

Pacific Pathology Training Centre



Student Handbook

2025

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Welcome to the Pacific Pathology Training Centre (PPTC)

Nau mai, haere mai. Welcome to the Pacific Pathology Training Centre

Foreword

We hope that the coming year is a special experience for you and that the PPTC plays a part in supporting achievement of all your goals for 2025.



At the PPTC, you may be living away from home for the first time through our centre based course programme or enrolled in a graduate training course through your distance learning course Diploma programme.

While this may have its attractions, it may also be a source of trepidation for some of you. Be assured that others will be having the same feelings and recognise there will be challenges in getting used to a different environmental experience. The team at the PPTC, are here to help you navigate your journey through this rewarding experience and achieve academic success.

As with any group, the PPTC family functions well when we all show respect for each other and appreciate the privilege that we have been awarded in belonging to a family. By joining us you accept and agree to abide by the values and expectations of behaviour at the PPTC as expressed in this handbook. You are also expected to contribute positively to the centre through participation.

I encourage you to make the most of the many opportunities available: use the academic support provided; get involved in PPTC activities; meet new people and make lasting friendships; support others in the achievement of their goals; and discover yourself during your transition to greater independence.



This handbook is full of useful information to help you get the best from your first experience at the PPTC. Please read it beforehand and we look forward to having you join the PPTC family

Kia hora te marino, kia whakapapa pounamu te moana, kia tere karohirohi i mua i tou huarahi.

May calm be spread around you, may the sea glisten like greenstone and the shimmer of summer dance across your path.



Philip Wakem
Chief Executive Officer
Pacific Pathology Training Centre

About Us

The Pacific Pathology Training Centre (PPTC) is a not-for-profit organisation located at Wellington Hospital, New Zealand. It was established in 1980 primarily to provide training and assistance in the Medical Laboratory Sciences and provide developmental assistance for clinical laboratories and blood transfusion services of Pacific Island countries including those of South-East Asia.

Since its establishment, the PPTC has been supported by the New Zealand Government, through assistance from the New Zealand Ministry of Foreign and Trade overseas Programme. It has also been strongly supported by the Capital & Coast District Health Board, the New Zealand Blood Service, New Zealand Red Cross, Norman Kirk Trust and the University of Otago School of Medicine and Health Sciences. From 1990, the PPTC attained the status of Collaborating Centre for the World Health Organization, Western Pacific Region, and has steadily developed this relationship through the provision of its services which include providing External Quality Assurance Programmes, consultancy and teaching courses in the Medical Laboratory Sciences.

In 2019, the PPTC underwent a name change from the Pacific Paramedical Training Centre to Pacific Pathology Training Centre. This change reflects the core work being carried out by the centre.

Governance of the PPTC is by a Board of Trustees comprising of six members, five of which are Medical Laboratory Scientists. Additional networking with other Pacific organisations such as the SPC (Pacific Community), PPHSN (Pacific Public Health Surveillance Network), PIHOA (Pacific Islands Health Officers Association), JIMT (Pacific Joint Incident Management Team – Lab Cell), and the Labnet Technical Working Group has exemplified the organisations' unique recognition and role amongst the region in the continuing development of Pacific-wide medical laboratory services.

In Pandemic times, the PPTC has been called upon to apply its expertise and technical management to accelerate the testing capabilities in critical testing sectors of Microbiology, Clinical Biochemistry, Haematology, Serology, Blood Transfusion Science and the rapidly developing Molecular PCR platforms.



PPTC Vision

1. Provide training in appropriate Medical Laboratory Science and technology.
2. Provide developmental assistance for clinical laboratories and Blood Transfusion services of the Pacific Island Countries and Territories as well as those of South-East Asia.
3. Improve the quality of work performed in Medical Laboratories by providing Quality Assurance Programmes.

Governing Principle of the PPTC

Teaching and development programmes offered:

‘Must be appropriate, affordable and sustainable for the health care setting in which they will be used’.

With an emphasis on specialized and practical training to ensure an immediate benefit for the trainees and impact the health status of Pacific Island and neighbouring communities.



Our Core Values

The PPTC has a 40 year history of excellence in providing developmental assistance to Medical Diagnostic Laboratories operating in the Pacific and South-East Asia.

Our core values are:

- To deliver Medical Laboratory Education and its quality principles to the Pacific Nations.
- To provide comprehensive & innovative Quality Assurance Programmes in all clinical scientific disciplines.
- To strengthen laboratory services, increase capacity and advance the localised scope of testing.
- To raise the operational standards of practice to a level resembling International Accreditation requirements and expectations.
- To provide in-country tailored support by responding to service priorities identified by the home country.
- To promote the Medical Laboratory Science profession.
- To mentor laboratory management and effective leadership.
- To promote professional competency, workforce skill levels and career pathways for Pacific Island laboratory workers.
- To provide technical advisors, discipline specific specialists and a pathologist network for the regions laboratory services.
- To improve health outcomes for the Pacific
- To initiate health improvements to the Pacific through the provision of appropriate, affordable and sustainable Medical Laboratory services.



Our Core Services:

The PPTC's strengths and activities include:

- The provision of a two-year Diploma qualification for Laboratory Technicians.
 - The provision of centre-based courses to overseas students.
 - The provision of student attachments to New Zealand based laboratories.
 - The promotion of Quality Management essentials for laboratories.
 - The provision of an External Quality Assurance Programmes.
 - The provision of design consultation for laboratory construction and building refurbishments.
 - Shipping container laboratory construction for the Pacific region.
 - The provision of advice in terms of Laboratory Information Systems and Equipment.
 - The advancement of laboratories toward the International Accreditation Standard ISO15189.
-
- The building of effective leadership and management pathways for the profession.
 - The strengthening and advancing National Laboratory services.

PPTC Governance

The PPTC is governed by a Board of Trustees and currently comprises of six members. The current trustees are:

- John Elliot, Chairman
- Dr Ron Mackenzie, Cofounding Chairman and Trustee
- Rob Siebers, Treasurer and Trustee
- Marion Clark, Trustee
- Fuiiana Cecilia, Trustee
- Ms Nicola Beamish, Trustee



Key Staff

Staffed by Specialist Scientists, PPTC has impacted many Laboratories in providing management consultation, service development plans, advice on technology and equipment installations and promoting the advancement of diagnostic Pathology knowledge and practice.

	<p>Philip Wakem, <i>NZCS, Dip MLSc, MMLSc (Otago, NZ), MNZIMLS, RNZMLS</i> Chief Executive Officer and Haematology Specialist Consultant Has overall responsibility for the operations of the PPTC. Other responsibilities include scientific teaching and training in the Medical Laboratory Sciences specialising in Haematology diagnostics. Phone: +64 0272305483 Email: phil@pptc.org.nz</p>
	<p>Russell Cole, <i>NZCS, Dip MLSc, MNZIMLS, RNZMLS</i> International Quality Manager and Microbiology Specialist Consultant Has the responsibility of promoting and implementing Laboratory Quality Management System initiatives. Other key responsibilities include the academic, practical and applications of Clinical Microbiology. Phone: +64 0276314884 Email: russellc@pptc.org.nz</p>
	<p>Telesia Apikotoa, <i>BAppSc, MLabQAMgt TMLA, RNZMLS, MZIMLS</i> PPTC Internal Quality Manager and Blood Transfusion Specialist Consultant Has the responsibility for a wide range of administrative tasks with Quality Management for the PPTC and is also responsible for the teaching and training, mentoring and providing scientific advice for Blood Transfusion. Phone: 0273134563 Email: t.apikotoa@pptc.org.nz</p>
	<p>Filipo Faiga, <i>BSc, Dip MLSc, MNZIMLS, RNZMLS</i> External Quality Assurance Programme Manager and Biochemistry Specialist Consultant Has the responsibility of managing the External Quality Assurance (EQA) programme and is also responsible for the clinical teaching, training and applications of Clinical Biochemistry. Phone: +64 02108564933 Email: filipo@pptc.org.nz</p>
	<p>Angela Lewis, <i>BSc, GradDip Sc MNZIMLS, RNZMLS</i> Portable Laboratory Projects Manager and Infectious Diseases Specialist Consultant Has the responsibility of managing and liaising the design, construction and implementation of portable laboratory projects. She is also responsible for the teaching and training of Infectious diseases- Microbiology, Virology, Serology and Molecular testing. Phone: +64 0226941785 Email: angelal@pptc.org.nz</p>
	<p>Emmanuel Marshall, <i>BMLS, FIMLS, MNZIMLS, RNZMLS</i> Education Manager and Multi-discipline Scientist with special skills in Molecular Diagnostics and Consultancy in Information Systems Has the responsibility of managing the educational programmes provided by the PPTC- including the Diploma of Medical Laboratory Science and the Centre Based Course programme. He is also responsible for student management and administration, pastoral care and academic support. As well as technical advice, teaching and training and applications in Molecular PCR testing and Laboratory Information Systems. Phone: +64 0272985326 Email: emmanuel.marshall@pptc.org.nz</p>

Welcome to the PPTC

The PPTC prides itself as a centre of excellence for over 40 years. At the PPTC we endeavour to provide students with:

- ✓ A comfortable, safe environment
- ✓ An effective academic journey
- ✓ Opportunities in career professional development
- ✓ A home where discrimination of any kind against students is unacceptable, as is any form of bullying, either physically, electronically or verbally.

Concern for others, care and support are important to us. We expect our students to take responsibility for their own behaviour and co-operate within the guidelines so that the PPTC can provide a safe, inclusive and supportive learning environment.



PPTC Education Programmes

Priority areas we can assist Laboratories with:

- ✓ Advancing Phlebotomy services, Collections and Reception sectors. This is the pre-analytical category of laboratory work that can be greatly improved and enhanced with IT innovations that speed up specimen and patient registration processes.
 - ✓ Integrating Laboratory Information Systems (LIS) with hospital medical records, paperless reporting systems and major analyser interfaces.
 - ✓ Advising on system upgrades, automated equipment options and customising analyser selection.
 - ✓ Building Quality Management documentation structures by providing examples of Quality Manuals, operating procedures, policy formats and essential requirements.
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- ✓ Encouraging Pathologists and Specialists in their role of governance and supervision over the laboratory services.
 - ✓ Advising on new method technologies and developments, then implementing and validating those methods before putting new instruments into operation. Molecular PCR assays and rapidly developing DNA platforms are very relevant here in light of Covid 19, Measles and Zika outbreaks.
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- ✓ Implementing Health & Safety PC2 containment requirements. Identifying Laboratory hazards and their associated risk assessments.
 - ✓ Advancing laboratory workforce career pathways and educational pathways with better defined roles and responsibilities. This includes negotiated HR employment contracts and conditions.



Laboratory Education

1. Centre Based Course programme: Training courses held in Wellington, New Zealand. This encompasses 2,4,6 week duration courses held at the centre.

2. Distance learning course programme: This is a two-year distance learning programme designed by the PPTC and funded by NZ Ministry of Foreign Affairs & Trade to public hospitals which provides a comprehensive scientific foundation for all technicians employed in Medical Laboratories throughout the Pacific region. Participants will receive a Diploma in Medical Laboratory Science at the end of the cycle.

3. Attachments to New Zealand Laboratories: The Centre has arranged successful attachments to NZ laboratories for those candidates seeking specialised training opportunities not found in their home laboratory. These include Medical Cytology, Anatomical Pathology, Laboratory Management, Microbiology, Haematology and Biochemistry. Contact PPTC for more information.

4. Consultant Visits: The PPTC provides regular teaching and specialised training through its in-country consultancy visits. Regular monthly visits provide an opportunity to advise on equipment, management and service operations.

For further information about these programmes, please contact the Education Manager on emmanuel.marshall@pptc.org.nz or phone +64 0272985326



At the PPTC

Members and students of the PPTC are treated as adults and are expected to act as such. We are all part of a large family, one that supports and helps each other. Students enrolled in the PPTC Education programme(s) are expected to be responsible, honest, accountable, caring, enthusiastic, successful.

We embrace the richness that diversity brings and the PPTC is an environment where everyone can learn in a safe and supportive environment.

Communication

As a student, you will have a lot of information being sent to you from the centre. We use a variety of methods to pass on information that you need to know, including:

- Personal communication via email or text
- PPTC Student Handbook
- PPTC website
- PPTC Facebook Page

The PPTC ensures that its students receive timely notifications of any compliance notices stipulated by New Zealand government organisations which would affect PPTC staff and students. Notifications are updated regularly through the PPTC website.

If you have any questions at all, please contact the office via email pptc@pptc.org.nz or call the office phone on +64 04 389 6294

The PPTC prohibits harmful digital communications and promotes cyber safety to all its students. Students are expected to abide by the [Harmful Digital Communications Act 2015](#) of New Zealand.

Safety and Security

The PPTC is equipped with sufficient security alarms which include both burglar and fire alarms for any emergency. Staff are expected to always be available at the centre during working hours, especially when are present students at the centre. Available at the centre are first aid kits, a defibrillator, fire extinguishers, fire blanket and a fire hose reel for use during emergencies. If you experience any form of distress, accident or injury, please inform staff immediately.

Smoking and Vaping

The PPTC is a smoke-free and vape-free centre. This includes all hospital campus zones unless designated smoking zones have been marked.

Exams and Bereavement

Should you feel unwell, injured or face bereavement during the course, please advise the Education Manager. You may be eligible to apply for compassionate consideration at this crucial time.

Confidentiality

As a student of the PPTC you should be aware that study, behaviour, and health matters are not confidential to individual staff members, but to the staff team. You should expect that individual staff members will share such matters with the management team as necessary. The Education Manager of the PPTC has concern and responsibility for the whole Education Programme, and therefore all staff members consult with the Education Manager over issues with students. The Education Manager only shares personal or sensitive information on a “need to know basis” with other staff.

Staff may suggest to students that it would be more appropriate if certain matters were shared with an appropriate professional for Student Health, Mental Health and Wellbeing or with other outside agencies which can be arranged by the PPTC. Staff will treat all student concerns and private details with respect and confidentiality. There are occasions when it may be necessary for staff or other members of the management team to contact or disclose information to relevant parties e.g. parents, guardians, supervisors, health professionals, financial sponsors/ guarantors or Ministries of Health).

This may occur when:

- We have concerns regarding the health or wellbeing of a student.
- There is a clear or imminent danger to a student(s) or staff member of the PPTC.
- There have been serious breaches of the PPTC rules, guidelines or policies.
- Payment of academic tuition or accommodation, etc is in arrears.

Complaints

It is important to us that you can raise any concerns and complaints when they arise in a safe and supportive way

- Please be assured that your report will be treated with respect and professionalism and responded to in a timely manner. If a student has a complaint, this needs to be brought to the attention of any PPTC staff member in the first instance.

Feedback

Your feedback is welcome-this will be provided at the centre.



Policies and Procedures

As a student of the PPTC, you must abide by the policies and procedures set by the PPTC.

This student handbook contains policies, procedures and forms related to students enrolled under the PPTC education programme(s). It is attached at the end of this handbook as Annex: Training Policies, Procedures and Forms.

Polies include:

- Student admission and registration policy
- Student guidance and support policy
- Student code of conduct policy
- Access for student with special needs
- Programme development and delivery policy
- Clinical component/Attachment policy
- Pastoral Care and Welfare
- Withdrawal
- Refund
- Programme Assessment and Moderation
- Reassessment and Appeals
- Student Misconduct, Disciplinary and Complaint Policies

Education and Training Act Code Practice:

The PPTC provides services consistent with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice:

<https://www.education.govt.nz/further-education/information-for-tertiary-students/code-of-practice-pastoral-care-domestic-tertiary/>



Student Services

Reception

Office hours are from 8:30am to 5:00pm Monday to Friday and you may reach out to any PPTC staff if you need to contact anyone.

Mail and Courier Service

The mailing address for the PPTC is

Pacific Pathology Training Centre
C/Inwards Goods, Wellington Hospital
23 Mein Street
Newtown 6021
Wellington

Alternatively, the P O BOX mailing can also be used on:

Pacific Pathology Training Centre
23 Mein Street
P O Box 7013
Newtown
Wellington

Printing and Photocopying

Photocopier/printers/scanners are available and are located at the PPTC office. This is free of charge to students.

Internet Access

Internet access at the PPTC is provided at no additional charge. It is important to remember that Wi-Fi access may slow or become slower or unavailable at times due to heavy demand.

Student Learning and Academic Support

PPTC Consultants are available to provide guidance and academic support during your course. This includes course advice, learning and development, information and support and career development.

In addition, costs involved with academic learning e.g. lab coats, equipment, are free of charge to the students.

General Support

We encourage students to connect with PPTC staff for any form of assistance you require. If you need help, are worried, are not sure where to get help, or just want to talk about something that has happened, feel free to speak with the Education Manager, or any member of the staff.

Pastoral Care

The PPTC prides itself on student pastoral care. Our primary purpose is to look after our students as they transition into PPTC educational programmes and explore the opportunities available to them.

The Education Manager has overall responsibility for all pastoral care of students and is contactable 24/7 for all calls and emergencies. The PPTC CEO is also contactable 24/7 as a secondary contact. PPTC staff are also tasked to contribute to the pastoral care of any student studying at the PPTC. Feel free to contact Emmanuel Marshall on emmanuel.marshall@pptc.org.nz or phone: **+64 0272985326** or the PPTC CEO- Philip Wakem on **+64 027 230 5483**. Students can also contact the PPTC through the phone number during office hours which are 8am-5pm Monday to Friday. The office telephone number is **+64 04 389 6294**- all after-hours office calls are forwarded to both Phil and Emmanuel.

Accommodation

Students attending our Centre Based Course programme are provided with accommodation by an approved accommodation provider set by the PPTC. Rooms must generally be well equipped with kitchenette and laundry facilities as well as Wi-Fi, telephone and housekeeping services. Your room is your home away from home and it is your responsibility throughout the duration of the course. It is expected that you will keep your room tidy and maintained and abide by all house rules set by the accommodation provider. Your room is private to you and the PPTC respects this.

Health and Welfare

We take our obligations seriously and as such we do not expect our students to take part in any behaviour which could be dangerous or cause harm to individuals or other students. If you notice dangerous or hazardous situations within the learning environment or outside the PPTC, please report these to a staff member urgently. All students shall be medically insured on arrival for the course.

Illness

If you are unwell, please let us know so that we can care for you and have you medically assessed or have you visit the Emergency Department at Wellington Hospital. We also ask that you watch over others together with you in your place of accommodation and that you notify us immediately if someone else is unwell or if you have concerns about another student. If you have a pre-existing condition, please advise the Education Manager or any other member of staff as soon as possible after you arrive for the course.



Accident and Injuries

If you have an accident or suffer an injury, please notify staff immediately. All members of staff have basic first aid skills and first aid kits are available at the centre. For any afterhours incidents that require visiting the hospital you must advise the staff. You should tell us before you go or as soon as possible after you arrive at the hospital. We can arrange transport for you. Please be aware that in the case of incidents, accidents or injuries, it is normal procedure that relevant supervisors/parents, guardians and Ministries of Health are contacted.

For further information, please contact the Pacific Pathology Training Centre (PPTC) on

Email: pptc@pptc.org.nz

Phone: [+64 043896294](tel:+64043896294)



*Promoting the Advancement of Diagnostic
Pathology knowledge and practice
throughout the Asia-Pacific region*

Annexes:

1. PPTC Training Policies and Procedures:
 - a. Student admission and registration policy
 - b. Student guidance and support policy
 - c. Student code of conduct policy
 - d. Access for student with special needs
 - e. Programme development and delivery policy
 - f. Clinical component/Attachment policy
 - g. Pastoral Care and Welfare
 - h. Withdrawal
 - i. Refund
 - j. Programme Assessment and Moderation
 - k. Reassessment and Appeals
 - l. Student Misconduct and Disciplinary Policy
2. PPTC Training Forms
 - PT.1 PPTC Enrolment/Application Form
 - PT.2.0 Health and Safety Induction Checklist Form
 - PT.3.1 PPTC CBC Evaluation Form
 - PT.4.0 PPTC Student Request Form
 - PT.5.0 PPTC Case Severity Assessment Form for Illness, accident and injuries, emergencies and disciplinary action
 - PT.6.0 PPTC Student Complaint Form
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 - PT.9.0 PPTC Discipline Form
 - PT.11.1 Exam Rules and Student Declaration Form
 - PT.12.1 PPTC Record of Achievement template
 - PT.12.2 NZQA Record of Achievement template
 - QF.9.3 PPTC Student Accommodation Checklist
 - QF.9.4 PPTC Student Insurance Checklist

PPTC TRAINING POLICIES AND PROCEDURES

1. STUDENT ADMISSIONS AND REGISTRATION POLICY

STUDENT SELECTION POLICY

Student selection Policy for PPTC Centre Based Courses, International Conferences, Workshops, and Certificate studies.

Student selection and acceptance to participate in any of the above will primarily be made by the PPTC consultancy team. PPTC consultants will make recommendations/nominations to the Education Manager who will then make the necessary arrangements to receive an application form from the nominated individual. In certain situations, laboratory managers will make recommendations/nominations for staff to attend the courses and certainly this will be considered, however, the final decision lies with the Education Manager in consultation with the PPTC consultancy team.

Minimum Requirements to attend PPTC Centre Based Courses funded by NZ MFAT, Norman Kirk Memorial, NZ Red Cross, WHO, Ministries of Health.

- ✓ Applicants must be able to communicate effectively in English and be able to read and write in English. All courses will be conveyed in the English language.
- ✓ Applicants must have eligibility to enter New Zealand on the appropriate visa (i.e. either a visitor or student visa that will enable applicants to study or undertake courses in New Zealand).

School leavers and non-MLS qualified staff:

- ✓ Students must be currently employed in a clinical laboratory setting and have accessibility to all practical aspects of the laboratory's diagnostic processes.
 - ✓ Students must have at least 1 yr experience working in a clinical diagnostic laboratory before being eligible to study towards the 2-year PPTC Certificate of Attainment in Medical Laboratory Science.
 - ✓ Students must have completed the PPTC Certificate of Attainment in Medical Laboratory Science before eligibility to attend Centre Based workshops in Wellington, NZ.
- ✓ **MLS University Graduates.**
- ✓ Students who have graduated with an MLSc recognised qualification can attend Centre based workshops in Wellington NZ immediately once employment has commenced in a clinical laboratory. Study towards the Certificate of Attainment in Medical Laboratory Science is not compulsory.
 - ✓ Applicants must demonstrate commitment and dedication to the Medical Laboratory profession. This is by way of any outstanding contribution(s) that they have made to their respective laboratories OR they continue to demonstrate eagerness to develop and enhance their skills and knowledge in the laboratory sciences. Observation from PPTC Consultants and professional references will be considered.

- ✓ Eligible applicants that have not previously attended a course will be given priority.
- ✓ Applicants must fulfil vaccination requirements as dictated to by New Zealand Government regulations.
- ✓ Under special circumstances, allowances could be made, but this is under the discretion of the Education Manager.

Minimum Requirements to enrol into **the PPTC Diploma in Medical Laboratory Science funded by NZMFAT, PPTC, WHO, Ministries of Health and other sponsor organisations.**

- ✓ Applicants must be able to communicate effectively in English and be able to read and write in English. All course materials, lectures, etc, will be conveyed in the English language.
- ✓ Applicants will preferably have studied the basic sciences at high school level before being accepted for registration into the Certificate programme.
- ✓ Applicants must be employed in a Medical Laboratory on a full-time basis and have at least 1 year of laboratory work experience.
- ✓ Applicants must demonstrate commitment and dedication to the Medical Laboratory profession. They must demonstrate a willingness to learn and demonstrate an eagerness to develop and enhance their skills and knowledge in the laboratory sciences. Observation from PPTC Consultants and professional references will be considered.
- ✓ Applicants must have access to a reliable computer and internet connection as most the course materials, lectures, content and student learning workshops will be offered/delivered to students via online means.
- ✓ Under special circumstances, allowances could be made, but this is under the discretion of the Education Manager.

Minimum Requirements to attend **NZ based Symposiums, Conferences, and Workshops etc funded through the PPTC.**

- ✓ Applicants must be able to communicate effectively in English and be able to read and write in English. All courses will be conveyed in the English language.
- ✓ A BMLS tertiary qualification or successful completion of the PPTC Certificate of attainment in Medical Laboratory is mandatory.
- ✓ Applicants must demonstrate commitment and dedication to the Medical Laboratory profession. This is by way of any outstanding contribution(s) that they have made to their respective laboratories OR that they continue to demonstrate eagerness to develop and enhance their skills and knowledge in the laboratory sciences. Observation from PPTC Consultants and professional references will be considered.

- ✓ Applicants must be employed in a Medical Laboratory.
- ✓ Applicants must fulfil vaccination requirements as dictated by New Zealand Government regulations.
- ✓ Under special circumstances, allowances could be made, but this is under the discretion of the Education Manager.

Procedures and Responsibilities

- ✓ Recruitment and admission procedure follows the PPTC Student Admissions and Registration Policy.
- ✓ Available trainings scheduled and positions for students will be advertised by the PPTC through its Facebook page and emails usually in December or January each year, prior to the beginning of the academic year.
- ✓ Potential students are invited to complete the PPTC training application form (Appendix 1a and 1b) for the specific training i.e. centre-based course, diploma training, which would be advertised for a minimum of two weeks before a confirmed deadline.

Centre-based courses/attachment enrolment application registration process

(1). Receive application form from applicant(s)

The PPTC Education Manager receives an application form from an applicant or a recommendation by a PPTC Consultant or Laboratory Management. The application form is available in the PPTC Sharepoint drive named as: PPTC Enrolment Form (PT.1). The application form is sent directly to the students or their laboratory managers by the PPTC Education Manager. It is also available to the students through the PPTC Student Handbook.

Templates for the centre-based course programme such as letters of offer/acceptance, guides, etc is located in the PPTC SharePoint drive under the Centre Based Course Programme folder.

(2). Eligibility

The PPTC Education Manager makes an assessment of the application documents of the interested applicant and determines his/her eligibility based on the students' admissions and registration policy. The Education Manager may reasonably request for additional evidence or supporting information from the applicant to support the application.

(3). Discussion

The Education Manager will discuss applicants' interest accordingly with the course convener and the PPTC Consultancy team. This discussion will be based on feedback to determine the impact a student shall have to their home country laboratory should an applicant receive

training. Should a student require an interview, this will be formally done via online through a zoom or teams meeting to understand the applicants training needs more.

(4). Decision

The Education Manager will weigh all possible outcomes from the discussion and based on this will either approve or disapprove an applicant. The course convener and the CEO will be notified accordingly of this outcome. Unsuccessful applicants will be notified of their application status via email by the Education Manager and the reason(s) outlining their shortfall. All unsuccessful applications do not in any way affect applicants or hinder their applications for subsequent applications for other centre-based courses.

(5/6). Approved Applications

Applications that have been approved by the Education Manager shall be issued with a successful letter of application. Applicants that have been offered Scholarships through the PPTC shall be issued with a letter of offer outlining the confirmation including Scholarship details

Applicants that have sought or received private funding or through their own Ministries of Health funding shall be issued with a letter of acceptance outlining their acceptance into the course and course details. Template for the letter of acceptance is available in the PPTC Sharepoint Drive. "Letter template of acceptance".

(7) Applicant Travel Release

Successful applicants may request specific documentation to fulfill specific requirements for their sponsors or MOH. This process varies between each applicant, depending on their country lab/ Ministry of Health requirements, rules and regulations for institutional travel release to attend the course. Requests include but are not limited to course outline, schedule, content and objectives, course costings, etc. The Education Manager will be responsible to arrange and achieve compliance with these requests as employees would need to be granted travel release by their employers to attend the course. This documentation confirmation is vital for the NZ visa application. Applicants that have had their travel release denied by their employer would ultimately be unable to attend the course and the next applicant(s) shall be considered by the Education Manager to attend the course.

(8/9). NZ Visa Application Process

Applicants nominated to attend a course will be responsible for making submissions of their own NZ visa entry applications with advice from the Education Manager unless the Education Manager agrees to do this as an agreement with a student that is facing difficulty with the process or under contractual agreements for privately sponsored students. The Education Manager shall regularly update/devise a NZ visa application guide document and provide these to the students. The template guide document is located in the PPTC SharePoint drive under the Centre Based Course Programme folder- "Visa Requirements for Sponsorship".

The NZ Visa sponsorship request shall be filled out by the Education Manager for students sponsored by the PPTC once a sponsorship request has been received by Immigration New Zealand (INZ) via a link on the pptc@pptc.org.nz email address. This involves a declaration process and a financial statement to be produced/uploaded onto the submission portal for sponsorship. For every course, the Education Manager shall make a request to the PPTC Financial Manager and request for a financial statement of the PPTC. This will have to be signed off by the CEO and then scanned and uploaded onto the INZ portal. A proof of accommodation booking shall also be uploaded onto this portal for PPTC sponsored students. It is the responsibility of the Education Manager to have all these documents recorded including student records into the PPTC Sharepoint drive.

(10/11). Travel Booking

Flights for student travel shall only be booked once a confirmation of NZ Visa entry has been received or as reasonably required for visa approval process. Student flights shall be arranged for the most direct and economic route from their place of destination to Wellington. Students are only eligible for economy class travel unless otherwise approved by the Education Manager or CEO.

This will only happen in instances where other flight class travel is priced the same as economy class, is cheaper or if there is no other alternative to economy class travel. Student flights shall only be booked on dates close to the start of a course and on dates close to the end of a course. Ideally-1-2 days before and after the course starts and completes is all right. Flights times must also be taken into consideration when booking flights for students. Student requiring transits Internationally are entitled an accommodation arranged by the PPTC should transit times be longer than 8 hours.

Students transiting at night and catching a flight in the morning shall automatically be entitled to transit accommodation. Accommodation(s) shall be arranged by the Education Manager and all bookings shall be emailed to students once booked and recorded in the Centre Based Course Programme folder. Students are entitled to one checked bag on arrival. However, on return it is at the discretion of the Education Manager to book an additional bag on request by a student if available by the airline. This depends on the cost of an extra bag(s) and should not be more than \$200NZD. Students can receive \$200 in cash if the online booking system for extra baggage is unavailable, and if this option can only be booked at the counter during flight check-in.

(12). Student Safe Arrival into Wellington

It is the responsibility of the Education Manager to arrange for student pick up from the airport on arrival into Wellington. Students can either be arranged for PPTC staff pick up or via a taxi or a reliable transport provider. Prior to students travel, students shall be informed via email on a number of things. This includes- weather information (for students to stock up on warm clothing), airport pick up arrangement), accommodation details, allowances and public transport information and other necessary information. A pre-travel: email template is available on the Centre Based course programme folder "Pre-travel email template"

On arrival, students shall receive in an envelope their start-up allowance and first week allowance, snapper card and an arrival information letter which is to be signed by the student and returned back to the Education Manager for recording. The template can be found in the programme folder: "student allowance and arrival information letter"

(13). Student Orientation and Course Induction

In preparation for the course prior to orientation and Induction, the Education Manager shall arrange for the necessary stationary material in consultation with the course convener. This includes name badges, bags, key tags, and other necessary materials required for the course. Stationaries can be bought from any stationary shop. A check list for course for materials required can be found in the Sharepoint drive folder: "Introduction Documents for Student".

On arrival on their first day, students will be provided with the PPTC Student Handbook of which will include necessary information including student services, support and contacts. This is available as an E-copy on the PPTC website and Sharepoint Drive.

Students will also be presented with a formal orientation into the course. This involves a

presentation either by the Education Manager or the Course Convener. This includes a welcoming of the students, history of the PPTC and NZ, student pastoral care information, emergency exits and key contacts of staff. Students will also have the opportunity to introduce themselves.

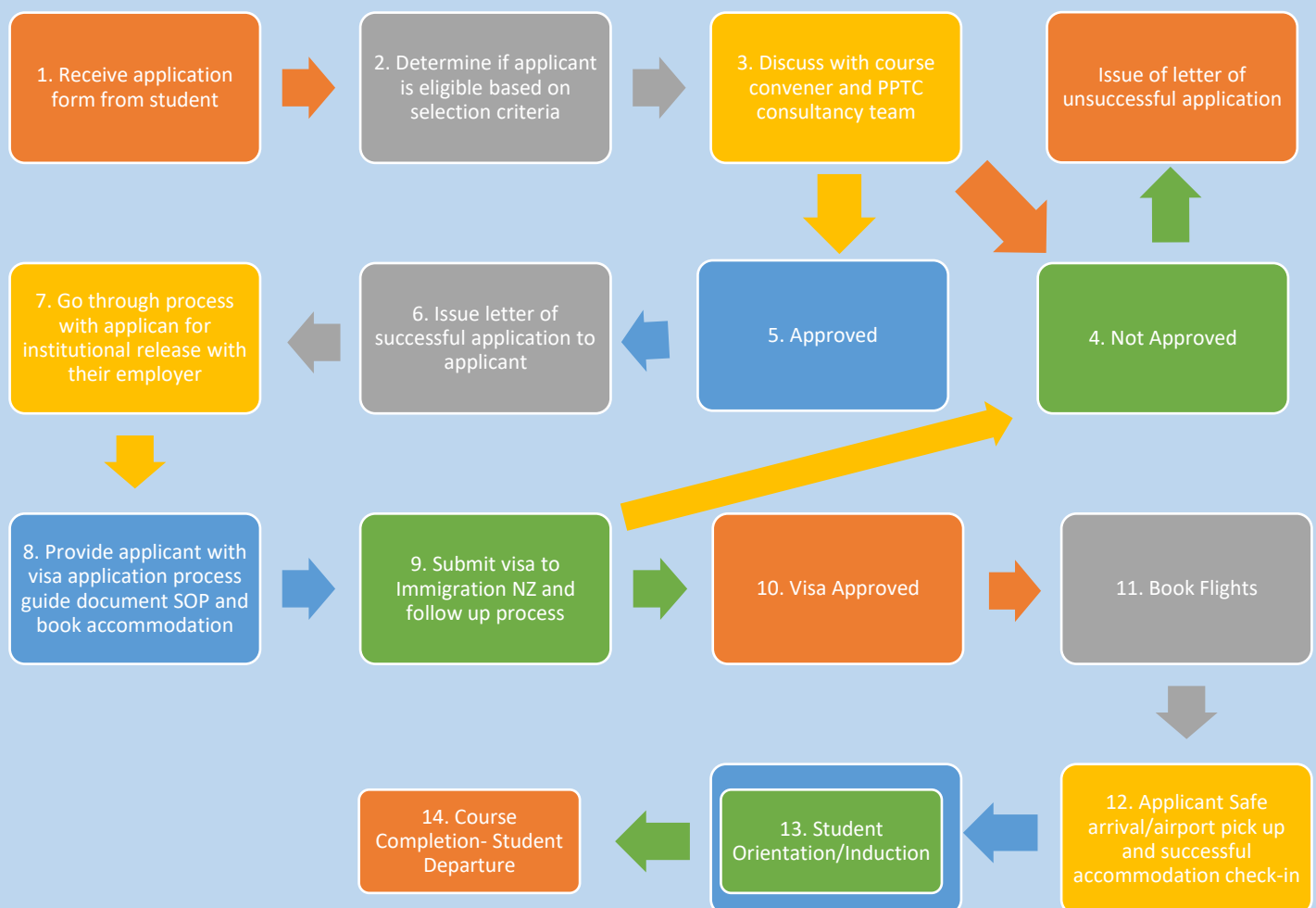
Students will also be toured around the Wellington Hospital Campus.

(14). Course Completion-Student Departure

On the final day of the course, the course convener shall give out a course evaluation form to students to be filled out.

It is also the responsibility of the Education Manager to arrange for student drop-off to the airport once the course completes. This also can either be arranged for PPTC staff drop off up or via a taxi or a reliable transport provider. The Education shall follow up with students to ascertain they have arrived at their home country destination.

Figure 1: Centre-based courses/attachment enrolment application registration process summary



PROCEDURE FOR STUDENT ENROLMENT

	Action to be Taken	Documents Involved	Designation
1	Check eligibility for enrolment	<ul style="list-style-type: none"> PPTC Handbook Specific training prospectus PPTC Training application form 	Education Manager
2	Organize interview <i>if required</i>	<ul style="list-style-type: none"> PPTC Training Application form Specific training prospectus 	Education Manager
3	Determine acceptance or rejection of student	<ul style="list-style-type: none"> PPTC student selection criteria policy and procedure PPTC list of accepted students 	Education Manager/PPTC CEO
4	Advise accepted and not accepted student Inform students of documents required for enrolment and visa applications.	<ul style="list-style-type: none"> List of accepted and not accepted students. Approval/Nomination letter from student country MOH PPTC Application form For NZ visa application: <i>NZ Immigration Visa application form</i> <i>Birth Certificate</i> <i>PPTC Offer letter</i> <i>Passport</i> <i>Itinerary</i> <i>Passport photos (for visa processes)</i> <i>Accommodation confirmation booking</i> <i>Insurance cover</i> 	Education Manager
5	Inform students of scheduled student induction and give him/her a copy of the Student Handbook. All required support documents should be kept in the student's file.	PPTC Student Offer Letter PPTC Student Handbook Student Records file	Education Manager
6	Enter student name into Centre-based Course (CBC) Attendance Form National Student Numbers	PPTC Course Student Attendance Form NSN documentation	Education Manager
7	Conduct student induction (CBC) and start of course	Student Attendance Form Student Induction Form Course Training Material	Course Convenor

Enrolment Records

The PPTC keeps accurate and up to date records of the students' enrolment forms and documents for a minimum of 2 years after the training has been completed. The enrolment form contains details of the student such as:

- Full name and address of the student;
- Contact details for the student;
- The student's national student number (NSN) (where the student has a national student number);
- Nationality and whether a domestic or international student;
- The training/course in which the student is enrolled;
- Training start and finish dates;

- g. Details of the student meeting the entry requirements of the training including, where applicable, scores for English language entry requirements;
- h. If applicable, invoices and receipts for fees paid to the PPTC and the dates of payment, with course fees, commissions, accommodation fees, living expenses, and other fees separately identified.
- i. Student visas (if any) and other immigration details, the contact details of any agent through whom the student enrolled at the PPTC, a copy of the student health and travel insurances, student fee protection trustee records (if any), and passport numbers.

National Student Number (NSN)

As required by the New Zealand Education and Training Act 2020, each student in New Zealand must be allocated a unique National Student Number (NSN). This includes PPTC students who attend centre-based courses e.g. PPTC Blood Transfusion course.

The NSN enables the students' information to be managed and shared in a way that protects their privacy. Students can access their record of achievement and training programme details. In addition, authorised NSN users such as the PPTC and NZQA, are able to facilitate the accurate use and transfer of student information.

The New Zealand Record of Achievement (NZRoA) is an official transcript of all the New Zealand qualifications and standards a student achieves, as reported by NZQA-approved training providers i.e. PPTC.

All standards on the Directory of Assessment and Skill Standards (DASS) and NZQCF qualifications awarded by the PPTC or other New Zealand training organisations are recorded against the student NSN on their Record of Achievement and are a permanent record.

Upon confirmation of enrolment, the PPTC Education Manager will attain an account for each student, who, with login their details can confirm and update their details.

For students that already have an NSN number, from a previous training in New Zealand, their NSN is verified to ensure the details on the NSN record match the student's official identification, i.e. birth certificate or passport.

Students may create a NZQA learner account using their NSN and can access their training record of achievement if required, and other resources e.g. PPTC Blood Transfusion course, NCEA endorsements for NCEA courses, copies of other documents issued by NZQA, view previous orders for these documents.

Some programmes for New Zealand qualifications have modules, or parts, that are not based on assessment standards and will not appear on the students' Record of Achievement. In these cases, students will need to contact the PPTC for a copy of their transcript of those modules.

For Diploma training:

- ✓ The PPTC will send out hard copies of the module logbooks and the presentations and assessment questions are sent via an online shared folder for the diploma students.
- ✓ The PPTC will closely monitor each students' performance and send out reminder notices.
- ✓ The PPTC regularly makes sure that students remain aware of their commitment to the programme and that all studies are completed within set time frames.
- ✓ PPTC consultants will carry out online workshops throughout the year to support students in their studies.
- ✓ Scheduled times and dates will be forwarded to students of upcoming modules when required.

2. STUDENT GUIDANCE AND SUPPORT POLICY

Guidance and support resources will be made available to all students. (Refer to PPTC Training Handbook).

- Students' rights and responsibilities
- Orientation programs:
 - Accommodation
 - Travel
 - Insurance
 - Health and Safety
- Counselling and welfare guidance
- Harassment and Discrimination
- Student rules and regulations
- Student feedback and complaints procedure

Support and guidance systems and processes are evaluated at least once a year by the PPTC management, staff, student representative and, where appropriate, industry or community liaison representation(s).

Evaluation information collated is integrated into future student guidance and support systems to ensure students have access to timely and quality guidance and support.

Procedures and Responsibilities

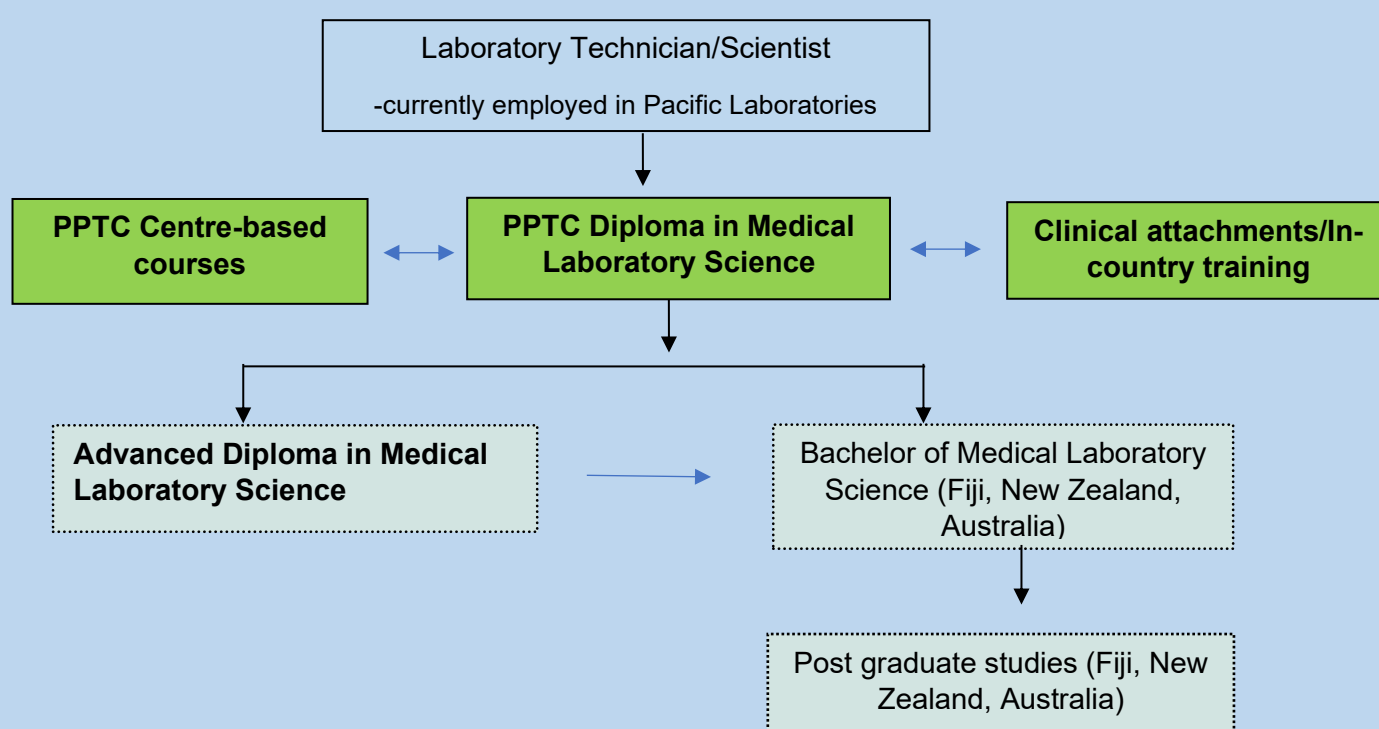
PPTC staff will provide guidance to prospective students when they make inquiries about training availability, selection and entry.

- Students shall be informed orally, and in writing, of the rights, responsibilities and available internal and external support, counselling, guidance, and protection. As part of induction, they will sign a student's arrival information form, to indicate their agreement, understanding of, and willingness to comply with their rights and responsibilities.
- All Students shall be informed in the student induction of available support, counselling, guidance and protection services available to them at PPTC. Staff will be informed in the staff induction book of professional, ethical, and legal requirements and responsibilities in relation to student support and guidance.
- By mutual agreement between the Education Manager and students, support services may be available outside class time to address urgent issues of concern. Support may include referral to an appropriate support agency.

- Students who may need individual pastoral support will be offered extra support and referral to appropriate denominational leaders for support. Student support and guidance will be addressed through several strategies and approaches. This support group may include members of staff, a student representative and, where necessary an outside representative from the cultural community concerned.
- PPTC staffs are responsible for informing students of opportunities for further training and employment throughout the course and during individual consultation.
- Students are informed about the progress of programme. Students, in conjunction with staff, will develop person learning and employment plans.
-

LEARNING PATHWAY

The Learning Pathway (Figure 2) shows PPTC training programs (in green) and possible learning pathways for students.



ACCESS FOR STUDENTS WITH SPECIAL NEEDS

- As current Pacific Island laboratory staff, medical checks would have been taken and the students issued with a health certificate to indicate that they are healthy and well to be employed as a fulltime medical laboratory worker.
- The PPTC has facilities to meet requirements for special needs students' access. E.g. ramp access, single level building, spacious hallway and training rooms.

3. STUDENTS SAFETY AND WELL-BEING POLICY

INTRODUCTION.

PPTC courses are attended by laboratory personnel from Pacific Island countries and vary between 2,4 and 6 weeks duration. Attendees are referred to as “students” in this document.

POLICY STATEMENT

The PPTC is responsible for student’s safety and wellbeing for the duration of a training course held at its centre. It is important that students are safe, well informed, and properly cared for during their time in New Zealand attending courses.

This policy is in accordance with the New Zealand government Guidelines for the Education (Pastoral Care of International Students) Code of Practice 2021. The code requires the PPTC to take all reasonable steps to protect international students and to ensure, so far as is possible, that international students have in New Zealand a positive experience that supports their educational achievement.

PURPOSE

To provide procedures to support student’s safety, ensuring they have a safe, healthy, happy, comfortable living environment and successful time attending PPTC training courses in New Zealand.

General Definitions:

Student – is a person who is attending a PPTC training course at its centre in Wellington.

RESPONSIBILITIES:

The Education Manager, CEO, Course facilitator and/or Health and Safety officer are responsible for:

- Organising safe and secure accommodation for students.
- Coordinating every student’s safety programme.
- Providing relevant H&S information for all students attending a course.
- Providing contact details for students 24/7 throughout the duration of the course.
- Providing a safe and effective system of communication for students.
- Developing a critical incident plan for difficult situations that students may face during their time in New Zealand.
- Providing a process to monitor student’s attendance and documented procedures to follow if a student is not attending a course. These may include:
 - Clear advice of attendance requirements, i.e.: 100% attendance required unless there are good reasons for absence, such as sickness.
 - Procedures for notifying legitimate absences.
 - Procedures for applying for longer periods of absence.
 - Providing useful resources for students, such as emergency contacts; local doctor, police and fire brigades.

IDENTIFY HAZARDS

1. Accommodation for students.
2. Equipment and materials used by students.
3. Transportation.
4. PPTC Facilities (safety and environment conditions eg: weather temperature etc).
5. Course tasks and monitoring of these.
6. Course design and management.
7. Medical help when required.

RISK ASSESSMENT:

It is important that risks are assessed. The following factors need to be taken into consideration: the likelihood and potential severity of harm.

Preventative measures may be needed to reduce or prevent these risks.

Preventive measures involve a wide range of approaches. These include administrative procedures e.g. Written SOP; Education and training; Environmental; Personal protective clothing and equipment; Immunisation

Risks Management:

Having identified hazards and associated risks, controls must be put in place to manage these hazards before students are hurt or become ill.

The management of risks require eliminating the risks so far as reasonably practical in the first instance. Where elimination of a risk is not possible, then it should be minimised, so far as reasonably practicable.

Refer to the PPTC Quality Manual for the PPTC Risk Management Policy and Procedures for its activities.

STUDENT PASTORAL CARE AND WELFARE

The PPTC takes pride in its long history of training and providing pastoral care and welfare to Pacific Island students. The PPTC training programmes are developed to provide a strategic and transparent learner wellbeing and safety system that responds to the needs of Pacific Island students.

The PPTC organisation understands and responds to diverse student voices and wellbeing and safety needs in a way that upholds their mana and autonomy.

The PPTC fosters learning environments that are safe and designed to support positive learning experiences of diverse learner groups as well as support students to manage their physical and mental health through information and advice and identify and respond to the students who need additional support.

For centre-based courses and attachments, the PPTC ensures that student accommodation promotes and fosters a supportive and inclusive community which support the wellbeing and safety of students, and it practices transparent, reasonable, and responsive facilities and services to the wellbeing and safety of the students.

The PPTC proudly engages with diverse international tertiary learners, and have done so for over 40 years, therefore it understands and ensures the wellbeing and safety needs of internationally diverse tertiary learners.

The PPTC ensures that prospective Pacific Island students receive clear, accessible, accurate and sufficient information, and make informed choices about the training and services the PPTC provides before they begin their training.

The PPTC enables students to make well-informed enrolment decisions in relation to the educational outcomes being sought by the Pacific Island laboratories and students and ensures that all relevant parties are clear about their interests and obligations before being enrolled.

The PPTC has in place organisational structures to support a whole-of-provider approach to learner wellbeing and safety to ensure that:

1. Strategic goals and plans are in place to support the wellbeing and safety of the students, including travel, accommodation, and insurance during in country courses and attachments. In addition, ensure that the training outcomes are achieved and honours the Te Tiriti o Waitangi, supporting Maori-Crown relations.
2. There is a regular review of student wellbeing and safety policies and practices to ensure high quality of student wellbeing and safety is maintained. The review includes student and stakeholder feedback, and appropriate actions must be taken to address any deficiencies.
3. The PPTC pastoral care and welfare policy and procedures and updated revisions are transparent and communicated to students, prospective students, and relevant stakeholders.

Procedures and responsibilities:

- The Education Manager must ensure the training strategic plans and policies, student wellbeing and safety practices are regularly reviewed through self-assessments and student feedback forms.
- The PPTC must ensure all students and prospective students identify and manage their basic needs (the essential material requirements to support wellbeing and safety including housing, food and clothing), including providing accurate, timely and tailored information on how they can access and maintain reasonable standards of material wellbeing and safety through the training course prospectus and Student Handbook.
- The Education Manager must ensure students access suitable accommodation and understand their rights and obligations as a tenant in New Zealand; and maintain a healthy lifestyle.
- The PPTC must ensure students contact details are updated and students are able to communicate health and mental health needs in confidence and appropriate support is provided.
- The PPTC must ensure disabled students or those affected by health and wellbeing are identified and provided with access to appropriate support and assistance.

STUDENT ACCOMMODATION

The PPTC ensures that externally provided products and services such as the accommodation for students meets the PPTC's requirements. The accommodation used must be a PPTC approved external supplier whose performance is regularly monitored and evaluated.

It is the responsibility of the Education Manager to arrange for student accommodation that are here in New Zealand for the centre-based course programme or on laboratory attachment(s). For those students under PPTC scholarships or funded through agencies (like Red Cross NZ and Norman Kirk Scholarships) managed by the PPTC will have all pastoral care and student welfare arranged for by the PPTC. Students on private sponsorship (through their own MOH, WHO, etc) can have their sponsors arrange for student accommodation attending a course(s) in agreement with the PPTC as according to their own organisation policy for sponsorship.

The Education Manager will liaise and notify private sponsors on student accommodation requirements for students.

The PPTC Education Manager assesses potential accommodation candidates using the *PPTC Student Accommodation Requirements Checklist* (QF.9.3) which the following requirements below must be met by the accommodation:

1. A Registered accommodation which meets all regulatory and legislative requirements
2. Meet Health and Safety requirements as safe accommodation for students
3. Promotes and fosters a supportive and inclusive community which support the wellbeing and safety of residents.
4. Safe access for students to and from the PPTC facilities
5. Transport available to and from the chosen accommodation to PPTC
6. Availability of No Smoking zones and Smoking zones if necessary
7. Contact details available for emergency purposes
8. Availability of appropriate living conditions; e.g. heating equipment, cooking and laundry facilities

9. Effectively communicate with the students if accommodation issues arise (including issues of health and wellbeing arising from or connected to the accommodation) and
10. Takes responsibility for accommodation issues and address them, including reporting them to relevant authorities and moving learners to appropriate accommodation.

The decision of which student accommodation is used during a course is at the discretion of the PPTC Education Manager and the PPTC CEO who must ensure the criteria for an approved accommodation is met.

The students will be notified upon arrival of their accommodation for the duration of the course. The Education Manager will organise airport pickup and drop off for the students, as well as transportation to and from their accommodation for the first few days of the course until the student is confident using the Wellington public transport system.

Students living within accommodation facilities arranged for by the PPTC will be oriented by the PPTC staff on the proper use of accommodation facilities. This includes but is not limited to housekeeping rules, occupancy visitors time, lockouts, chargeable extras, noise, smoking zones, fire safety and emergency exits, and privacy.

The Education Manager requests the accommodation providers' policies and procedures of which is presented to students during orientation.

See Annex (Section 12 of this manual Form PT.2.0) for the student accommodation health and safety checklist form

STUDENT INSURANCE

The Pacific Pathology Training Centre requires that all international students have insurance cover while enrolled in the Centre Based Course program.

PPTC students are required to have mandatory insurance cover for the following:

- a) Travel insurance cover:
 - International travel to and from New Zealand; and
 - Domestic travel within New Zealand; and
 - If the travel is part of the educational instruction, outside New Zealand.
- b) Medical insurance cover:
 - Medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation;
 - Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation.
- c) Life insurance cover in the event of the death of the student including,
 - Travel costs of family members to and from New Zealand;
 - Costs of repatriation or expatriation of the body; and
 - Funeral expenses.

For MFAT funded students, insurance will be arranged by the Education Manager. Privately funded/sponsored students can organize their own insurance or through their sponsors. Otherwise, if they choose to do so, the PPTC Education Manager can arrange insurance for them through the PPTC insurance provider.

All required insurance components must be covered under a single policy for the student. The Education Manager will ensure that each student's insurance requirements are met prior to the student's confirmation of enrolment. Refer to the "International Student Health and Travel Insurance Checklist" form (QF.9.4).

The procedure below indicates the student insurance process:

Procedure:

1. Student Insurance Policy involves the "New Zealand Student Plan" policy of which is arranged with Uni Care.

Website: [Uni-Care - Travel with confidence](https://unicarecms.blob.core.windows.net)

Student Plan Policy wording: [NZ STUDENT PLAN](https://unicarecms.blob.core.windows.net)
(unicarecms.blob.core.windows.net)

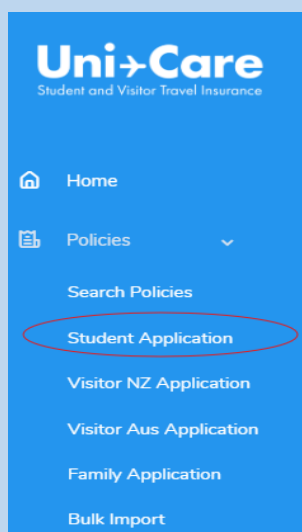
2. To access the Uni-Care admin portal, one would need to pre-register first for an account first. You can do this by emailing mp@uni-care.org or call 0800 864 2273 and request for a registration form. The Education Manager has registered for a PPTC account, and this can be accessed via the link:

[Unicare Portal \(unicare-admin-production.azurewebsites.net\)](https://unicare-admin-production.azurewebsites.net)

User Email: emmanuel.marshall@pptc.org.nz

Password: Timothysusy143#

3. A video tutorial is available online on how to navigate through the Uni-Care portal. This is available on the link: [Uni-Care - introduction to the agent portal \(youtube.com\)](https://www.youtube.com/watch?v=...)
4. Inside the portal, select the option "Student Application" from the options on the left column



5. Fill out all the required tabs and student information.

Policy Details

Travel start date

07/10/2024

Travel end date

03/11/2024

Country of Origin

Fiji

Personal Details

Title

Ms

First Name

Last Name

Date Of Birth

19/07/2000

Institute Of Study

Pacific Pathology Training C

Student ID/SACM ID

Email Address

emmanuel.marshall@pptc.org.n

Contact phone

0272985326

Contact Details

Street Address

10 Gilmer Terrace- Gilmer Apartment Hotel

Suburb

Terrace

City

Wellington

Post code

6011

Country

New Zealand

Specified Items

The policy limit for any one item, set or pair of items is \$2,500 unless the item, set or pair of items is specified and additional premium is paid. Additional premium will be charged at a rate of 2% of the full value of the item. Lesser valued items of luggage are covered under the general luggage allowance.

Does the Student require cover for specified items?

☐ Yes ☒ No

Notes

Note Templates

In New Zealand without insurance

Clear Certificate Notes

Certificate Notes

These notes will appear on the Certificate of Insurance

File Edit View Insert Format

Premium Summary

Number Of Days	Premium	Govt Levy	Document Fee	Specified Items	Total Premium
28	110.69	1.27	20.00	0.00	131.96
Commission	Invoice Amount				
16.00	115.36				

Save Application

Purchase Policy

6. Once all the details have been entered into the fields appropriately, purchase the policy.

7. Policy certificates will be sent to the Administrator email address and this needs to be saved to the student record(s) file accordingly.

ILLNESS, ACCIDENT, INJURIES AND EMERGENCIES

The Education Manager/CEO or course convener is responsible to attend to all student requests. Students requiring medical attention, face any accident/injury or any emergency must be reported to the PPTC as soon as possible. Students shall be disclosed with key staff contacts and information and informed to reach out to any staff member should they come across any event involving danger, become unwell and are involved in any injury or emergency. The PPTC staff will take reasonable steps depending on the situation to mitigate the problem. This involves but is not limited to arranging for medical appointments, counselling or arranging an external service (mental health agency, etc), transportation, etc.

Situations which involve Illness, accidents and injuries or emergencies, it is the responsibility of the Education Manager or PPTC staff member to inform student's sponsors, supervisors or the student emergency contact(s) accordingly. This will depend on the severity of the case and the extent of risk the student is involved in. Case severity will be assessed and graded according to the severity assessment below:

Severity	Mitigation
Emergency	Immediate action required
High	Action as soon as possible
Medium	Fast action recommended
Low	Long-term action suggested
Passed	No action required

The student case severity assessment form can be found on Section 12 (Annex) of this manual – Form PT 5.0.

- Cases classified as “passed” or “low” does not need to be notified to external partners involving sponsors, etc, can be resolved internally and improvements in processes, policies shall be reviewed and implemented
- Cases classified as medium shall be at the discretion of the Education Manager or CEO to initiate the notification procedure however, this will be in consultation with the student.
- Cases that are classified as “High” or “Emergency” shall be treated with urgency and attention to such matters shall be taken seriously and involves student disciplinary process sanctions.

4. DEVELOPMENT, DELIVER & REVIEW PROGRAMMES

PROGRAMME DEVELOPMENT POLICY

The PPTC training programme is developed to meet the standards of a Registered Training Organisation in New Zealand.

The programmes are competency-based and reflect the laboratory service needs of the public at large, the country Ministry of Health and tailored to accommodate the students' needs.

Responsibilities

PPTC CEO/Education Manager

- Ensure the program and curriculum is developed in accordance with established training standards both locally, regionally and internationally.
- Monitor the Program Review process.
- Education Manager/Course Convenors
- Review and make recommendation on all new program initiatives, and proposals for significant changes/modifications to existing programs.
- Develop and submit program development.
- Establish the Program Review Process.
- Participate in curriculum development activities, in evaluation and reviews and other stages of the program design, development and implementation plan.
- Provide guidance and support to teaching consultants, as they develop programs and courses, review and document curriculum, conduct program reviews, and undertake other curriculum-related activities and projects.

Procedures

- The PPTC will establish course content that are competency-based, from research and needs analysis involving consultation with relevant stakeholders.
- Program convenors are responsible for developing programme content, appropriate teaching and learning strategies, resources, assessment activities and documentation.
- Program convenors are also responsible for incorporating relevant feedback into courses. Where modules are available, these shall be selected based on their relevance to the purpose of the programme.
- Program convenors are responsible for developing learning content and assessment procedures, for incorporating and clumping individual units into their programme, and for developing course outlines and the criteria for course assessment for modules selected.
- The PPTC programmes will be reviewed on regular basis.
- The PPTC CEO and Education Manager are responsible for the physical, material and personnel resource requirements for programmes, including budgeting.
- The Education Manager is responsible for ensuring that human and physical resources necessary to deliver programmes are in place before they start.
- The course duration shall be determined by taking into consideration course content, student's needs and external factors such as availability of clinical areas for student practice.

PROGRAMME DELIVERY POLICY

The PPTC training programmes are delivered based on approved curriculum utilizing the best teaching resources available and in a way that best meets the needs of the students, meet the required NZQA standards.

Procedures and Responsibilities

- The training convenor will ensure that relevant training materials and adequate equipment are available, and that appropriately qualified and experienced staff are responsible.
- They will ensure that staffs have full knowledge and experience of course delivery and requirements including content, delivery styles, resources, assessment, and moderation and reporting.
- They will ensure that programme content remain valid, consistent, sufficient and remains current.
- The Education Manager will inform staff of record keeping requirements as per QMS.
- The PPTC staff are responsible for delivering programme content, assessment of students' work and progress, reporting according to both internal and external requirements, and evaluating the success of their programme and their own performance.
- Staff will employ flexible teaching methods that focus on student-centred learning.
- The PPTC will carry out an internal training evaluation once a year to evaluate the efficiency of programme delivery through staff and course evaluation forms, peer observation and feedback, and through formal or informal staff meetings.
- The Education Manager will authorize any practical relevant to the course content that require to be conducted outside PPTC premises.
- Delivery Mode - The PPTC programmes shall be delivered through face-to-face interaction, group discussion, demonstration, and simulations for centre-based courses and through online zoom and email for remote trainings.

PROGRAMME REVIEW POLICY

The PPTC training programmes are developed, monitored, and evaluated by the training consultants in consultation with the PPTC CEO and where appropriate, the relevant stakeholders like clinicians, medical staff, Pacific laboratories association, donor agencies, communities are involved.

This programme development, delivery and review policy and its procedures are reviewed annually to ensure the programmes delivered by the PPTC utilize the best teaching resources available; meet the required standards, the needs of students, and the country Ministry of Health laboratories.

PRACTICAL COMPONENT/ATTACHMENT POLICY

The PPTC training programmes shall be delivered utilizing the best training resources and appropriate practice areas are available and, in a way, meet the needs of the students.

Procedures and Responsibilities

- The PPTC CEO will ensure that relevant training facilities like hospitals/health centres/communities/schools and adequate equipment/instruments are available.
- The PPTC CEO and Hospital/Community Health Managers will ensure that students are appropriately supervised by health workers and supervisors with relevant experience of practical skills training delivery and requirements.
- The Education Manager will inform practical supervisors of record keeping requirements.
- Clinical/Practical supervisors are responsible for the demonstration of practical skills, supervision of student practical performance, ongoing assessment of students' work and progress, and reporting to both the Education Manager and the PPTC CEO.
- The Education Manager and training convenor will carry out an evaluation of the clinical practice placement programme for students once the attachment completes.
- The PPTC and selected clinical staff at the hospital will evaluate the efficiency of clinical practice placement programme delivery through evaluation forms and through formal or informal PPTC and clinical areas staff meetings.

This policy and its procedures are reviewed annually to ensure the programmes delivered by the PPTC and hospital/health centre staff utilize the student support at the clinical practice areas in order to meet the required standards, the needs of students, and the country hospitals/health centres and communities.

PPTC Centre-based Course Facilities and Equipment available to learners:

The Pacific Pathology Training Centre is a small single-story building located at the upper-end carpark on Wellington Hospital Campus. The direction to the PPTC facility can be accessed via the Google location app as shown on Figure ____.

It consists of three offices, one teaching seminar room a functional laboratory and bathroom facilities. This is sufficient space for the limited number of students (maximum 8 students) that are able to attend centre-based courses.

PPTC students attending centre-based courses are provided with the following below to support their learning during the course.

1. Student name badge, PPTC bag and key ring, pens.
2. Ring Binder folders with printed copies of the training presentations and notes.
3. Notepads
4. 8gb USB Storage Device for electronic copies of training materials.
5. Snapper Card top ups with \$20.00 for public transportation.

PPTC centre-based courses involve both lectures and practical training. Specific training convenors are responsible for each training course equipment, reagent and consumables used for practical training.

The following pictures below show the PPTC facility location, building floor plan, seminar room, the laboratory and the list of equipment available for the students.

Figure 3: Pacific Pathology Training Centre location.

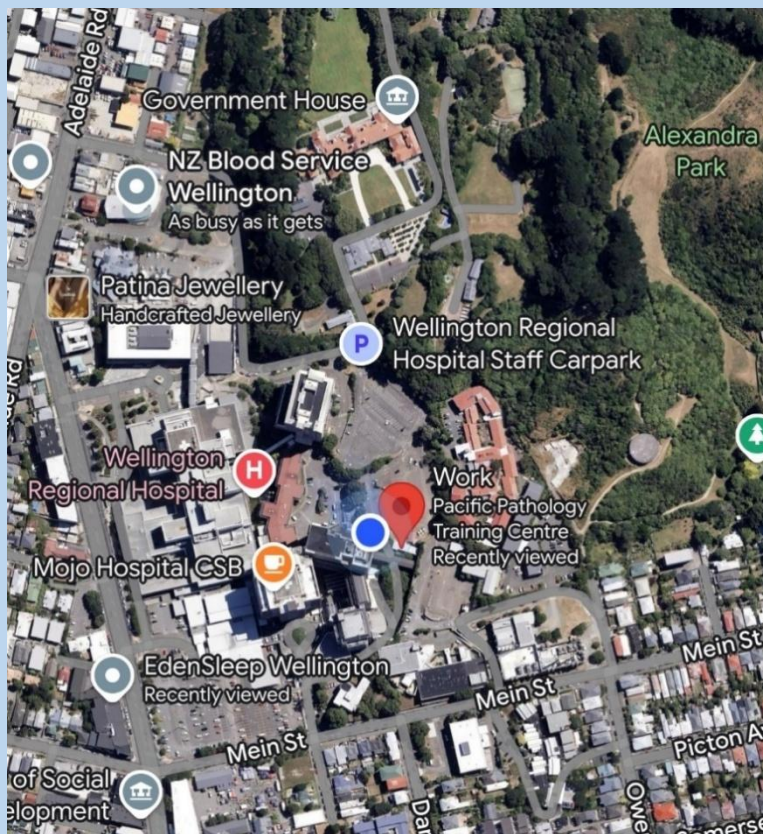


Figure 4: PPTC facility floor plan.

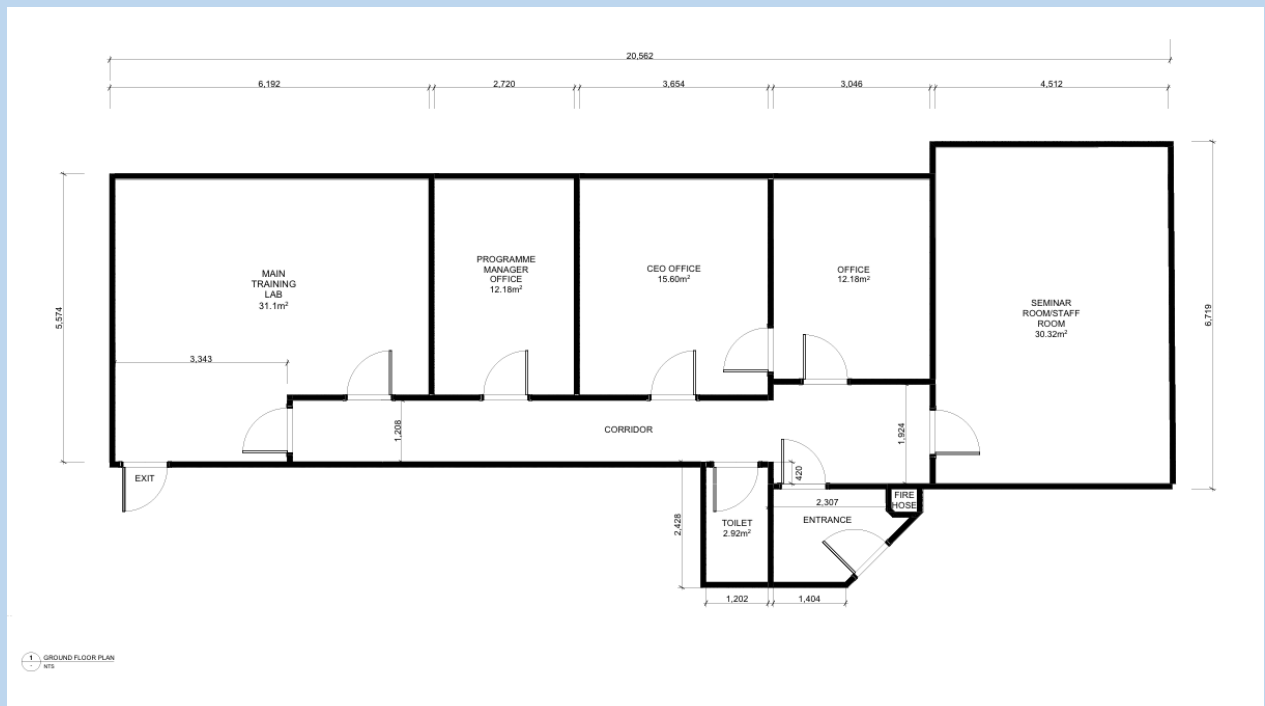


Figure 5: PPTC seminar/lecture room



Figure 6: PPTC Laboratory and laboratory equipment list

- 9 Olympus Microscopes
- 2 Laboratory Refrigerators
- 1 – 80°C Freezer
- 1 -20°C freezer
- 1 Incubator
- 1 Hematek Haematology Staining Machine
- 1 Teaching Television Monitor
- 1 Televised Microscope
- 1 Safety cabinet for corrosive solutions
- 1 Biosafety Cabinet for infectious material
- 1 bin for infectious waste
- Storage cupboard units for laboratory consumables
- Storage shelving for teaching resources
- Several discard units for hazardous material.



5. STUDENT CODE OF PRACTICE

The Code sets out the requirements that education providers like the PPTC must meet for the wellbeing and safety of their learners. It ensures for PPTC training that:

- High professional standards are maintained
- The recruitment and contracting of international students is done ethically and responsibly
- Information supplied to students is comprehensive, accurate and up to date
- Students are provided with information prior to entering any commitments
- The particular needs of international students are recognised
- Students are in safe accommodation
- The PPTC has fair procedures for resolving student grievances.

The PPTC Education Manager is responsible for the care of the students, while temporarily in New Zealand, attending PPTC centre-based courses.

6. RULES AND REGULATIONS

PPTC STUDENT CODE OF CONDUCT

The PPTC recognises the importance of an educational environment which actively promotes best practice and optimal student outcomes. The purpose of this Student Code of Conduct (the Code) is to describe the standards of behaviour and conduct expected from students in their dealings with PPTC staff, external participants in PPTC programs, courses, seminars or events, and other students.

The PPTC expects all students to observe the standards set out in this Code.

Compliance with this Code of Conduct is mandatory, and non-compliance may result in disciplinary action.

This Code applies to all persons, wherever located, enrolled in a PPTC centre-based or online training course, PPTC sponsored seminar or event of any kind, referred to in this Code as 'students'.

All PPTC students are expected to observe the highest standards of ethics, integrity and behaviour during their enrolment with the PPTC. This Code provides an overview of the PPTC's fundamental values. It is by no means exhaustive and should be read in conjunction with the PPTC training policies and procedures.

All students are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour:

1. Comply with all relevant laws, policies, procedures, rules and regulations.
2. Comply with all lawful and reasonable directions from the PPTC.
3. Be honest and fair in dealings with PPTC staff, external participants in PPTC programs, courses, seminars or events, and other students.
4. Display appropriate professionalism and respect for others in appearance, dress and use of language.
5. Treat PPTC staff, external participants in PPTC programs, courses, seminars or events, and other students in a non-discriminatory manner with proper regard for their

rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, creed, religion, national origin, citizenship, age, sex, sexual orientation, marital status, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.

6. Maintain punctuality. If a student is late or unable to attend a scheduled event, they should contact the training convenor or PPTC Education Manager and let them know as soon as possible. If a student is required to leave a scheduled event for any reason, they should advise the training convenor or the PPTC Education Manager in advance.
7. Observe health and safety policies and obligations and co-operate with all procedures and initiatives taken by the PPTC in the interests of workplace health and safety.
8. Be honest in all dealings.
9. Refrain from any form of conduct (including sexual assault or harassment) which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or bias.

PPTC STUDENT RULES AND REGULATIONS

Centre-based course rules:

1. Attendance: Be at class by 8:45am. If you are running late, inform the course convener accordingly. Skipping class will not be entertained. Communication is key. Sick- inform Course Convener/Education Manager.
2. Behaviour and Conduct: Be Courteous, kind, respectful and professional with PPTC Staff and colleagues. Bullying, discrimination of any kind, harassment, hate speech and incitement will not be tolerated.
3. Smoking- is allowed outside of PPTC and Wellington Hospital premises. Only smoke in designated smoking zones.
4. Kitchen: feel free to use kitchen facilities but ensure to clean up after yourselves.
5. Class/Lab sessions- general lab rules apply during practical sessions. Students are encouraged to engage/participate and share knowledge, practices and materials.
6. Dress code: Semi-formal/casual formal.

Online Diploma training rules:

New Students:

- To qualify for tuition, the applicant must be from the Pacific Region.
- The Diploma Programme is provided to National Hospital and Sub-Divisional Hospital laboratory students free of charge within the Pacific Region.
- Fully private laboratories not associated with a public hospital service will be charged a total of \$NZ 300 per Diploma student per 2-year cycle, payable to the PPTC on enrolment. This fee has been heavily reduced, so as private laboratories are given opportunities for staff education.

- Enrolment will not commence until this fee is paid.
- Applicants must be currently working in a diagnostic routine Medical Laboratory and have had full time practical laboratory experience for at least 12 months prior to enrolment in this programme. New laboratory students who are employed in technical positions and who have worked in the diagnostic laboratory sections for a minimum of 12 months will be considered high priority in Diploma study by the PPTC.
- Students must be accommodated in technical positions with accessibility to all laboratory processes and sections so as to enable sufficient practical opportunity to complete all the modules constituting the Diploma.
- All requirements for first year subjects (i.e.) Lab Technology, Haematology, Biochemistry must be completed by Dec in the first year, which will include module study, laboratory logbooks where appropriate and the Part 1 examination.
- The second year involves Microbiology / Molecular, Blood Bank and Laboratory Quality Management and will follow the same regulations.
- The PPTC will closely monitor each student's performance and send out reminder notices regularly to make sure that students remain aware of their commitment to the programme and that all studies are completed within set time frames.
- PPTC consultants will carry out online workshops throughout the year to support students in their studies. Times and dates will be forwarded to students in the coming weeks.
- All modules must be completed by each respective due dates so as a 6 week preparation time can be allowed for the end of year examination.
- All requirements for the first year, inclusive of logbooks, must be fulfilled by the day on which the Part 1 examination will be offered. If students fail to complete all modules or fail the examination, they will be assessed on a case by case basis according to PPTC "Progress through the programme policy".
- If students are proven to have cheated or are suspected of cheating in any area of the academic programme i.e. during Module study, Logbook completion or in the Part 1 and 2 Examinations, they will be immediately disqualified from the Diploma programme and from any other teaching and training programme that is currently provided by the PPTC.
- Phlebotomists, employed by laboratory services whose job description indicates blood collection only with no involvement in laboratory diagnostic procedure, will not be considered as students for the complete Diploma programme. They will however be given the opportunity to study both Laboratory Technology (1st Year) and Laboratory Quality Management modules (2nd Year) only.
- Certificates of Completion will be issued once all requirements have been met.
- Students who have been disqualified from a previous cycle due to failure to meet the Diploma requirements will be considered very low priority for future inclusion into a Diploma cycle and may or may not be allowed to re-study the programme. Successful entry into a new cycle will be dependent on how many new students are applying from cycle to cycle. If accepted by the PPTC to reattempt the Diploma study programme at a later time, passes in specific modules from a previous cycle can be transferred as long as such passes are no older than 2 yrs.

Diploma modules are as follows:

Year 1: Laboratory Technology, Haematology, Biochemistry

Part 1 Examination

Year 2: Microbiology, Blood Transfusion, LQMS

Part 2 Examination

General

- Although students are permitted to keep all study material (on- line learning material, log books and study guides,) for future reference once the course is complete, the study material continues to remain the property of the Pacific Pathology Training Centre and must not be published, copied, shared or otherwise disclosed to others, for personal benefit, to the detriment of the Pacific Pathology Training Centre.
- Applicants will receive modular educational materials online via Sharepoint online links. We have now reconsidered the reproduction of logbooks and study guides, and these will be delivered as hardcopies to your respective laboratory locations.
- In terms of professional development, students wishing to participate in the study of only one module or in fact a selection of modules (a number less than the six modules necessary to complete the Diploma) will be allowed to proceed provided that funding is available, and permission is granted by the PPTC. The granting of permission to proceed will be at the discretion of the PPTC. Such modules will be offered to students as they become available according to the Diploma sequence within the 2-year cycle.
- Once the requirements of the theoretical and practical content have been fulfilled, a Certificate of Completion will be awarded by the PPTC for each completed module. Both theoretical and practical logbook requirements must be fulfilled before a certificate is awarded.
- It is important to note that unless the six Diploma modules are completed, students will not qualify for the Diploma of Medical Laboratory Science. Applicants must complete all six modules, the practical logbooks and examination 1 and 2 within the 2-year cycle. The 2-year time frame also includes the successful passing of the end of year examinations, Parts 1 and 2 in order to be awarded the PPTC Diploma of Medical Laboratory Science
- All applications will be considered by the PPTC, and it reserves the right to approve or decline an application.
- For the successful completion of the online diploma training by students, the PPTC requires their respective Pacific laboratory management to:
 - a. Appoint a staff member as training officer to look after the welfare of the enrolled student's and act as a focal person for the laboratory.
 - b. Ensure adequate work roster is in place to enable students to complete their practical logbooks, e.g. rostering them in the Haematology section during Haematology module delivery etc.
 - c. Advise respective heads of section of their responsibility as section supervisors to take ownership of student training and sign off student's practical logbooks as required.
 - d. Encourage, motivate, and regularly check on students' progress, identifying any areas of support which may be required by the student.
 - e. Have a progression plan in place to absorb Diploma graduates in the laboratory structure.
 - f. Know that false representation of a student's job description to the PPTC by the Laboratory Managers and the students themselves will carry the penalty of permanent disqualification from the Diploma programme.

MISCONDUCT AND THE DISCIPLINARY PROCESS

The PPTC aims to have a community where students respect themselves and others, a community where healthy social interactions and academic pursuits are expected. Living away from home, for centre-based courses, can take some adjustment and the PPTC is here to assist students learn the benefits of taking responsibility for themselves and their actions.

Figure 3 below shows the disciplinary process for PPTC students.

If required, sanctions can be considered within the disciplinary process. These sanctions include but are not limited to:

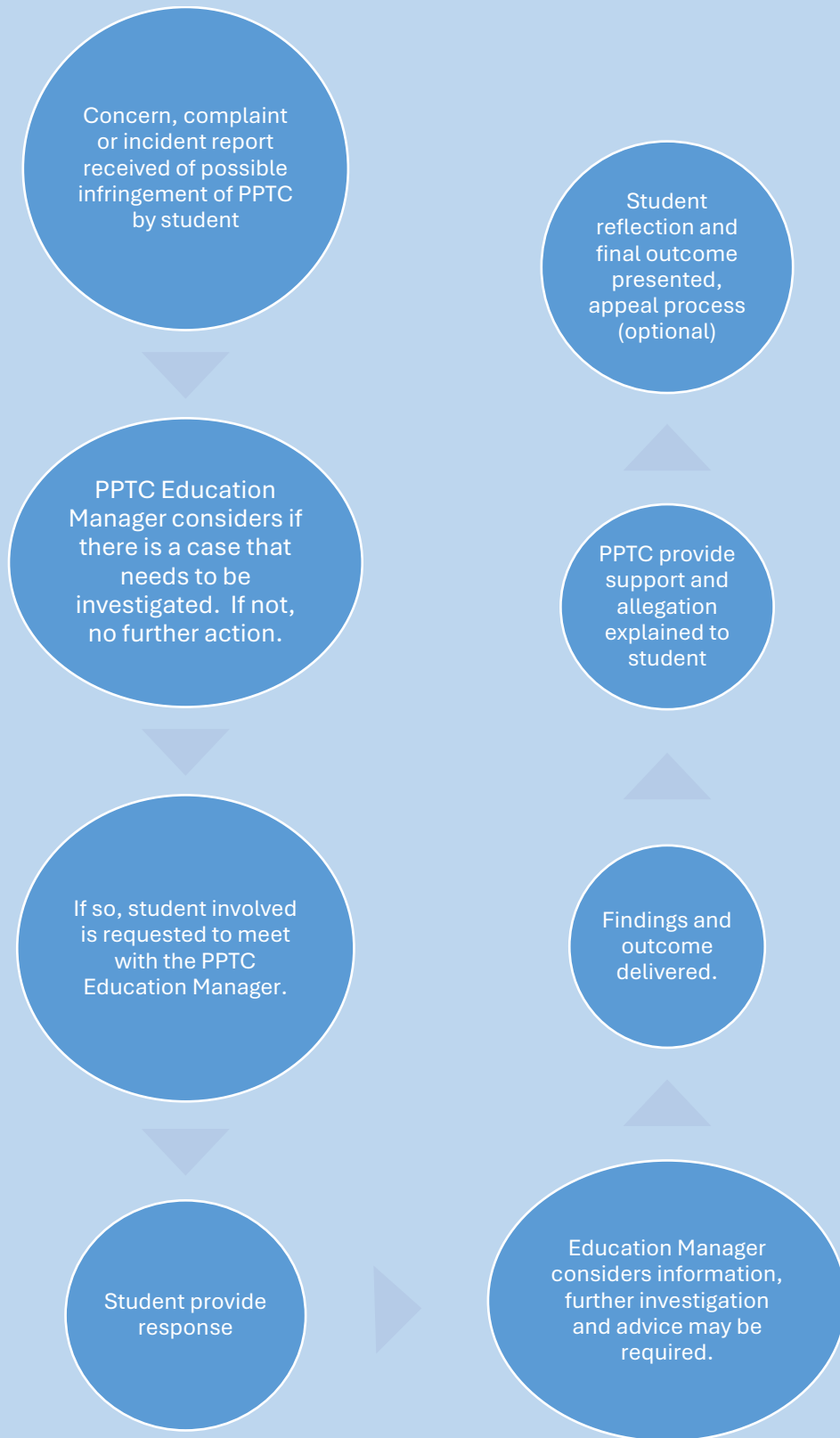
1. No sanction.
2. Formal and informal warnings.
3. Requirements to undertake work and/or attend programmes, counselling, or medical appointments; movement restrictions; referrals to Police or PPTC Trustees.
4. Fines, and reparation (including those made on groups of which the student is a part, where individual responsibility cannot be attributed) and directions to make reparation to third parties.
5. Restrictions on activities, including alcohol bans, and non-association or non-attendance requirements.
6. Protective measures within the PPTC to address any safety concerns.
7. Suspension of the right of residence, or termination of the contract neither of which shall affect a student's ongoing liability for fees

The misconduct and disciplinary process is applied according to the severity of the case under Section 3.4 of this manual.

The PPTC centre-based course students are international students to New Zealand, and therefore must abide by New Zealand's laws and regulations.

In the event that a PPTC student breaches his or her visa conditions, or has their enrolment at the PPTC terminated, it is reported it to Immigration New Zealand immediately. The PPTC Education Manager and CEO will submit the required report form to Immigration New Zealand within 24 hours.

Figure 3: PPTC Student Disciplinary Process



PPTC STUDENT COMPLAINTS

In the event that a student wishes to raise a complaint, the PPTC Student Complaints Process is as follows:

1. PPTC Student Complaint Form (PT.6.0)

Students wishing to make a formal complaint need to complete the PPTC Student Complaint Form. This form can either be sealed in an envelope and delivered to the PPTC office or sent via email to the PPTC CEO.

The student must complete and sign the form.

Details regarding the complaint, with name (s), location, services etc. must be provided. Other details e.g. PPTC staff contacted, witnesses etc. who can provide support to your complaint must also be provided.

2. The PPTC, upon receipt of the complaint form, sends an acknowledgement of the receipt of the complaint notification is sent to the student.

3. The PPTC CEO and staff conducts an investigation into the complaint.

4. A meeting with the student, in person or online, is organised to discuss the complaint and provide a response. If the student chooses to, he or she may bring a support person to the meeting to provide support and help with understanding of the issues. A final outcome is agreed upon, discussed and documented.

5. The PPTC provides the necessary corrective actions and student support required.

UNRESOLVED COMPLAINTS

The PPTC ensures that all students complaints are fairly treated and addressed.

However, in the event that a student is unhappy with or do not agree on a final outcome of either the disciplinary (Section 6.3) or complaint (Section 6.4) processes, the student may make a complaint to the New Zealand Qualifications Authority (NZQA) or Study Complaints. They are government agencies that independently investigate student complaints.

The NZQA investigates complaints regarding the quality of education, management, and pastoral care of learners in Private Training Establishments such as the PPTC.

Student Complaints resolves disputes between students and New Zealand education providers and can assist students with financial matters, contractual matters and other issues.

NZQA

The NZQA can help unresolved student complaints regarding the quality of education, management and pastoral care of learners.

To seek advice from or make a formal complaint to NZQA, students can do so via the NZQA website <https://www2.nzqa.govt.nz/>.

Students can download the formal NZQA complaint form and complete it. Provide details regarding your complaint, including contact details for everyone involved in the complaint. In addition, include evidence that will support the complaint.

The completed form and evidence are submitted to NZQA by sending it to the email address: risk@nzqa.govt.nz or posted to:

Risk Management, NZQA
PO Box 160
Wellington, 6140

Study Complaints

For financial matters, contractual matters and other issues, students can also contact Study Complaints.

The student must:

1. Visit the NZQA Study complaints website at <https://www.studycomplaints.org.nz/>.
2. Click on the “Help for Students” link.
3. Click on the “Help for International Students” link.
4. Select the best the applies to your complaint i.e. complaint about finances, student contractual arrangements or select “other” and complete the online form provided.
5. For further help, students can contact Study Complaints via telephone at 0800 00 66 75 or email at help@studycomplaints.org.nz.

More information is available on both NZQA and Study Complaints websites for students to access regarding complaints.

7. WITHDRAWAL

Withdrawal from the program of study will be considered under the following:

- a. When the student takes unauthorised absence from centre-based course or clinical attachments for 3 days consecutively.
- b. When there is unsatisfactory or failure to progress in a course of study i.e. delayed or failed assessments for the online diploma program.
- c. The student voluntarily chooses to withdraw from the course due to personal reasons.

Procedures and responsibilities

The procedures for withdrawing from a course can be as follows:

- a) In the event of the student taking unauthorized leave from duty, or unsatisfactory progress in the progress of study, the Program convenor will notify the Education Manager and/or PPTC CEO and have the event documented in the student's personal file.
- b) In the event of a voluntary withdrawal, the student must complete the PPTC Training Withdrawal Form (PT.8.0).
- c) The Education Manager will contact the student, and a progressive note should be made and submitted to the PPTC CEO's office.
- d) Discuss with the PPTC CEO, Education Manager and Program convenor possible actions for the student to improve student commitment to the training program.
- e) In the event of the student failing to meet the assessment results of the program, recommendations can be made by the course convener to the Education Manager for the students' training to be terminated. This will then have to be notified to the CEO.
- f) Recommendations can then be made to the country MOH for the student to withdraw or terminate a student's PPTC training as an option.

8. REFUND

The PPTC will refund a part, or all course fees paid by students who have secured private funding for the training programme due to any of the following conditions:

- (a) failure by the student to obtain a visitor or student visa to attend the course,
- (b) voluntary withdrawal by the student
- (c) the PPTC not able to provide the training course paid for by the student,
- (d) the PPTC ceasing to be a signatory; and
- (e) the PPTC ceasing to be a training provider.

The online Diploma course is free for public hospital laboratory staff, therefore is exempt from this policy. However, private hospital laboratory staff are required to pay for the diploma course, as well as privately funded centre-based courses and attachments.

For the students meeting conditions (a), (c), (d) and (e), a 100% of the course fees paid will be refunded.

For the students meeting condition (b) voluntary withdrawal by the student, 50% of course fees may be refunded to the student if withdrawal from:

- A Centre-based program is less than 5 weeks: Withdrawal must be within one week of the commencement of the centre-based course.
- A Centre-based program more than 5 weeks: Withdrawal must be within two weeks of the commencement of the centre-based course.
- PPTC Diploma program: Withdrawal must be within 4 weeks of the first module of the diploma program.

Any withdrawal outside the stipulated times will not be eligible for a refund.

This policy will be evaluated and reviewed annually by PPTC management to ensure students are treated fairly and have equal access and support for learning when attending PPTC training programmes.

Procedures and responsibilities

- Submit a request letter for withdrawal from the study program to the Education Manager who will then compile a student withdrawal case.
- The sign off approval for withdrawal from the training program shall be by the CEO.
- The receipt of course payment shall be submitted together with the approved withdrawal form to facilitate a refund.

9. PROGRAMME ASSESSMENT AND MODERATION

Assessment Policies at the PPTC are covered by:

- Attendance Policy and Procedures
- Assessment Policy and Procedures
- Examinations/ Assessments Policy and Procedures
- Assessment methods will be manageable, appropriate, and fair and integrated with learning.
- Evidence will be valid, direct, authentic, and sufficient
- Assessment will be systematic, transparent, and consistent.

ATTENDANCE

Attendance is an important aspect of the Centre-based courses and attachments programme assessment and significantly contributes to the programme's overall assessment.

For centre-based courses and clinical attachments, all students are required to attend all classes and training events.

Any absence must be approved by the Training convenor or Education Manager.

Attendance will ensure development of good work ethics, accountability, and support students to meet training requirement.

Procedures and Responsibilities

- The student with less than 90% attendance in theoretical hours may be assisted with extra tuitions and tutorial support from the teaching staff in order to make up the required hours.
- The student who continues to fail to obtain 90% attendance in theoretical hours will not be able to sit the final examinations. Failing to sit the final examinations will lead to failure of the course and termination of training.

- Due to the length of the centre-based courses and attachments (4-6 weeks), it is expected that students attending PPTC courses have arranged appropriate approval from their country MOH to fully attend the training. Therefore, maternity, or annual leave issues do not apply.
- Hospitalization as an Inpatient

In the case of a student, during the course, being hospitalized for a prolonged period, she/he may be considered on individual basis and recommended accordingly for:

- a. Deferment of training to resume the following year.
- b. Consideration and recommendation by the PPTC for extra tuition and tutorials and allowed to continue with the training, based on the student's performance and professional conduct

Attendance in Clinical Practice

The student who does not obtain >90% attendance in practical hours due to various reasons may request the training convenor to make up the time in practice after hours if possible. Failure to achieve the required practical hours will lead to recommendations to defer progress through the program until the outstanding practical hours to be performed are made up. Continuing failure to achieve the required practical hours may result in termination from training.

ASSESSMENT

PPTC's policy on assessment will follow NZQA's requirements for assessment and examination.

The principles of fairness, validity, and transparency of assessment practice for all students are fundamental to PPTC's assessment policy.

Assessment will be systematic, transparent, and consistent and assessment methods will be manageable, appropriate, and fair and integrated with learning.

Evidence will be valid, direct, authentic, and sufficient.

This policy and procedures will be evaluated and reviewed annually by the PPTC management and the consultants. External moderators' comments will be taken into consideration.

Teaching staff will be trained in assessment procedures using in-service workshops to ensure the NZQA criteria are met.

The outcome for assessments is fair and valid. Assessment will meet the diverse needs of the students by using a variety of methods.

Procedures and Responsibilities

Part A: Theory Assessment

- Planned programmes will have varied assessment tasks which are based on learning outcomes. Designed assessments may be used for module standards. The Education

Manager and training convenors will check if the assessment methods are manageable, appropriate, and fair and integrated with learning.

- Assessment activities may include oral and written assessments, observations, role plays, demonstrations, and self or peer work-based assessments. Assessment is ongoing with the timing of assessment being scheduled by the training convenor. Indicators of student's readiness to be assessed shall be through staff's observation of student's performance. Provision is made for reassessment and appeal.
- Students will be fully informed by their training convener of the assessment, reassessment and appeal procedures at student induction. Students with special needs will be accommodated appropriately. Internal pre and post moderation is undertaken on all assessment materials.
- Internal and external moderation activities will be coordinated by the Education Manager as per the relevant moderation schedules. (Refer to the PPTC policies on internal and external moderation)
- Each staff will personally ensure that the work assessed is that of the named student.

Part B: Practical Assessment (Competency-based)

- The PPTC will formulate competency-based assessment and requirements for clinical practice in each training program based on the approved NZIMLS standards set by the competency based performance assessment.
- Assessment activities may include oral and written assessments, demonstrations, reflective writing, Objective Structured Competency Assessment (OSCA) and self or peer work-based assessments. Practical Assessment for PPTC courses is ongoing over a time period. The timing of assessment may be scheduled by the program training convenor. Provision is made for reassessment and appeal.
- Students will be fully informed by their staffs of the clinical/practical requirements, assessment, reassessment and appeal procedures as per Assessment Policies and Procedures for the PPTC training programmes. Internal pre and post moderation is undertaken on all assessment materials
- The training convenor will personally ensure that the work assessed is that of the named student.

ASSESSMENT AND MODERATION

Policy

The internal moderation system will be in place to ensure that formal assessment activities, decision and reporting are consistent, valid, and fair.

Internal pre and post moderation is undertaken on all assessment materials.

Internal moderation activities will be coordinated by the Education Manager and Training Coordinators.

An external moderation system will be in place to ensure that assessment tasks, decisions, and reporting are consistent with the required standard.

An evaluation and review of this policy will be carried out by all staff at a meeting convened for this purpose.

Internal Moderation:

Procedures and Responsibilities

The internal moderation system for assessment activities and judgments involves the Education Manager and Program Coordinators as the internal moderators. The Education Manager is responsible for organizing the internal moderation and for arranging external moderation for courses.

The teaching team will –

- a. Develop, write assessment activities and schedules, and assess the student's performance.
- b. Use previously moderated assessment materials, where available, after re-evaluating them;
- c. Ensure that all assessment materials developed in-house are moderated.
- d. Develop professional networks with colleagues outside the PPTC.
- e. Seek help from colleagues on the staff who have subject expertise whether or not they are teaching that subject; and
- f. Deliver assessed work to administration (Education Manager) for storage.

Management (PPTC Education Manager) will retain assessed work securely for 3 years via PPTC SharePoint Online Secure.

The teaching team, together with the Education as the moderation coordinator will review all assessment materials developed in-house to ensure that:

- a. The instructions used are clear and easily understood.
- c. The activities provide sufficient opportunities for students to demonstrate their knowledge skills and appropriate attitudes.
- d. The language and writing style are appropriate for the students.
- e. Workbooks, and assessment materials are being delivered at the appropriate level;
- f. And the assessment materials are current, valid, and relevant to the medical testing laboratory context.

External Moderation:

Procedures and Responsibilities

The external moderation system for assessment activities and judgments involves the Education Manager and external stakeholders as the external moderators. The Education Manager is responsible for arranging external moderation for courses.

- a. PPTC training assessments will comply with all requests for external moderation.
- b. The moderation coordinator is the PPTC Education Manager
- c. It is the responsibility of the PPTC Education Manager (moderation coordinator) to arrange for external moderation. E.g. With Otago University or other training organisations that has Memorandum of Agreement to work with the PPTC e.g. New Zealand Blood Service.
- d. The PPTC training convenors will carry out the assessment and send assessment materials and samples of assessed student work to the moderation coordinator who will forward them to external moderators as required.
- e. Results of external moderation will be passed on to the training convenor so that recommended changes are made to the assessment materials accordingly.

- f. The Education Manager, as the moderation coordinator will be responsible for staff training and development regarding moderation and assessment.
- g. The training convenors will discuss and implement any moderation decisions regarding changes in assessment tasks, schedules, and reports regarding the student's competency.

Outcomes

The student's qualifications will be recognized by external stakeholders.

GRADING OF ASSESSMENT

PPTC planned training programmes will have varied assessment tasks which are based on learning outcomes. The Education Manager and training convenors will check if the assessment methods are manageable, appropriate, fair and integrated with learning.

Procedures and Responsibilities

The final assessment results for each course will be awarded using letter grades ranging from "A" to "D". An "A" grade denotes 80 – 100%, and an "D" denotes a score below 50%. Students who obtain a "D" grade shall be deemed to have failed the assessment. Assessment procedures focus on achievement-based assessment in which the performance is assessed against a fixed criterion.

Description of Grades: The following grades will be used to summarize student achievement within a course.

Standard Grading:

Grade	Description	Percentage	Grade description
A+	The student has achieved an outstanding performance in all aspects of the course, shows no significant deficiencies and may have completed work of quality beyond the requirements of the course.	90 – 100%	HIGH DISTINCTION
A	The student has achieved all the objectives of the course with very few deficiencies in demonstrating understanding, capacity to apply, and appreciation of course content.	85-89%	DISTINCTION
A-	A particularly outstanding achievement	80-84%	CREDIT
B+	The student has achieved the objectives of the unit clearly above the minimum standard required	75-79%	PASS
B	An achievement that surpasses the average standard	70-74%	
B-	An achievement that fulfils the average standard	65-69%	
C+	An achievement that fulfils the average standard despite deficiencies	60-64%	
C	The student has achieved the objectives of the unit clearly above the minimum standard required	55-59%	
C-	The student has achieved the objectives of the unit clearly at minimum level.	50-54%	FAIL
D	The student has not achieved the objectives of the unit.	<50%	

Practical Assessments are to be recorded as:

P- Pass

F- Fail

I- Incomplete

Resubmission Required/Supplementary Examination

Students may only sit a one-time Supplementary Examination.

Students are given the opportunity to re-sit examinations or resubmit written work only once no matter what the circumstances. The amount of supplementary work is approved by the PPTC Education Manager, in order for students to pass a module/course or component.

ASSESSMENT METHODS

Assessment involves a wide variety of methods including the following:

Written: essay, case studies, reports, care plans, journal writing, examination.

Oral: presentations – group or individual, interviews, oral exams

Visual: observation of performance mode/ fair presentation

Practice: simulated and clinical assessment, critical skills, role play

Combination of methods: practical logbook, checklists

Each course has its own learning outcomes and assessment plan. These are given to the students at the beginning of the course.

Assessment of theoretical component of the programme:

- Examination/ tests
- Reports
- Projects
- Presentations
- Assignments

Assessment of Practical component:

- Worksheets/Checklists
- Journal reflections
- Assessment using the Competency Standards
- Case Presentations

Process For Written Assessment

The Assessments must be undertaken by the students as instructed.

Marking of assessments involves principal marker (course convenor) and a cross marker (another consultant) as appropriate.

The cross marker ensures the reliability/validity of the marking process.

Overall report of assessment procedures and results to be submitted to the Education Manager.

Overall student assessment (marks) is to be submitted to the PPTC CEO, including individual student review where appropriate.

Each training convenor will personally ensure that the work assessed is that of the named student.

Exams and tests

Quizzes may be given at any time; however, tests will be announced at least two days in advance. Please refer to the Course Objectives syllabus for a detailed general guideline.

Expect to follow all scheduled test dates. If a student is absent the day before a test, he/she will still be expected to take the test on the announced day.

Exam Procedure

Exams will be given at the end of each course or year (for the PPTC diploma course). The exam schedule is provided to students at the beginning of each cycle year and any changes to the end of the year exam must have at least 3 weeks' notice. Two weeks prior to the exam, the student is required to fill out the Exam Rules and Student Declaration Form (PT.11.1 Form). An approved Examination supervisor will also have to fill out the Supervisor Declaration Form (PT.11.2 Form).

Students will only be allowed to sit for the end of the examination once this process is completed.

Make-up Procedure

When a student is absent, it is his/her responsibility to obtain make-up work the first day back to class. Please refer to the course objectives first to see what assignments have been missed.

Make-up Expectations

Students will have equal class time missed to make up any missed tests, quizzes, or assignments. Failure to do so will result in a zero for the missing grade. Any late assignments shall be penalized. Special arrangements can be made for extended absences. Students who are in attendance and do not complete class assignments cannot make them up at a later date and will receive a zero for the missing assignment(s).

NOTIFICATION AND REPORTING OF ASSESSMENTS

Students will be provided with fair and regular feedback on progress and fair reporting of assessments.

Procedures and Responsibilities

- The PPTC training convenor will inform students of reporting and appeal procedures when they commence their course.
- PPTC training convenors are responsible for providing students with immediate, relevant, regular and clear feedback on assessments, their progress during, and at the conclusion of programme delivery.
- From time to time, students may be interviewed by the Education Manager regarding the quality and format of feedback they are receiving. Findings will be brought back to the teaching team for discussion and if necessary, incorporated into future student feedback.
- PPTC training convenors will submit all assessment results to the Education Manager.

This policy is evaluated and reviewed annually by the PPTC to ensure all students will receive regular feedback on their progress and will have clear procedures and support if they wish to appeal the assessment made in the feedback report.

PROGRESS THROUGH THE PROGRAMME

The student will progress through the program when the student:

- a. Satisfactorily complete the assessment requirements, both theoretical and practical.
- b. Meet the requirement of the 'Attendance Policy' for the program.

Mechanisms and systems for progressing through the program is transparent and students have clear information on how to progress through the program.

Procedures and Responsibilities

Students identified as having specific difficulties in meeting any training program requirements will be brought to the attention of the PPTC Education Manager. Students identified in this way will be supported and counselled by the PPTC training convenor and Education Manager.

Provision to resubmit work or sit supplementary examinations may be made for students who do not achieve the criteria of assessment for a particular training program. Students who demonstrate achievement with resubmitted work or supplementary examinations will be credited a Pass (P) grade. Failure in supplementary examinations may be recommended for termination of training or credited with a Fail (D) grade.

When in practice, the students who do not meet the criteria for achieving the expected level of clinical competence using the Competency Standards, may be given a specified period of time in which to meet the competencies expected at each practice level. In some instances, criteria not achieved may be required to be achieved later and students will be clearly informed of such criteria.

In special circumstances where a student achieves all of the assessment criteria except one course of the program and has proved to be of outstanding professional conduct:

- a. May at the absolute discretion of the training convenor and Education Manager, recommend being given an opportunity for extra tutorials with submitted work of assessment for the failed course and be granted provisional enrolment if continuing with the next level/course.
- b. The provisional enrolment may be no more than 6 weeks of the of the new level, hence the student's assessment must take place and be reported to the PPTC Education Manager within this period of time.
- c. When the student continues to fail to meet satisfactory achievement of the further assessment of his/her work, it will be recommended for cessation of her/his provisional enrolment in the next level and recommended for termination of training.
- d. In the event of a significant or repeat failure (supplementary examinations) to achieve a satisfactory assessment in all/or any one course or convicted of serious breach of conduct, the PPTC training convenor may recommend to the PPTC CEO that the student's enrolment be terminated.
- e. For the diploma training, in the first year of training, the student who will be recommended for termination of training will not be able to apply to repeat the first year. In the second year of training, the student who will be recommended for termination of training may be allowed to repeat the failed year as a private student.

f. The student who is terminated from training for professional misconduct will not be allowed to re-enrolled with the PPTC as a private student.

RETURN OF ASSESSMENT WORK AND APPEALS

All students shall be entitled to the return of all written work (or a copy) submitted for assessment and will be given access to a copy of the marking schedule used to grade their assessment.

Procedures and Responsibilities

Return of work shall take place as follows:

Return of assessment work will be determined by the course convenor and communicated to students within two weeks after examinations and tests, and from due dates of assignments.

All assessment work not collected within the deadlines communicated to students will be destroyed.

Training convenors will submit all assessment results to the PPTC Education Manager for recording on the Student's File. Training convenors will also be responsible for securely holding assessment and evaluation materials for the students until the end of the year.

Outcomes

Students will be provided with fair and regular feedback on progress and fair reporting on final achievement.

The mechanism for returning student assessment work is clear and students receive fair and regular feedback on their progress and achievement.

PROCEDURES FOR RE-ASSESSMENT AND APPEAL

Students shall be entitled to the return of all written work (or a copy) submitted for assessment and will be access to a copy of the assessment marking criteria for any assessment.

A student who believes that any work he/she has submitted for assessment has been incorrectly or unfairly marked shall be entitled to have their assessment reconsidered.

It is important that in the first instance the student approaches the course training convenor concerned immediately for a discussion regarding assessment work. The work will be reviewed by the training convenor and the cross marker for that assessment point.

Procedures and Responsibilities

The procedure for having an assessment result reconsidered shall be as follow:

In the first instance within three working days of receiving a particular assessment result, the student should submit a request in writing to the training convenor for reconsideration of the assessment result.

Following consideration, the training convenor may recommend to the Education Manager that the grade be unchanged, raised or lowered.

If after reconsideration or recount by the training convenor, the student still believes that his/her assessment has been incorrectly or unfairly marked, he/she shall be entitled to apply to the Education Manager within three working days to have that assessment reconsidered or recounted. The Education Manager will handle such complains on individual case basis.

Outcome

Students will receive fair opportunity to voice any concern regarding assessment and the system allows for transparency of the system.

APPEALS AGAINST A FAILED COURSE

A student may appeal against the assessment of any course work in any PPTC training programme.

The students will receive regular feedback on their progress and will have clear procedures and support if they wish to appeal the assessment made in the feedback report.

Procedures and Responsibilities

- A student who wishes to appeal against an assessment result must lodge written notice of appeal to the PPTC Education Manager within seven days of receiving their assessment results.
- The PPTC CEO shall obtain a report from the Education Manager on the issues raised by the appeal.

10. EXAMINATION BOARD

Members of the Examination Board:

The examination board will consist of members of the PPTC CEO, Education Manager and consultant members of the PPTC.

Responsibilities of the Examination Board:

The examination board is responsible to the Board of Trustees for:

- Fair treatment of students in granting credit and recognition of prior learning.
- Monitoring and the maintenance of pass and grade standards in granting credit.
- Approving the list of passes and grades.
- Fair treatment of students in the granting of a special pass
- Recommendation of the granting of qualifications
- Fair treatment of students in the approval of a variance to the maximum period of enrolment.

- Fair treatment of students in the granting of leave of absence from a programme.

ASSESSMENT/RECOGNITION OF PRIOR LEARNING

Assessment of Prior Learning (APL) RP or (RCC – Recognition of current competencies) is an assessment that makes use of direct evidence of achievement and/or evidence from activities that were undertaken either formally, non-formally or informally. The RPL/RCC is an assessment of current competencies to imply that skills and knowledge will be recognized against standard criteria for each level.

PPTC acknowledges the importance of APL/RPL/RCC and will grant it when appropriate after examining the evidence provided by learners of their learning or work experience.

Previous learning must be assessed as equivalent to the PPTC credit to be granted. This assessment will take into account the learning outcome, volume of learning, program of study including content, and learning and assessment approaches of the previous learning.

The previous knowledge and skills of an applicants must still be current, that is within 3 years.

This policy will be evaluated and reviewed annually by the PPTC to ensure students are treated fairly and have their prior learning and competence recognized.

Procedures and Responsibilities

Students may apply for recognition of credit by writing to the PPTC with Certificate of Qualifications and Transcripts attached.

The Education Manager and the training convenors that is the designated subject owner, is responsible for all recognition matters in relation to that subject.

A student may request a review of a credit recognition decision in accordance with the student's appeal policy.

Applicants are responsible for providing the information required, and meeting the deadlines set by PPTC for credit recognition application.

Documentation provided with any application may be verified by PPTC with the issuing authority. Credit recognition granted may be cancelled or action taken, if false or misleading documentation is submitted and admission may be cancelled.

Applicants are required to apply to the PPTC through the Education Manager.

Applicants must submit certified copies of the following documents:

Academic transcript or subject results, with an official explanation of the grading system

NOTIFICATION AND REPORTING ON STUDENT ACHIEVEMENT

Students will be provided with fair and regular feedback on progress and fair reporting on final achievement, with an associated appeal procedure.

There is a system for archiving information on the student's final achievement. The PPTC system for archiving information on the student's assessments and records, as required by

the New Zealand PTE Enrolment and Academic Records Rules 2022, are accurate and up to date.

This includes:

(a) records of individual student assessment and examination results, including student name, date of achievement and grade.

(b) any cross credits, credit transfer, and recognition of prior learning arrangements for individual students, and the evidential basis for them, which are to be kept as a permanent record:

{c) records of student attendance, which are to be kept for at least the duration of the student's enrolment:

{d) records of the achievement of awards or qualifications by the students, which are to be kept as a permanent record.

The PPTC keeps all student records, in hardcopy in the PPTC office, and in electronic copy in the PPTC SharePoint folder, for a minimum of 12 months from the date of completion of that training.

Student requests for records must be made in writing to the PPTC Education Manager, who will issue the transcript and/or certificate to the students.

Students can access their records of achievement for PPTC approved courses through their NZQA learner accounts. Copies of NZQA and PPTC Records of Achievements are available in the annex of this manual and the student handbook. (Form PT.12)

This policy is evaluated and reviewed annually by the PPTC to ensure all students will receive regular feedback on their progress and will have clear procedures and support if they wish to appeal the assessment made in the feedback report.

Procedures and Responsibilities

- PPTC training convenors will submit all assessment results to the Education Manager.
- The training convenor is responsible to complete the students report while the Education Manager is responsible for moderation before the final copy of the students' report.
- There is an appeal procedure for the students (Refer to 9.10).
- The PPTC CEO is responsible for reporting any appeal cases and their progress towards a resolution to the appropriate office.
- Upon completion of the micro-credential training, the PPTC will report the students' achievement to NZQA to include in the student's Record of Achievement.
- The PPTC CEO will inform the NZQA in writing of changes in any of the following:
 - Change of ownership and governance.
 - Change of senior management.
 - Major changes of staffing
 - Change of listed promises
 - Major changes of funding, fees, policies, or funding source

REFERENCE DOCUMENTS

1. PPTC Policies and Procedures (PPTC Quality Manual 2024)
2. New Zealand Qualifications Authority (NZQA) Guidelines for PTE Registration 2022
3. NZQA PTE Enrolment and Academic Record Rules 2022
4. New Zealand Education and Training Act 2020
5. New Zealand Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

PPTC TRAINING FORMS

PT.1 PPTC Enrolment/Application Form



PACIFIC PATHOLOGY TRAINING CENTRE
PROMOTING THE ADVANCEMENT OF DIAGNOSTIC PATHOLOGY
KNOWLEDGE AND PRACTICE THROUGHOUT THE ASIA-PACIFIC REGION



PT.1.0

Pacific Pathology Training Centre – PPTC **Enrolment Form**

Wellington Hospital Campus, 6242, P O Box 7013
www.pptc.org.nz

+64 04 389 6294
pptc@pptc.org.nz

Welcome to the Pacific Pathology Training Centre. Please read the instructions below carefully before you complete this enrolment form.

INSTRUCTIONS

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification or course at our organisation. We also need to collect information from you that is required by government agencies for statistical and compliance reasons. Please fill in the form by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions (amend as necessary for digital enrolment process).
- Signing the form.
- Attaching to the form additional documentation that is required.
- Submit your completed application to pptc@pptc.org.nz or email it to the Education Manager directly on emmanuel.marshall@pptc.org.nz

A QUALIFICATION		
1	Please indicated the Training Programme Type:	<input type="checkbox"/> Distance Learning Course Programme (2 year Diploma programme) <input type="checkbox"/> Centre Based Course Programme (Onsite short course training programme)
	Please write the name of the course you wish to enrol in for:	Office Use
	Course Start Date:	
	Course End Date (if known):	
2	Have you studied/attended a PPTC course before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	If yes, please list the course name(s) or and year you attended.	_____ _____
B PERSONAL DETAILS		
4	Print your full legal name: Family Name:	
	Given Name(s):	
5	Preferred first name:	
	Previous name(s) known by:	



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NEW ZEALAND
FOREIGN AFFAIRS & TRADE
Aid Programme

PT.1.0

6	If you have previously enrolled at this organisation under another name, what was that name?					
7	Preferred title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>	Other (Specify) <input type="checkbox"/>
8	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	10	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Another Gender <input type="checkbox"/> (please specify)		
		day	month	year		
9	Email Address				11	Phone Contact:
12	At what level would you rate your Information Technology knowledge? Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Proficient <input type="checkbox"/>					
13	At what level would you rate your English knowledge? Basic <input type="checkbox"/> (Equivalent to IELTS band 4 & 5) Fluent <input type="checkbox"/> (Equivalent to IELTS band 6 & 7) Excellent <input type="checkbox"/> (Equivalent to IELTS band 8 & 9)					
14	If you know your NSN ¹ (National Student Number), please write it here. <small>If you answered Yes to question 2, you MUST fill in this section.</small>		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
			<i>Please answer this question if you have picked the option of centre based course programme in Q1</i>			
15	Please write your IRD/TAX (Inland Revenue Department) number here <small>This field is optional and only used for Fees Free. You do not need to provide your IRD number if you have already used your Fees Free entitlement or know you or your qualification are not eligible for Fees Free.</small>		<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Please enter a zero in the first box if your IRD number is only 8 digits.</small>			
16	Citizenship / Residence Status: You may need to supply evidence of residence status or citizenship. <i>Please answer this question if you have picked the option of centre based course programme in Q1</i>		What is your eligibility status to enter New Zealand on a visa to study? Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/> Tick the box which best describes your citizenship: New Zealand Citizen <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Other <input type="checkbox"/> If "Other", Please specify your Country of Citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.): Country of Citizenship: _____ Tick the box if you have a New Zealand residence class visa or Australian Permanent Resident Status: New Zealand Resident Visa holder <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/>			

¹ For information on NSNs please visit [About National Student Numbers](#)



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17a	Country of residence during study	<p>During your time studying in this qualification will you be residing in New Zealand or overseas?</p> <p><i>In New Zealand</i> <input type="checkbox"/></p> <p><i>Overseas</i> <input type="checkbox"/> (For Distance learning course programme only)</p> <p>If overseas, please specify: _____</p>																																
17b	Course Fees	<p>Please also specify your fee/assistance status.</p> <ul style="list-style-type: none"> <i>New Zealand Agency for International Development (NZAID) Student</i> <input type="checkbox"/> <i>Private Fee-Paying Student</i> <input type="checkbox"/> <i>Other Aid Agency/Private Scholarship- e.g., MOH, WHO, etc</i> <input type="checkbox"/> <i>Other(s) –please specify below</i> <input type="checkbox"/> <p>_____</p>																																
18	<p>Ethnicity: What ethnic group(s) do you belong to?</p> <p><small>You may tick up to 2 boxes, which apply to you.</small></p>	<table border="0"> <tr> <td><i>New Zealand European</i></td> <td><input type="checkbox"/></td> <td><i>Tokelauan</i></td> <td><input type="checkbox"/></td> </tr> <tr> <td><i>Māori</i></td> <td><input type="checkbox"/></td> <td><i>Fijian</i></td> <td><input type="checkbox"/></td> </tr> <tr> <td><i>Samoan</i></td> <td><input type="checkbox"/></td> <td><i>Cook Islander</i></td> <td><input type="checkbox"/></td> </tr> <tr> <td><i>Tongan</i></td> <td><input type="checkbox"/></td> <td><i>Niuean</i></td> <td><input type="checkbox"/></td> </tr> <tr> <td><i>Solomon Islander</i></td> <td><input type="checkbox"/></td> <td><i>Ni Vanuatu</i></td> <td><input type="checkbox"/></td> </tr> <tr> <td><i>I-Kiribati</i></td> <td><input type="checkbox"/></td> <td><i>Papua New Guinean</i></td> <td><input type="checkbox"/></td> </tr> <tr> <td><i>Tuvaluan</i></td> <td><input type="checkbox"/></td> <td><i>Federated States of Micronesia</i></td> <td><input type="checkbox"/></td> </tr> <tr> <td><i>Nauruan</i></td> <td><input type="checkbox"/></td> <td>Others</td> <td><input type="checkbox"/></td> </tr> </table> <p>If "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other" please specify what specific ethnicity below.</p> <p>_____</p>	<i>New Zealand European</i>	<input type="checkbox"/>	<i>Tokelauan</i>	<input type="checkbox"/>	<i>Māori</i>	<input type="checkbox"/>	<i>Fijian</i>	<input type="checkbox"/>	<i>Samoan</i>	<input type="checkbox"/>	<i>Cook Islander</i>	<input type="checkbox"/>	<i>Tongan</i>	<input type="checkbox"/>	<i>Niuean</i>	<input type="checkbox"/>	<i>Solomon Islander</i>	<input type="checkbox"/>	<i>Ni Vanuatu</i>	<input type="checkbox"/>	<i>I-Kiribati</i>	<input type="checkbox"/>	<i>Papua New Guinean</i>	<input type="checkbox"/>	<i>Tuvaluan</i>	<input type="checkbox"/>	<i>Federated States of Micronesia</i>	<input type="checkbox"/>	<i>Nauruan</i>	<input type="checkbox"/>	Others	<input type="checkbox"/>
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19	Employment Information and History:	<p><i>Please note that in order to be accepted into PPTC training programmes, applicants need to demonstrate employment in a Medical Laboratory environment. Please see PPTC minimum requirements for enrolment:</i></p> <p>a. Are you currently employed in a Medical Laboratory? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>b. What is your position/job title? _____</p> <p>c. How long have you been working for in a Medical Laboratory? _____</p> <p>d. Please indicate your current work place details and address:</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>e. Briefly list your employment History:</p> <table border="1"> <thead> <tr> <th>Employer:</th> <th>Position/Title:</th> <th>Period From – To</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Employer:	Position/Title:	Period From – To																													
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20a	Disability status Do you describe yourself as disabled, Deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition? <i>The information you provide is collected for statistical purposes and to help us understand our learners.</i>	(Select one option only) Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>																
20b	Disability support needs Is there support that would help you while learning at this tertiary institution? Your response allows us to let you know what assistance is available. The information you provide is collected for statistical purposes and helps make education more accessible to all learners. Please select all of the support you might need.	(Checklist response – multi-select If “No” then other response categories must be blank) <table border="1"> <tr> <td>Access to assistive technology (eg, for reading, writing, communication)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Accessible format resources for course content</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Mobility and transport (eg, navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>New Zealand Sign Language Interpreter</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Support with reading, writing, and communicating in learning sessions, exams, and assessments</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other learning or disability support</td> <td><input type="checkbox"/></td> </tr> <tr> <td>No – I do not need support at this time</td> <td><input type="checkbox"/></td> </tr> </table>	Access to assistive technology (eg, for reading, writing, communication)	<input type="checkbox"/>	Accessible format resources for course content	<input type="checkbox"/>	Mobility and transport (eg, navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan)	<input type="checkbox"/>	New Zealand Sign Language Interpreter	<input type="checkbox"/>	Support with reading, writing, and communicating in learning sessions, exams, and assessments	<input type="checkbox"/>	Other learning or disability support	<input type="checkbox"/>	No – I do not need support at this time	<input type="checkbox"/>		
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No – I do not need support at this time	<input type="checkbox"/>																	
C ACADEMIC INFORMATION																		
21	Secondary School:	What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a “traditional” award such as School Certificate, or you may have achieved a number of credits or a New Zealand Certificate at a certain level on the National Qualifications and Credentials Framework. Your New Zealand Record of Achievement shows you the standards, credits and qualifications you have achieved. Tick only one box. <table> <tr> <td>No formal secondary qualifications</td> <td><input type="checkbox"/></td> </tr> <tr> <td>NCEA Level 1 or School Certificate</td> <td><input type="checkbox"/></td> </tr> <tr> <td>NCEA Level 2 or 6th Form Certificate</td> <td><input type="checkbox"/></td> </tr> <tr> <td>University Entrance</td> <td><input type="checkbox"/></td> </tr> <tr> <td>NCEA Level 3 or Bursary or Scholarship</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Not Known</td> <td><input type="checkbox"/></td> </tr> </table> Please specify if “Overseas qualification” or “Other”.	No formal secondary qualifications	<input type="checkbox"/>	NCEA Level 1 or School Certificate	<input type="checkbox"/>	NCEA Level 2 or 6 th Form Certificate	<input type="checkbox"/>	University Entrance	<input type="checkbox"/>	NCEA Level 3 or Bursary or Scholarship	<input type="checkbox"/>	Overseas qualification (includes International Baccalaureate & Cambridge Exams)	<input type="checkbox"/>	Other	<input type="checkbox"/>	Not Known	<input type="checkbox"/>
No formal secondary qualifications	<input type="checkbox"/>																	
NCEA Level 1 or School Certificate	<input type="checkbox"/>																	
NCEA Level 2 or 6 th Form Certificate	<input type="checkbox"/>																	
University Entrance	<input type="checkbox"/>																	
NCEA Level 3 or Bursary or Scholarship	<input type="checkbox"/>																	
Overseas qualification (includes International Baccalaureate & Cambridge Exams)	<input type="checkbox"/>																	
Other	<input type="checkbox"/>																	
Not Known	<input type="checkbox"/>																	
22	Tertiary Study:	Will this be the first time you have ever enrolled in a University, business division of Te Pūkenga (previously Institutes of Technology, Polytechnic or Industry Training Organisation), College of Education, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in community or hobby classes. Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered “No”, please enter the name of the organisation you studied at and the year of your first enrolment:																



PACIFIC PATHOLOGY TRAINING CENTRE

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KNOWLEDGE AND PRACTICE THROUGHOUT THE ASIA-PACIFIC REGION



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		Name of organisation:															
		Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>															
		What year do you expect to complete the academic requirements of this course/s in order to graduate with a qualification? Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>															
23	Prior Achievement:	<p>Please list all of the tertiary qualifications, micro-credentials and any certificates of proficiency you hold, the month and year you completed each and the tertiary education organisation that it was completed at. Alternatively attach your academic transcript from the tertiary education organisation and/or a copy of your New Zealand record of achievement.</p> <table border="1"> <thead> <tr> <th>Tertiary Education Organisation</th> <th>Qualification</th> <th>Month and year of completion</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Tertiary Education Organisation	Qualification	Month and year of completion												
Tertiary Education Organisation	Qualification	Month and year of completion															
D DOCUMENTATION																	
24	Evidence to enrol	<p>Students must provide evidence of identity and eligibility to study by providing one of the following:</p> <ul style="list-style-type: none"> National Student Number (NSN)- <i>(if available)</i> Birth certificate * <i>(certified)</i> Passport * <i>(certified)</i> Copy of relevant credentials/qualification * <i>(certified)</i> A certificate of identity from Immigration New Zealand * <i>(only if attending centre based course programme training)</i> A New Zealand certificate of citizenship * <i>(only if attending centre based course programme training)</i> Visa approval notification letter * <i>(only if attending centre based course programme training)</i> An assertion letter from your employer/manager or HR department to support your enrolment application and that your leave is approved for those attending centre based course training. * <p>A certified copy means a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original document. To be certified the document must be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957, such as a Justice of the Peace (JP), Court Register or Deputy Registrar.</p> <p>Students must provide an original or certified copy of their passport and visa.</p> <p>Please note that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in Authorised Information Matching</p>															



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	<p>programmes with official government information such as the New Zealand Birth Register, to verify the information provided.</p> <p>On occasion, more than one National Student Number is created for an individual. The Ministry of Education regularly monitors the quality of the National Student Index and, when duplicates or errors are discovered, it works with providers and government agencies to merge duplicates and correct errors. This may require the documentation you provide at enrolment being shared between agencies authorised to access the National Student Index to make these corrections.</p> <p>For further information please see: About National Student Numbers</p>									
24	<p>Please list here all documents that you have attached to this enrolment form. Documents should be securely submitted along with this form in a PDF version.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>								
E BANK ACCOUNT DETAILS:										
25	<p><i>For refund processing claims, etc when required</i></p>									
F CONTACT DETAILS										
26	Home Address and contact details:	<p><i>Home Address:</i></p> <p><i>Street Address:</i></p> <p><i>Suburb/Province:</i></p> <p><i>Town/City:</i></p> <p><i>Post Code:</i></p>	<p><i>Postal Address: (if different from home address)</i></p> <p><i>Street Address:</i></p> <p><i>Suburb/ Province:</i></p> <p><i>Town/City:</i></p> <p><i>Post Code:</i></p>							
27	Address While Studying:	<p><i>Address while Studying (if different from home address):</i></p> <p><i>Street Address:</i></p> <p><i>Suburb/ Province:</i></p> <p><i>Town/City:</i></p> <p><i>Post Code:</i></p>								
	Next of Kin:	<p><i>Name:</i></p> <p><i>Email:</i></p>	<p><i>Phone: ()</i></p>							



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G ADDITIONAL DETAILS												
28	<p>a. Describe your area of interest in Medical Laboratory Science.</p> <p>b. List or describe some of the challenges if any you face in your current laboratory setting?</p> <p>c. Do you have access to a personal laptop/computer and internet service to submit your assignments for marking? (only answer this question if enrolling for the distance learning course programme).</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>											
	<p>29 LABORATORY MANAGEMENT</p> <p>The PPTC requires Laboratory Management to:</p> <ol style="list-style-type: none"> 1. Appoint a staff as training officer to look after the welfare of the enrolled students and act as a focal person for the laboratory. 2. Ensure adequate work roster is in place to enable students to complete their practical logbooks, e.g. rostering them in the Haematology Section during the Haematology module. 3. Advise respective heads of departments/sections of their responsibility as supervisors to take ownership of student training and carefully sign off students' practical logbooks as required. 4. Encourage, motivate and regularly check on student's progress, identifying any areas of support which may be required by the student. 5. Have a progression plan in place to absorb graduates in the laboratory work force. 6. False representation of a student's job description to the PPTC by laboratory management and the students themselves may carry a penalty from the training programmes. <p style="text-align: center;">Support from Laboratory Management</p> <p><i>As the Manager/Supervisor/Employer, I endorse this application for study and training for the applicant.</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Name:</td> <td></td> </tr> <tr> <td>Position/Job Title:</td> <td></td> </tr> <tr> <td>Signature:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> </tr> <tr> <td>Email address:</td> <td></td> </tr> <tr> <td>Phone contact:</td> <td></td> </tr> </table>	Name:		Position/Job Title:		Signature:		Date:		Email address:		Phone contact:
Name:												
Position/Job Title:												
Signature:												
Date:												
Email address:												
Phone contact:												

DECLARATION

Privacy statement

The [Privacy Act 2020](#) has the stated aim of protecting and promoting the privacy of individuals. It governs the collection, use, storage and disclosure of personal information. Pacific Pathology Training Centre handles personal information in accordance with the 13 information privacy principles in the Act.

Pacific Pathology Training Centre collects and stores personal information from this form to:

- comply with the requirements of the [Education and Training Act 2020](#) and other legislation relating to maintenance of records
- manage its business, including internal reporting, administrative processes and selection of scholarship and award/prize winners; and
- supply information to government agencies and other organisations, as set out below.

Pacific Pathology Training Centre will comply with all legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020. You are entitled to see any information that Pacific Pathology Training Centre holds about you and request that any errors in the information be corrected. To do so, contact the Education Manager.

Disclosure of personal information to government agencies

Pacific Pathology Training Centre may supply personal information collected on this form to the following government agencies:

- Tertiary Education Commission
- Ministry of Education



- New Zealand Qualifications Authority
- Ministry of Social Development
- Inland Revenue
- Ministry of Business, Innovation and Employment, including Immigration New Zealand; and
- Pacific Ministries of Health
- Ministry of Foreign Affairs and Trade
- when required by law, New Zealand Police, Department of Justice and the Accident Compensation Corporation.

The government agencies listed above may use the personal information supplied to them to:

- administer the tertiary education system, including allocating funding and the administration of the Fees Free schemes
- develop policy advice for government
- conduct statistical analysis and research
- update the New Zealand Record of Achievement
- include in the National Student Index or use in an authorised information matching programme with the New Zealand Birth Register
- fulfil their statutory responsibilities
- supply it to Statistics New Zealand to be integrated in Statistics New Zealand's [Integrated Data Infrastructure](#).

Disclosure of personal information to other agencies and organisations

Pacific Pathology Training Centre may also supply personal information as applicable to:

- other educational organisations for the purpose of verifying academic records
- Education New Zealand for the purposes of supporting international students
- scholarship providers for the purposes of administering scholarships
- debt collection agencies for the purposes of recovering unpaid fees
- Ministries of Health for update and record purpose.

Storage of personal information

Data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft Sharepoint Data System in New Zealand.

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Pacific Pathology Training Centre policy on withdrawal and refund of fees may be obtained from the PPTC Education Manager.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Pacific Pathology Training Centre regarding attendance, academic integrity and progress, disciplinary action, conduct and use of information systems.

This information is accessible via the student handbook and any other information can be obtained from the Education Manager.

Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature

____/____/____
Date

➤ Please make sure that you sign your enrolment form above ◀

Office Use Only Documentation	Approved / Not Approved	Entered
_____ ____/____/____	_____ ____/____/____	_____ ____/____/____

Comments/Notes (for official use only) :

PT.2.0 PPTC Student Induction Checklist



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PT.2.0

PPTC INDUCTION PROGRAMME FOR STUDENTS ATTENDING PPTC CENTRE BASED TRAINING COURSE AND WORK ATTACHMENTS

DATE: _____

STUDENT NAME: _____

TOPICS COVERED:

General Information	Yes	No
History of the PPTC	<input type="checkbox"/>	<input type="checkbox"/>
PPTC staff members: telephone & email contacts	<input type="checkbox"/>	<input type="checkbox"/>
PPTC address	<input type="checkbox"/>	<input type="checkbox"/>
Short history of NZ	<input type="checkbox"/>	<input type="checkbox"/>
Getting around Wellington: places of interest i.e. churches, shops	<input type="checkbox"/>	<input type="checkbox"/>
Allowances and money transfers	<input type="checkbox"/>	<input type="checkbox"/>
Telephone sim cards, internet access	<input type="checkbox"/>	<input type="checkbox"/>
Student Wellington contact numbers to PPTC staff	<input type="checkbox"/>	<input type="checkbox"/>
Clothes/Weather	<input type="checkbox"/>	<input type="checkbox"/>
Transport: buses, snapper cards and Metlink app	<input type="checkbox"/>	<input type="checkbox"/>
Adjusting to NZ Culture	<input type="checkbox"/>	<input type="checkbox"/>
PPTC Students Safety and Wellbeing Policy	<input type="checkbox"/>	<input type="checkbox"/>
PPTC Student Code of Conduct, Rules and Regulations and Misconduct and the disciplinary process.	<input type="checkbox"/>	<input type="checkbox"/>
Working rights and employment while in NZ	<input type="checkbox"/>	<input type="checkbox"/>
PPTC Student Complaints Form	<input type="checkbox"/>	<input type="checkbox"/>
Outline of course – timetable and details	<input type="checkbox"/>	<input type="checkbox"/>
PPTC Health and Safety Induction Checklist	Yes	No
Hazard Identification and Management	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures; e.g.: Earthquakes and Fire	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Exits and Evacuation Procedures including meeting points	<input type="checkbox"/>	<input type="checkbox"/>
Procedure on Reporting of Accidents and other Health and Safety Issues	<input type="checkbox"/>	<input type="checkbox"/>
PPTC Health And Safety Policies	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory H&S Requirements including use of PPE	<input type="checkbox"/>	<input type="checkbox"/>

Induction Carried out by (if different from PPTC staff below): _____

Staff Name: _____ Staff Signature: _____

Student Name: _____ Student Signature: _____

PT.3.1 PPTC CBC Evaluation Form



PACIFIC PATHOLOGY TRAINING CENTRE

PT.3.1

PROMOTING THE ADVANCEMENT OF DIAGNOSTIC PATHOLOGY
KNOWLEDGE AND PRACTICE THROUGHOUT THE ASIA-PACIFIC REGION

PPTC CENTRE BASED COURSE STUDENT EVALUATION FORM

COURSE: _____ COURSE CODE (IF APPLICABLE): _____

DATE COURSE STARTED: _____ DATE COURSE WILL BE COMPLETED: _____

LOCATION: _____ INSTRUCTORS (S) _____

The following statements use a five-point score. Using the descriptive words, please circle the # corresponding to your opinion of the statement and add comments you may wish to provide further explanation. Circle NA for any question that is not applicable for this course. Thank you for your cooperation in this evaluation
Strongly Agree – 5, Mildly Agree – 4, Neither Agree nor Disagree – 3, Mildly Disagree – 2, Strongly Disagree – 1, Not Applicable NA.

1	The facilities used were favourable to my learning	NA	1	2	3	4	5	Comment
2	The course resources/equipment were adequate	NA	1	2	3	4	5	
3	The course length was adequate	NA	1	2	3	4	5	
4	The course met or exceeded my learning objectives	NA	1	2	3	4	5	
5	The content of the course presented met the stated objectives	NA	1	2	3	4	5	
6	The visual aids & handouts used contributed positively to the course	NA	1	2	3	4	5	
7	The instructor demonstrated knowledge & understanding of the subject area	NA	1	2	3	4	5	
8	The instructor was prepared for course delivery	NA	1	2	3	4	5	
9	The learning activities & presentations were well organized	NA	1	2	3	4	5	
10	The instructor's presentation of the information was clear	NA	1	2	3	4	5	
11	The assessment of my achievement was conducted fairly	NA	1	2	3	4	5	

12. Are there any topics you would like to see expanded? _____

13. Do you have any suggestions for improvement in this course?

14. List 3 most important things that you have learnt during this training that you will be able to apply in your work

15. What constraints (problems or difficulties) might prevent you from applying in your laboratory what you have learnt in this training course?

Title : Student Evaluation Form	PC Classification : Z:\PPTC\PPTCPolicies&Procedures\TrainingManual2024	
Prepared by : T. Apikotoa	Authorised by : Phil Wakem	Issued : 31.03.2011
Reviewed by :		Version date : 26.09.2024



PACIFIC PATHOLOGY TRAINING CENTRE

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16. If you have any additional comments, please record them at the back of this sheet.

Title : Student Evaluation Form	PC Classification : Z:\PPTC\PPTCPolicies&Procedures\TrainingManual2024	
Prepared by : T. Apikotoa	Authorised by : Phil Wakem	Issued : 31.03.2011
Reviewed by :		Version date : 26.09.2024

PT.4.0 PPTC Student Request Form



PACIFIC PATHOLOGY TRAINING CENTRE

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PT.4.0

STUDENT REQUEST FORM

1. Student's Name: _____ ID Number: _____

2. Date of Birth: _____

3. Program of Study: _____

4. Graduation Year: _____

5. I am applying for (tick box):

Report ☐

Reference ☐

Certificate ☐

Reasons:

5. Student's Signature: _____

Date: _____

6. PPTC Education Manager's Signature: _____

Date: _____

Title : Student Request Form		PC Classification : Z:\PPTC\PPTCPolicies&Procedures\TrainingManual2024	
Prepared by : T. Apikotoa	Authorised by : Phil Wakem	Issued : 31.03.2011	
Reviewed by :		Version date : 26.09.2024	

PT.5.0 PPTC Case Severity Assessment Form for Illness, accident and injuries, emergencies and disciplinary action



PACIFIC PATHOLOGY TRAINING CENTRE

PT.5

PROMOTING THE ADVANCEMENT OF DIAGNOSTIC PATHOLOGY

Student case severity assessment for illness, accident/ injuries, emergencies and disciplinary action.

Student Name: _____

DOB: _____

Programme of Study: _____

Sponsor: _____

Severity	Mitigation
Emergency	Immediate action required
High	Action as soon as possible
Medium	Fast action recommended
Low	Long-term action suggested
Passed	No action required

Information	Severity Assessment Grade	Comment/Mitigation
1. Does the student require medical attention involving surgery, admission, or any long term effect on the student health?		
2. Does the injury/illness affect the student's physical or mental ability?		
3. Does the case involve local authorities like the police, fire service or any emergency service provider?		
4. Does the situation involve drugs, alcohol or any illegal activity?		
5. Does the situation involve other parties like students, colleagues or staff?		
6. Does the situation involve student misconduct and a breach of programme rules and regulations?		
7. Does the situation involved incur too much of a liability on the PPTC?		
8. Can the situation be resolved internally by the PPTC?		

- Cases classified as "passed" or "low" does not need to be notified to external partners involving sponsors, etc, and this can be resolved internally and improvements in processes or policies can be reviewed or implemented.
- Cases classified as medium shall be at the discretion of the Education Manager or CEO to initiate the notification procedure and disciplinary process however, this will be in consultation with the student.
- Cases that are classified as "High" or "Emergency" shall be treated with urgency and attention to such matters shall be taken seriously and involves student disciplinary process sanctions.

Assessed by: _____

Reviewed by: _____

Date: _____

Date: _____

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PPTC STUDENT COMPLAINT FORM

If you wish to make a formal complaint, please complete this form, place in an envelope addressed to:
Chief Executive Officer
Pacific Pathology Training Centre
PO BOX 7013
Newtown
Wellington 6242

Please use this form only if less formal attempts to resolve the issue have been exhausted.

Name: _____ (Please Print)

Signature: _____ Date: _____

Address: _____

Phone : (Home) _____ (Mobile) _____ (E-mail address) _____

Complaint: (Please provide details regarding the complaint. Include, as applicable, name(s), location, services, etc. that relate to the complaint.)

This image shows a full page of blank handwriting practice paper. It features multiple sets of horizontal blue lines spaced evenly down the page, providing a guide for letter height and placement. The lines are consistent in color and thickness throughout the document.80



PACIFIC PATHOLOGY TRAINING CENTRE

PT.6.0

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OTHER DETAILS (Staff contacted, others who can corroborate your complaint, etc.):

FOR PPTC USE ONLY

Receipt of Complaint:

- ☐ On this form
☐ Email ☐ Letter ☐ Phone
☐ Other _____

DATE COMPLAINT RECEIVED: _____

Letter of Acknowledgement Sent:

- ☐ Yes
☐ No

Action Taken:

- ☐ Yes
☐ No

Results of Investigation of Complaint:

Actions Taken:

Response of Complainant (Where applicable):

Investigator's Name: _____

Signature: _____ Date: _____

Complainant Informed of Outcome by Letter:

Title : Student Complaint Form	PC Classification : Z:\PPTC\PPTCPolicies&Procedures\TrainingManual2024	
Prepared by : T. Apikotoa	Authorised by : Phil Wakem	Issued : 31.03.2011
Reviewed by :		Version date : 26.09.2024

PT.7.0 PPTC Student Exit Form



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PT.7.0

PPTC STUDENT EXIT FORM

Student Name: _____

Student ID#: _____ Date of Birth: _____

Program: _____ Start Date: _____ End Date: _____

EXIT DATE OF STUDENT: _____ Completed By: _____

Student is exiting for the following reason:

- ☐ Student has completed requirement for Graduation.
- ☐ Student has not completed requirement for Graduation
- ☐ Dismissed and Expelled from School
- ☐ Medical reason
- ☐ Misconduct
- ☐ Other Reason (Please specify) _____

If this student requests to return to this program in the future, are these conditions you would impose on their return. If YES, please attach these conditions.

- ☐ Student has completed year 1 of the program with no concerns and is recommended for return to year 2.
- ☐ Student has not successfully completed year 1 courses. This may impact ability to graduate at regular scheduled time. (Please summarize concerns on the back of this form and attach copies of any Notices outlining conditions for return)
- ☐ Student has significant academic difficulties and/or issues regarding PPTC Code of Conduct and is recommended to return on Probation.
- ☐ Student has encountered significant difficulties with this portion of the program and is not recommended for return.
(Please summarize concerns on the back of this form and attach copies of any "Notices" outlining reasons for recommendation)

This student ☐ has/ ☐ has no outstanding Resources /Material

Date Submitted: _____ Submitted By: _____

Processed by: _____ Date: _____

Title : Student Exit Form	PC Classification : Z:\PPTC\PPTCPolicies&Procedures\TrainingManual2024	
Prepared by : T. Apikotoa	Authorised by : Phil Wakem	Issued : 31.03.2011
Reviewed by :		Version date : 26.09.2024

PT.8.0 PPTC Training Withdrawal Form



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PT.8.0

PPTC Training Withdrawal Form

1. Student's Name: _____ ID Number: if applicable _____

2. **PPTC Diploma** Year 1 Year 2 (Circle the appropriate Year)

Centre-based Course/Attachment Title: _____

4. Year: _____

5. Date of Birth: _____

1. Reasons for Withdrawing:

7. Student Signature: _____ Date: _____

8. PPTC Education Manager Signature: _____ Date: _____

Title : Student Withdrawal Form	PC Classification : Z:\PPTC\PPTCPolicies&Procedures\TrainingManual2024	
Prepared by : T. Apikotoa	Authorised by : Phil Wakem	Issued : 31.03.2011
Reviewed by :		Version date : 26.09.2024

PT.9.0 PPTC Discipline Form



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PT.9.0

PPTC DISCIPLINE FORM

Student Name: _____ ID: _____ Date of Birth: _____

PROGRAM/COURSE OF STUDY: _____

Date of Incident: _____ Time: _____

Name of Reporter: _____

Description of incident:

Reporter's Signature: _____

Rule or Policy Violated:

Prior Disciplinary Record

DISCIPLINE TAKEN OR CONSEQUENCES ASSIGNED

☐ Written Warning ☐ Reprimand ☐ Suspension ☐ Dismissed

Student Signature: _____ Date: _____

PPTC Staff's Name: _____

PPTC Staff Signature: _____ Date: _____

Title : Student Discipline Form	PC Classification : Z:\PPTC\PPTCPolicies&Procedures\TrainingManual2024	
Prepared by : T. Apikotoa	Authorised by : Phil Wakem	Issued : 31.03.2011
Reviewed by :		Version date : 26.09.2024

PT 11.1 Exam Rules and Student Declaration Form



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PT.11.1

PPTC Distance Learning Course Programme Examination Guidelines and Student Declaration

These are the guidelines and rules that you need to follow when you're sitting an exam for the PPTC distance learning course supervised at your location. You need to follow the exam rules so that you and all your classmates are assessed fairly. It is important to familiarise yourself with the information on this sheet so that you feel prepared on the day of your exam.

1. Materials Required for the Exam

Pens and pencil including a spare, calculator and a ruler

2. Examination Rules

- **Entry and Exit of Exam rooms**

To ensure the smooth running of exams:

You cannot enter an exam room later than the mid-point of the exam

You cannot leave the room earlier than the mid-point of the exam. You are advised to use the bathroom before commencement of the exam.

Once you have handed in your exam paper and left the exam room, you cannot re-enter the room.

- **Timekeeping**

During the exam, you can only start writing when instructed to do so by the invigilator (exam supervisor)

You must not continue writing, cross out, or modify an answer in any way after the invigilator has announced the end of the exam. However, you can fill out the front of your answer booklets so that your name and student ID is on all your exam materials.

- **Legibility**

Your handwriting on an exam paper must be clearly legible.

If the examiner for your course is unable to decipher any of your written material, they are allowed to refuse to mark it. Alternatively, the examiner may photocopy your exam paper and send it to you so that you can supply a clearly transcribed version. In this case you will be penalised.

- **Prohibited Items/Materials in the Exam Room**

You are advised to leave any material/item out of the exam room before commencement of the exam. This includes but is not limited to the following below:

Mobile phones, all other electronic devices that allows access to information, dictionaries, food except drinks, any written material which includes books.

- **Misconduct**

You must not communicate with any person other than the invigilator (exam supervisor) during the exam.

You must not copy from another student's answers.

You must not cause unreasonable disruption to an exam, or exhibit behaviour that distracts or prevents other students sitting that or another exam.

You are not permitted to copy down or take screen captures of the exam questions.

- **Rule Breaches**

These rules apply to all candidates sitting centrally for the exam. If you breach any of these rules, it will be considered a breach of the programme rules and regulations and may result in your examination being cancelled or you being disqualified from the course.

You are advised to adhere to the instructions of the invigilator during the exam.

Student Declaration

I, _____, acknowledge that I have read and understood the PPTC distance learning course programme student guidelines and I accept it. I specifically acknowledge that the PPTC may terminate my enrolment from the programme should I commit fraudulent, forged or otherwise dishonest documentation during the exam. I understand that the PPTC reserves the right to inform all other relevant authorities or management of this.

Signature:

Date:

PT.12.1 PPTC Record of Achievement template

PACIFIC PATHOLOGY TRAINING CENTRE



This certificate of achievement is presented to

Student Name

for successfully completing a --week training course covering the

Course Name
(Student Grade)

during the period: dd/mm/yyyy
in Wellington, New Zealand

Emmanuel Marshall

Philip Wakem



PACIFIC PATHOLOGY TRAINING CENTRE



WHO COLLABORATING CENTRE FOR EXTERNAL QUALITY
ASSESSMENT IN HEALTH LABORATORY SERVICES



Pacific Pathology Training Centre Academic Transcript Record

Course Name:

Student Name:

Laboratory Organisation:

Assessment Tasks	%
Assessment Tasks	%
Grade	+

Completed in the Year 20__



Module Grade Scale

A+	90-100	C+	60-64
A	85-89	C	55-59
A-	80-84	C-	50-54
B+	75-79	D	Fail
B	70-74		Pass Awarded from re-sit examination
B-	65-69		

PPTC Education Manager

Philip Wakem
Chief Executive Officer

PT.12.2 NZQA Record of Achievement template

New Zealand Record of Achievement		 NEW ZEALAND QUALIFICATIONS AUTHORITY HAKA TOHU HAKAURANGA O AOTEAROA QUALITY FOR THE FUTURE WORLD KIA NOHO TAKATU KI TO AHUA AOI
<h1>Wiremu Learner</h1>		
NSN: 123456789 Issued: 15 May 2017		@ : w.learner@learning.co.nz ☎ : 021 123 4567 ✉ : 100 Education Lane Wellington 6011
Qualification summary	Date	
National Diploma in Adult Education and Training (Level 5) Southern Institute of Technology	19 Dec 2008	
National Certificate in Fire and Rescue Services (Industrial Emergency Response) (Level 2) Occupational Safety Management (NZ) Limited	17 May 2008	
National Certificate in Civil Defence Management Emergency Management Training Centre	19 Jan 2006	
National Certificate in Urban Search and Rescue - Operations (Level 3), Training EmQual	1 Oct 2004	
National Certificate in Occupational Health and Safety (Workplace Safety) (Level 3) New Zealand Fire Service, National Training	1 Dec 2002	
National Certificate in Civil Defence (Response) The Skills Organisation - Local Government	1 Jun 2002	
End of record		
 Dr. Karen Poutasi NZQA Chief Executive		
<p><i>This transcript is not a full transcript. For a full transcript, please contact the learner.</i> Issued: 15 May 2017 08:50 NZST</p>		
<p>This document can be verified on the NZQA website www.nzqa.govt.nz/verify-roa For more information about a qualification visit www.nzqa.govt.nz/qualification-search For more information about: New Zealand secondary schooling and NCEA www.nzqa.govt.nz/ncea-and-school Tertiary education in New Zealand www.nzqa.govt.nz/tertiary-education</p>		

QF.9.3 PPTC CBC Student Accommodation Checklist



PACIFIC PATHOLOGY TRAINING CENTRE

PROMOTING THE ADVANCEMENT OF DIAGNOSTIC PATHOLOGY
KNOWLEDGE AND PRACTICE THROUGHOUT THE ASIA-PACIFIC REGION

QF.9.3

PPTC STUDENT ACCOMMODATION REQUIREMENTS CHECKLIST

DATE: _____ ACCOMMODATION NAME: _____

PPTC Student Accommodation Checklist	Yes	No
Is a Registered NZ accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
Meet Health and Safety requirements as safe accommodation for students	<input type="checkbox"/>	<input type="checkbox"/>
Safe access for students to and from PPTC facilities	<input type="checkbox"/>	<input type="checkbox"/>
Transport available to and from the chosen accommodation to PPTC	<input type="checkbox"/>	<input type="checkbox"/>
Availability of No Smoking zones and Smoking zones if necessary	<input type="checkbox"/>	<input type="checkbox"/>
Contact details for emergency purposes	<input type="checkbox"/>	<input type="checkbox"/>
Availability of appropriate living conditions; e.g.: heating equipment, cooking and laundry facilities	<input type="checkbox"/>	<input type="checkbox"/>
Promotes and fosters a supportive and inclusive community which support the wellbeing and safety of residents	<input type="checkbox"/>	<input type="checkbox"/>
Effectively communicate with the students if accommodation issues arise and addresses them	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Organisation Quality and H&S policies sighted?	<input type="checkbox"/>	<input type="checkbox"/>
PPTC External Provider Registration Form completed?	<input type="checkbox"/>	<input type="checkbox"/>
Accommodation costs evaluated?	<input type="checkbox"/>	<input type="checkbox"/>
PPTC External Provider Performance evaluation acceptable? (for ongoing provider)	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Carried out by: _____ Date: _____

Assessor Signature: _____ Approved: Yes / No

Comment:

QF.9.4 PPTC Student Insurance Checklist



International Student Health and Travel Insurance Checklist

QF.9.4

Student Details:- _____

Name of Provider- Insurance company: _____

Insurance company credit rating: _____

Name of policy- what is the policy plan or type: _____

Address and country of the insurance company: _____

PPTC New Zealand Medical and Travel Insurance Requirements	Does Policy Cover Yes/No	Maximum Claimable Amount
The insurance must commence on the day the student leaves home and begins travel to New Zealand		
The insurance applies whilst the student is in transit to and from New Zealand		
The insurance covers the student for trips back to their home country and travel within New Zealand during the period of study in New Zealand (e.g. for an excursion)		
The insurer is a reputable and established company with substantial experience in the travel insurance business. The credit rating should be no lower than: A from Standard and Poor or B+ from AM Best rating scale. Companies without a credit rating will not be approved		
The insurer can provide emergency 24/7 assistance.		
The "sum insured" must be high to cover most situations, NZ \$1,000,000 to unlimited cover. No dollar sub-limits or durational limits for care medical benefits must be included but not limited to: General practitioner visits Prescriptions Hospitalization (both public and private)		
Emergency Evacuation and Repatriation from New Zealand or places		
The insurance must adequately cover the cost of repatriation in the event of serious illness or injury		
The Evacuation benefit must work two ways: 1. If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals these costs are met by the insurance		
2. If members of student's immediate family living overseas become critically ill or die, the policy will fly the student home and then back to New Zealand to complete their studies if required. Adequate policy limits are required.		
Accompanying relative cover should also be available in the event the student becomes seriously ill or dies the policy should pay for parents travel to New Zealand and return as well as accommodation		
Travel Insurance Policy Components		
Loss of baggage and other personal effects		
Accident and injury cover		
Disruption to travel plans		
Cost of medical care in stop-over countries		

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Updated: June 2025

International Student Health and Travel Insurance Checklist

QF.9.4

Personal effects including items like laptop computers, money and travel documents		
The insurance provides personal liability coverage in the case of accidental damage to property of third parties		
Mental illness		
Fees lost due to unforeseen events and not recoverable from any other source		

For PPTC Use Only:

Approved

Not Approved

Comments:

Updated: June 2025

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