placement.

Network with others in Gateway and gain contacts to help with future placements.

### Tourism Teachers

The day will include a range of tourism industry guest speakers, discussions around tourism as a subject and the perception of tourism in schools.

Network with others who deliver tourism which will give opportunities to share best practice and learn about career opportunities in tourism moving forward,



## SCHOOLS TESTIMONIALS

### **Botany Downs Secondary College (Auckland)**

*I have come back all passionate and excited about your units and have a few workplaces I can definitely use these in.*

### **Kamo High School (Whangarei)**

*Was great to get a chance to network with the others and know that I have their support.*

### **Ao Tawhiti Unlimited Discovery (Christchurch)**

*Great speakers, catering and workshop. Thank you for all the effort you put into the day. I found it very valuable especially the Tourism research you shared.*

### **Onslow College (Wellington)**

*Thanks for the contact details from the day and will make sure to keep in contact with them all.*

### **James Cook High School (Auckland)**

*Thank you so much for the PD Day, it was definitely an experience! The effort you put into the preparation of the day and the love you have for what you do was very evident, love it! It was great to get a sense that your focus is the students and sharing opportunities with them that will help them succeed in their futures.*

### **Te Kura Correspondence School**

*I found it extremely interesting and as always it is lovely to see everyone. Keep doing your excellent work*

### **Howick College (Auckland)**

*It was great to actually visit one of the places I am promoting to the students. Now when I speak to them I can sound a lot more knowledgeable and actually explain more about what they will be doing on the course.*

**To enquire email [ceri@itc.co.nz](mailto:ceri@itc.co.nz)**



# PROFESSIONAL ORGANISATIONS

THESE ARE USEFUL ORGANISATIONS ITC  
IS INVOLVED WITH & CAN BE BENEFICIAL  
FOR YOU IN SCHOOL

[ceri@itc.co.nz](mailto:ceri@itc.co.nz)



# PROFESSIONAL ORGANISATIONS



The International Travel College of New Zealand is proactive in both education and industry professional organisations.

This ensures we are abreast of developments in all areas and we can actively contribute for the benefit of all.

Our connection with education and industry places us in a unique position and enables us to be the conduit between tourism education and employers.

## ITC's Industry Advisory Board

We have over 15 industry partners and schools that are a part of our Advisory Board. We meet 3 times a year and contributions from our industry partners and schools ensure we are across new developments within our industry and education. This also allows us to update them on development of tertiary education.

The work of our Advisory Board ensures our full time courses are focused on the requirements of industry and enables us to provide the highest quality and relevant education to our students.

## Careers & Transition Education Association NZ (CATE)

ITC has actively supported CATE for many years through consistent attendance at the National Conference and our representation on both Auckland & North CATE regional committees. [www.cate.co.nz](http://www.cate.co.nz)

## Backpacker Youth Adventure Tourism Association (BYATA)

ITC is a member of BYATA and currently hold a position on the board overseeing their education portfolio. [www.byata.org.nz/](http://www.byata.org.nz/)

## Tourism Teachers Association NZ (TTA-NZ)

ITC has played a key part in the development of this very worthwhile organisation and currently sit on the executive board. [chairperson.tta.nz@gmail.com](mailto:chairperson.tta.nz@gmail.com)

## Tourism Industry Aotearoa (TIA)

We have been members of this association for many years and have won numerous TIA awards. This organisation represents some key elements of the tourism industry and advocates on behalf of the industry with central government. All High Schools can be members of TIA for free. <http://tia.org.nz>

## INDUSTRY TESTIMONIALS

### **Entrada (previously Intercity group) -General Manager**

*One of ITC's major advantages is their in depth knowledge of the tourism industry which they have built up through continual engagement with a wide range of businesses covering different segments of the industry. In addition to Advisory Board meetings, ITC staff regularly go out to meet with operators and learn what is happening and what trends are developing in "the real world". I am very impressed by this approach, it means ITC can provide its students with up to date facts and context that better prepare them for work.*

### **AJ Hackett NZ -General Manager**

*In my view it has been a very successful two way relationship; we take work experience students from them, employ their students and assist when possible with careers talks and student events. ITC has been able to match us with the right personalities to fit our team culture, there is a high level of trust there now built from the quality of the graduates provided.*

### **Explore Group NZ -General Manager**

*The decision was easy to choose ITC for our Auckland and Bay of Islands training days. I've had great feedback, our crew loved it, and I've noticed an immediate improvement in the service delivery and general moral since their training.*

### **TIANZ**

*ITC has made valuable contributions to strategic industry discussions on People and Skills issues. I have appreciated the opportunity for regular discussions and input on issues like transition from school, and work place readiness.*

# CONTACT US

PLEASE FEEL FREE TO CONTACT US AND  
SEE HOW WE CAN SUPPORT YOU AND  
YOUR STUDENTS





# CONTACT US



## USEFUL LINKS & CONTACTS

*Please do not hesitate to contact us if you have ideas or questions that we can assist with. A big factor in why ITC is a leading educator is because of our flexibility to cater for individual needs of students, schools and industry.*

*We are just a click or phone call away to assist you today.*

## CAMPUS LOCATIONS

- **Auckland City (head office)** - ITC House, Level 4, 9 City Road, 1010 Auckland
- **South Auckland (Botany)** - Level 1, Fashion Pavilions, Botany Town Centre, Chapel Road, 2010, Auckland
- **Whangarei** - 51 Raumanga Valley Road, 0110

## CONTACT NUMBERS

- **Head Office** - (09) 373 5510
- **All Campus Options** - Toll free 0800 868747
- **Schools Team Managers**  
**Ceri Jenkins** - 021 623753  
**Mel Jenkins** - 021 0558544



## EMAILS

- **Schools Coordinator** - [schools@itc.co.nz](mailto:schools@itc.co.nz)
- **Full-time course enquiries** - [college@itc.co.nz](mailto:college@itc.co.nz)
- **Schools Team Managers**  
**Mel Jenkins** - [mel@itc.co.nz](mailto:mel@itc.co.nz)  
**Ceri Jenkins** - [ceri@itc.co.nz](mailto:ceri@itc.co.nz)



## WEBSITES

- **Main ITC Home Page** - [www.itc.co.nz](http://www.itc.co.nz)
- **ITC Schools Page** - [www.itc.co.nz/course-options/schools/](http://www.itc.co.nz/course-options/schools/)
- **Campus Locations** - [www.itc.co.nz/campus-locations/](http://www.itc.co.nz/campus-locations/)
- **Open Days or events** - [www.itc.co.nz/campus-locations/freeevents/](http://www.itc.co.nz/campus-locations/freeevents/)
- **Fees Free Information** - [www.itc.co.nz/about-us/feesfree/](http://www.itc.co.nz/about-us/feesfree/)
- **Poster & Flyers** - [www.itc.co.nz/posters-flyers/](http://www.itc.co.nz/posters-flyers/)

# ITCNZ