



WILSS Prospectus

Contents

04

WILSS in Schools

- Leadership Pathways 4
- Hands Up 2 Step Up 4
- Looking2Lead 4
- The Amazing Race 5
- WYLD 5
- Learning for Sustainability 5
- Team Captains 6
- HeadzUp 6
- Gearing Up for Your Gap Year 6

14

WILSS Supporting Sport and Recreation

- Sport and Recreation Programmes 14
- New Zealand Certificate in Coaching and Instructing 15
- Sport and Recreation Community Development 16
- SMART Coach 17
- Teaching Games for Understanding [TGfU] 17
- You Make the Call 18
- Officiating 18
- Swimming Pool Compliance 18
- WILSS Alumni 18
- Waikato Academy for Young Achievers 20

08

WILSS and KiwiSport

- KiwiSport Leadership 8

22

WILSS in the Workplace

- New Zealand Certificate in Business – First Line Management 22
- Workplace Confidence 23
- On the Job Training 23

10

WILSS Linking Communities to Learning

- Community Pathways 10
- Live Large Holiday Programme 10
- Holiday Programme and OSCAR Training 11
- Volunteer Development 11
- Youth Leadership and Development 11
- Community Wellbeing 12
- Thriving on a Shoestring 12
- Parenting Fuel Up 12
- PSP – Parents Supporting Play 12

24

The WILSS Learning Experience

- Qualification, Learning & Assessment 24
- Admission & Fees 25

WILSS in Brief

WILSS offers a range of programmes designed to enhance personal development and increase participants’ contribution to the community, in the volunteer sector and the workplace.

WILSS is a charitable trust delivering a range of programmes to enhance personal development and help build better leaders in the community, in the volunteer sector and the workplace.

Our organisation is registered with the New Zealand Qualifications Authority (NZQA) and our certificates are nationally recognised.

Since 1989 we have built a reputation for providing a supportive learning environment, first class facilitators and industry contacts across New Zealand.

We have strong relationships with key organisations, ensuring our participants benefit from industry experience, practical skill application and the development of employment networks.

WILSS has active working partnerships with the University of Waikato, Sport Waikato, Blue Mercury Leadership, Skills Active, NZQA and other leading industry groups.

We advocate a practical teaching approach that builds on participants’ current skills. Programmes are rewarding, practical and

immediately applicable to real life and can lead to paid positions, further tertiary study and/or training and personal development.

Why WILSS?

We offer:

- NZQA-accredited courses
- Motivational, practically-oriented programmes
- A teaching style that builds on the participants’ own experiences.
- Expert facilitators who are working as practitioners in their industries
- Direct pathways into industry employment.





WILSS in Schools

By providing leadership training to your students, you are helping develop tomorrow's leaders.

Leadership Pathways

Years 5 and 6

Hands Up 2 Step Up

Looking2Lead

'Action with Attitude'

The Amazing Race

Years 7 and 8

Looking2Lead

'Youth Leadership'

The Amazing Race

Years 9 and 10

WYLD

Waikato Young Leaders Day

Team Captains

Junior Sport Leadership

Learning for Sustainability

KiwiSport

Years 11, 12 and 13

Team Captain

Senior Sport Leadership

Smart Coach

The Waikato Academy for Young Achievers

Headz Up

Head Student Leadership

KiwiSport

Gearing Up for Your Gap Year

Hands Up 2 Step Up

Hands Up 2 Step Up is aimed at primary school students to develop leadership pathways at an early age.

Core components:

- leading themselves and working with groups in a positive way
- learn and demonstrate appropriate decision-making skills
- step up to help others

Looking2Lead

Looking2Lead programmes are designed for young people with leadership potential who may already have started to take on responsibilities in their schools.

'Action with Attitude' (Years 5 & 6)

- recognise characteristics of effective leaders
- develop an understanding of different personalities
- learn and lead team games.

'Youth Leadership' (Years 7 & 8)

- develop the skills to manage conflict with peer mediation
- identify key personality types and how best to work with them
- utilise resource ideas and knowledge to lead team activities.

Core components

These leadership programmes focus on developing students' key competencies as identified in the New Zealand curriculum.



‘...As a teacher, it was great to see the students challenged in a way that was fun and a great way of building new skills...’

The right skills can make all the difference when a child first takes on a leadership role within their school and/or community.

The Amazing Race

This is a challenging and fun event for years 5-6 primary school students and years 7-8 intermediate school students, held each year in Term 4.

Teams participate in a variety of pitstop leadership challenges set within individual gardens at the Hamilton Gardens. Each team completes a set of physical, cognitive and creative tasks that challenge, enthuse and motivate students.

Teachers and adults supporting the race teams can observe potential leaders in action, taking on and developing leadership skills while working cohesively as a team.

WYLD

The Waikato Young Leaders Day [WYLD] helps Year 9 students develop and demonstrate confidence in themselves and others. The day prepares and encourages students to undertake leadership and volunteer activities within their schools and wider community.

Core components

- understand and manage the transition from being a junior in a senior school
- identify and manage peer pressure
- develop self-esteem
- step up to school and life challenges
- develop new perspectives when looking at peers, teachers, friends and family
- cope with juggling the demands of life and school.

Learning for Sustainability

This is a programme about sustainable consumption and environmental issues.

Core components

Leaders are taken on a 'learning for sustainability' journey to explore how the planet's natural resources are used and how that use impacts on our every day lives. The course uses a building action competence model of teaching/learning. Students use critical thinking, reflecting, planning and action-taking by leading a project or event. They are given the opportunity to put their leadership into action and walk the sustainability talk at school, home and within their communities.

“...The Young Leaders Day gave me a lot of confidence and it encouraged me to volunteer for a leadership position at my school...”



Help head students and young leaders become more confident and effective by developing skills that will enable them to make the biggest contribution to their communities.

Team Captains

The Team Captain programmes enable students to upskill their leadership techniques and better understand the specific roles and expectations of being leaders in sport.

Core components

Junior leaders – 1.5 hour session

This fun, interactive session helps develop basic skills in leading others, staying positive and motivated while ensuring a cohesive team performance.

Senior leaders – 2 hour session

This encourages students to reflect on their roles in sport and the transferable skills they have as leaders. It explores values, responsibilities and people management techniques while networking with leaders across all sport codes.

Programme modules can be custom-designed and aligned with curriculum delivery at individual schools. Modules are interactive and simulate situations to help students develop and apply key competencies from the New Zealand school curriculum.

Headz Up

The Headz Up day is designed specifically for Head Students to explore and develop their individual leadership qualities and how to implement them throughout their school and wider communities.

Headz Up helps prepare students by taking a leadership in action approach within their own schools and communities. It provides a way to demonstrate pathways of leadership to younger leaders. The programme provides ongoing support through online learning, encouraging students to access more leadership resources as well as connect and network with leaders in similar roles from other schools.

Core components

Students develop their leadership qualities through presentations from experts, as well as participation in interactive workshops.

Gearing Up for Your Gap Year

Gearing Up for Your Gap Year is an exciting and practically-based programme to enhance the leadership skills of students planning to head off to a summer camp or school environment for their gap year.

Core components

- dealing with culture shock
- behaviour management and effective communication
- session/activity planning
- activities and games for your tool box.





KiwiSport

WILSS and KiwiSport have teamed up to provide opportunities for secondary school students as future leaders in their communities.

KiwiSport Leadership Programme

The KiwiSport Leadership Programme aims to develop students with the skills and confidence to demonstrate leadership/volunteerism within a KiwiSport context, their school environment and the wider community.

Students will:

- work towards their KiwiSport Leader Award
- participate in leadership development sessions through WILSS
- link with practical leadership opportunities including after-school sessions, holiday programmes and community events
- obtain valuable work experience, enhance their CVs and increase their own knowledge and skills
- meet and connect with other young people who enjoy making a positive difference in their communities.

1

LEARN IT!

Attend Leadership Development Workshops

2

LEAD IT!

Put your new leadership skills into practice by linking with hands-on opportunities

3

LIVE IT!

Plan and follow your leadership pathway on to further opportunities within your school or local community



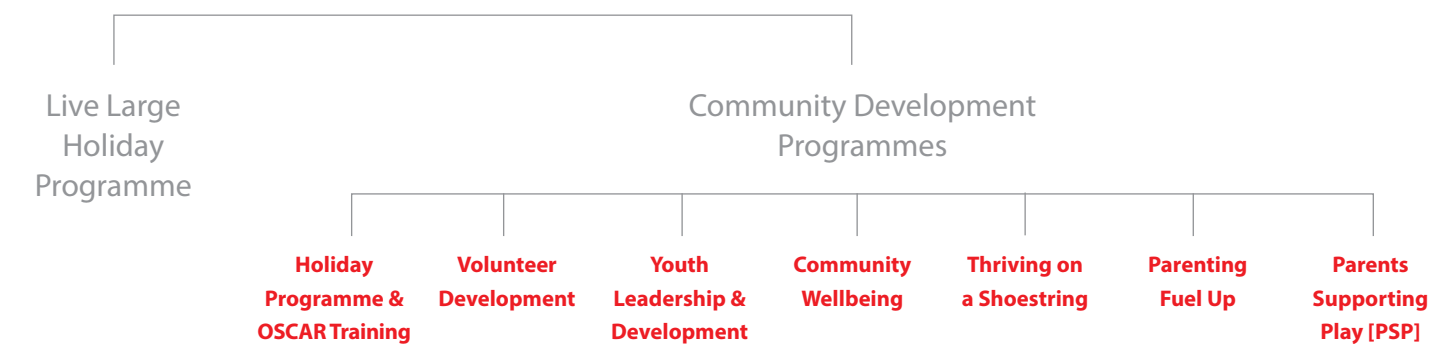
“...It was cool to meet up with other people who are also full-on into sport. Good to know that some of us will probably go on to be coaches...”



WILSS Linking Communities to Learning

Excellent leaders and role models are vital in all walks of life and nowhere more so than in schools and community groups, where leaders are often faced with a volunteer 'work force' and limited resources.

Community Pathways



Live Large Holiday Programme

The OSCAR (Outside School Care Activities and Recreation) approved Live Large Holiday Programme is a unique mix of activities for young people aged from 11 up to 14 years.

It is a high-value, high-input leadership programme that is fun, challenging, educational and relevant to the age group. It is all about growing confidence, self-belief, learning new skills and motivation.

Each day of each programme explores different elements based around air, heart, water, fire and earth. Add a large dose of fun and exciting activities, plus some challenging adventures and you have Live Large, a nurturing ground for the next generation of leaders.

Core components

Emphasis is placed on empowering young people aged 11-13 to realise their strengths, maximise their potential and relish learning in a dynamic, supportive environment. Live Large links young people with inspiring community and business leaders.



Community Development Programmes

Community Development programmes support people to become better leaders via the work that they are doing within their communities. Current and future leaders learn and build on everyday, practical leadership skills with the option of NZQA unit standards. Programmes can help participants with paid workplace opportunities and support them to take higher positions of responsibility within their organisations. The objective is to 'learn by doing' using a variety of interactive activities..

Holiday Programme and OSCAR Training

This fun and practical programme provides learning around health and safety for those working with young people in their communities. It focuses on decision-making, problem solving, communication and leadership skills.

A series of modular workshops are delivered during the year to enable participants to build up a set of skills. Participants who attend all of the workshops will receive a Holiday Programme Training Certificate.



Volunteer Development

These programmes aim to improve the resilience and robustness of organisations by developing the capabilities of the people who are leading, supporting and volunteering within them. Workshops provide up-skilling and assist volunteers who may need basic training in administration, team management and people and organisational management.

Modules include funding and sponsorship, leadership and delegation, organisational planning, governance, event management, and more. Participants will develop a better understanding of the roles and responsibilities of volunteers in community groups.

A range of tools and templates help volunteers manage the process of running organisations more efficiently. This programme can be customised to suit the needs of specific organisations.

Youth Leadership and Development

These programmes are for young people who help run holiday and after school programmes, or who are volunteering in community projects.

They are specifically designed to help young adults acquire skills to lead confidently in a variety of situations.

Programmes are delivered in a way that challenges and encourages individuality. Interactive modules help develop communication skills, self-confidence, effective group management, health and safety awareness and risk management knowledge.

Programmes can be customised to suit specific needs and timeframes. Optional NZQA unit standards are also available with practical evaluation and workbook completion for theory assessment.

Community Wellbeing

Healthy individuals help build healthy communities. This programme can be adapted to suit your community needs and covers a wide range of topics.

Discover the benefits of a healthy diet and learn how to stay fit and have fun at the same time. Find out how to make your money go further. Learn about the benefits of volunteering.

All this – and more – is covered in this practical programme.



Thriving on a Shoestring

This programme teaches people practical ways to cut costs and simplify life while still growing healthy families.

It introduces the concepts of reusing and repairing rather than buying more. Sessions include healthy living, reading food labels and producing tasty healthy meals, growing veggies, budgeting, communication skills, parenting and basic house and car maintenance options.

Parenting Fuel Up

This programme supports current parenting practices and encourage parents to share what they already know as well as learn new parenting tips and strategies.

The sessions are presented in a positive, supportive environment where parents are encouraged to make their own plans and goals for themselves and their children.



Parents Supporting Play [PSP]

Parents Supporting Play (PSP) provides parents with the knowledge and confidence to support their children through play. Skills like time management, communication, planning and goal setting can be transferred from the home to the playground, enabling parents to take a leading role in their child's physical development and learning.

Parents will learn:

- to identify stages of growth and development in children
- to identify personalities and the impact on physical participation
- how to gain confidence and take an active role in a child's physical development
- to implement appropriate physical activities to support and stimulate children through play
- the distinct differences in male and female play
- how the identified age and stage may affect a child's participation in physical activity
- to consider the various needs and unique perspectives of individual children.

Sessions are run in conjunction with schools, early childhood centres, kindergartens or other organisations that assist parents and children.

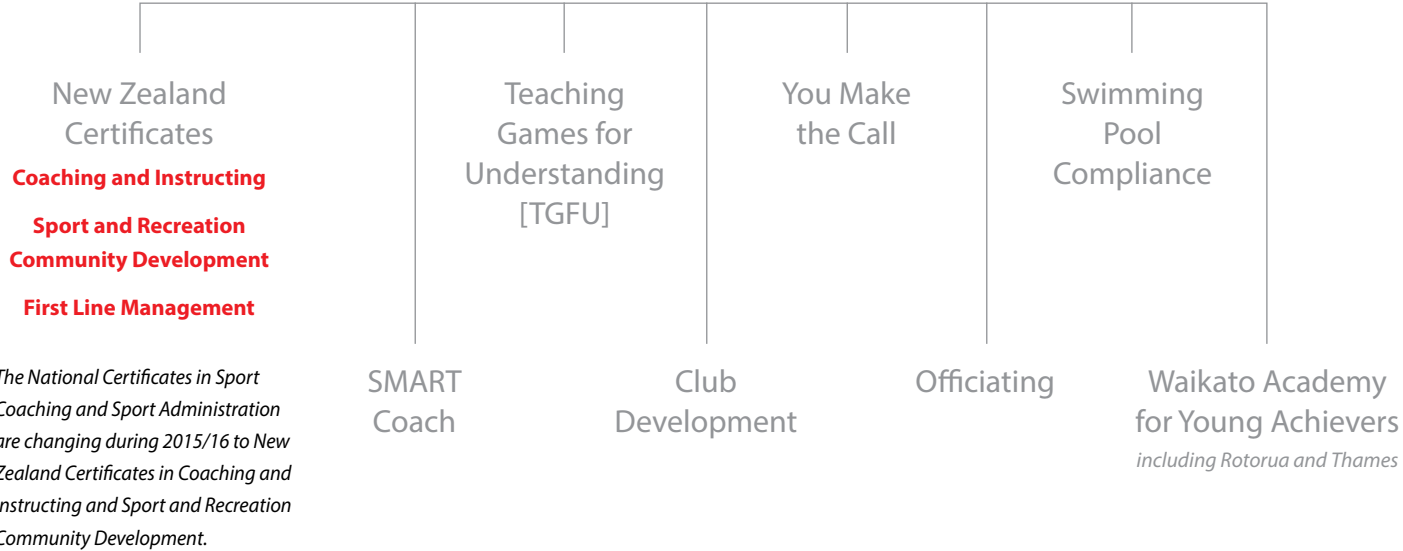
“...I really enjoyed the Parents Supporting Play course and came away with a much better understanding about how to teach my son some good skills while having fun...”



WILSS Supporting Sport and Recreation

Sport and recreation is critical to New Zealand’s culture, wellbeing and identity as a nation.

Sport and Recreation Programmes



The changes leading to the new qualification titles arose from the targeted review of qualifications undertaken in 2009. The aim of the review was to ensure that New Zealand qualifications are useful and relevant to current and future learners, and their employers.

Students will be transitioned through the change in a seamless and appropriate manner.

“...There’s a bit of work involved. But the joy of seeing kids involved in sports teams makes it well worth it ...”



Coaching is more than just teaching technical skills – it’s about encouraging athletes and teams to carry a ‘can do’ attitude right through life, on and off the field of play.

New Zealand Certificate in Coaching and Instructing

This certificate will provide the sporting sector with individuals who coach and develop sport-specific programmes for individuals and/or groups.

What & when

New Zealand Certificate in Coaching and Instructing Level 5
Applications close: 31 August
Duration: Part-time ‘Night School style’ delivery over 15 months
Commences: September

Programme of study

This course runs from September to December the following year. Students must attend two 2.5 hour night sessions each month plus eight full-day Sunday sessions over 15 months.

Core components

After completing the programme a coach will be able to:

- plan, implement and evaluate coaching or instruction sessions that promote positive outcomes
- apply key tactics, strategies and coaching techniques
- manage injury prevention, risk management and first aid responses
- integrate knowledge of exercise science while coaching
- conduct coaching practice ethically and professionally in accordance with national sporting policies, procedures and codes
- apply mental skills training in the delivery of coaching or instruction
- proactively foster and manage a positive side-line environment.

Entry criteria

To be eligible to attend this course, students must:

- have coached a sports team or athlete for at least three seasons
- continue to coach at intermediate level or above for the duration of the course.

Scholarships

Available upon written application.

Future pathways for graduates

The New Zealand Certificate in Coaching and Instructing can lead to:

- further study including bridging programmes at tertiary Institutions
- other New Zealand certificates and diplomas within the NZQA Framework
- a Diploma of Sport and Leisure Studies, then a Bachelor of Sport and Leisure Studies
- higher or senior level coaching positions
- other employment opportunities in the sport and recreation industry.

Alumni

Graduates of the programme are invited to attend professional development training and will also receive bi-annual Alumni newsletters.



They’re the unsung heroes of the sporting world – the ‘behind the scenes’ administrators who book the schedules, hire the buses, order the uniforms, raise the money and generally keep everyone on track.

New Zealand Certificate in Sport and Recreation Community Development

This qualification will provide the sport and recreation sector with individuals who can provide a range of support and community development services. Graduates will demonstrate that they can operate independently, under broad guidance, supporting community development at locally, regionally and nationally.

What & when

New Zealand Certificate in Sport and Recreation Community Development Level 5
Applications close: 31 August
Duration: Part time ‘Night School’ style delivery over 12 months
Commences: September

Programme of study

The course runs from September to September the following year. Participants must attend two 2.5-hour night sessions each month, spread over 12 months.

Core components

After completing the programme graduates will be able to:

- select and apply a community development model to a development project
- understand the structure, purpose and function of sport or recreation and community organisations locally, regionally and nationally
- access and apply knowledge of a community’s demographic profile to support sport, recreation and community needs and aspirations
- liaise, engage and communicate with people in sport, recreation and community networks
- provide advice and advocate for sport, recreation and communities
- facilitate and coordinate sport and recreation meetings, events, projects and activities
- apply relevant business writing skills for sport or recreation, community initiatives and projects.

Entry criteria

To be eligible to attend this course, students must be currently in an administrative role (paid or voluntary) within the sport and recreation industry.

Scholarships

Available upon written application.

Future pathways for graduates

The New Zealand Certificate in Community Programming can lead to:

- further study including bridging programmes at tertiary Institutions
- other New Zealand certificates and diplomas within the NZQA Framework
- a Diploma of Sport and Leisure Studies, then a Bachelor of Sport and Leisure Studies
- leadership roles within sport administration environments

Alumni

Graduates of the programme are invited to attend professional development training and will also receive bi-annual Alumni newsletters.

“...As the club secretary, I felt ‘thrown in the deep end’. This course helped put my role into context and gave me far more confidence that I was on the right track...”



Behind every sports team is an army of workers – usually volunteers – who take on the role of referee, administrator and coach.

SMART Coach

SMART Coach is for first-time coaches seeking to support a school level sports team. The programme can lead towards a national qualification and is tailored to the needs of participants.

This essential programme teaches a first-time coach how to:

- manage groups of young people
- communicate and impart skills
- structure and deliver a coaching session
- cope with sideline behaviour of parents and children
- get and stay organised
- implement effective planning processes.

Key concepts:

- confidence in coaching
- management of athletes
- warm up and training styles
- team cohesion
- nutrition and hydration
- other coaching topics, techniques and tips specific to coaching young people.

Teaching Games for Understanding [TGfU]

This programme follows on from SMART Coach and focuses on tactic-based training. Learn the ‘why’ before the ‘how’. Identify the tactics of the sport and develop games based around those tactics. Games are modified and progressive and skills are performed in the context of a game rather than isolated drills. This is another tool for a successful coach.

Club Development

This series of workshops is specifically for administrators, leaders, officials and coordinators of sporting, cultural or social clubs. It will help develop a better understanding of the responsibilities and roles of volunteers in voluntary and community organisations.

Sessions can include:

- Funding and sponsorship – practical knowledge to gain and maintain funding and sponsorship for your club.
- Volunteering – how to recruit and retain your volunteers, support them, and prevent burnout.
- Club planning – governance versus day-to-day operations plus planning for projects and working with others.
- Club support – understand the roles of each volunteer in the organisation eg., secretary, treasurer, chairperson.

“...This course gave our club some really good pointers around sponsorship and that alone was well worthwhile...”

- Leadership and delegation – look at your own style of leadership, and identify what leadership tasks to delegate and how to do it
- Personal effectiveness – communicate, run meetings, write reports and handle administration more productively
- Smart marketing – develop a marketing plan for your organisation
- Motivation and team building – get the best out of your team and work effectively alongside them.



Officials have a challenging and sometimes difficult job to perform. They play an essential role and contribute significantly to the quality of sporting experiences for players and spectators.

You Make the Call

WILSS works with the New Zealand Rugby Union to support the delivery of the ‘You Make the Call’ – an officiating programme for junior and beginner referees.

This programme is integrated with unit standards. It includes modules covering all areas of the game such including the role of the referee, injury prevention and pre-competition preparation. It concludes with a practical on-field assessment.

For further information contact your local Referee Education Officer or go online to www.nzru.co.nz

Officiating

WILSS also partners with a number of other sports to support officiating courses.

For further information contact Wilss.

Swimming Pool Compliance

Under the Ministry of Education Swimming Pool Water Quality Policy, “schools are required to have at least one person present, or readily accessible, when the pool is in operation, who holds Unit Standard 20046 in swimming pool water quality”. (www.minedu.govt.nz)

Unit Standard 20046 – Monitor Public Pool Water Quality and Safe Storage of Chemicals, is a full day programme beneficial to caretakers, teachers, principals, club members and parents involved in pool care and maintenance. Participants must complete a workbook on the day and be observed attending to the pool at their school.

“...The swimming pool compliance course was a hugely beneficial investment for our school as it kept our pool open...”

WILSS Alumni

Graduates of WILSS’ formal credit programmes are invited to be part of their Alumni. Receive regular newsletters and enjoy opportunities to continue learning.

The Alumni is also a space for graduates to network and connect with others and to continue their upskilling with what is happening within the sport and recreation industry.





Waikato Academy for Young Achievers

Sport is a challenge – but so is a sporting life. Tomorrow's champions need support today to manage the complex and often competing demands of sport, work, study, health and life.

The Waikato Academy for Young Achievers

The Waikato Academy for Young Achievers [WAYA] was founded in 1995 to support the development and overall well-being of young athletes who aspire to achieve sporting excellence.

The programme is coordinated by WILSS and supported by The University of Waikato and the Waikato region's current and retired elite sports people.

To deliver the modules, WILSS uses New Zealand's current and former elite sports people and experts within the sport and recreation industry.

What and when

Waikato Academy for Young Achievers
Applications close: end of April each year
Duration: Three years, with 7 1.5-hour sessions per year
Commences: Second term of the school year

Entry criteria

To be eligible for the programme, an athlete must:

1. be nominated by their sport or school
 2. be competing at a regional level
 3. be aged between 15-18 years at the commencement of the three-year process.
- If an athlete is achieving representation at a regional level before or after this age they will be considered for entry.

Core components

The first year focuses on helping athletes to look after themselves holistically. Athletes attend eight night sessions beginning in term two of the school calendar year.

Topics include:

- dreaming of the international arena
- creating an image
- communication on and off the field
- listening to your body

The course content in Year Two and Three continues to develop the fundamental modules offered in Year One, with more role model involvement from leading elite sport's people.

Scholarships

Please contact the WILSS programme co-ordinator to discuss the requirements for a scholarship application.

Programme of study

The Academy runs in Hamilton for eight weeks, each Friday night, from 5.30pm to 7.00pm. It is also offered in the Rotorua and Thames districts with sessions delivered over two full days (usually on a Sunday).

Future pathways

The Academy programme provides students with tools to excel in their chosen sport and to achieve balance between their sporting, career and personal life. Successful students may also be able to progress on to the Pathway to Podium, the New Zealand High Performance and the Sir Edmund Hillary Scholarship Programme.



“...One of the best things about the Academy is hanging out with other sports people and getting a whole lot more support to keep striving and keep pushing boundaries...”



WILSS in the Workplace

Both paid and volunteer staff in community and volunteer organisations influence the quality of service delivery at grassroots level, and the overall success of their sector at regional and national levels.

New Zealand Certificate in Business – First Line Management

The purpose of the New Zealand Certificate in Business – First Line Management Level 4 is to upskill front-line managers and team leaders so they can manage effective teams.

What and when

New Zealand Certificate in Business – First Line Management Level 4
Applications close: August and March
Duration: 7 months – 9 Sunday sessions
9.30am to 4.00pm

Entry criteria

Participants must be currently working in a paid or unpaid position within an organisation.

Core components

After completing the programme a front-line manager or team leader will be able to:

Technical knowledge and skills

- manage work flows to achieve team objectives
- assess outputs against agreed criteria,
- * respond appropriately to achieve operational objectives.

People skills

- motivate and involve a team to achieve team and organisational objectives
- develop relationships with team members and stakeholders
- manage relationships within a team to sustain a productive workplace
- promote an inclusive environment that values diversity and encourages positive performance

Affective skills

- demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner

Business environment

- adapt his or her leadership style for different environments
- comply with internal policies, legislation and other external requirements.

The programme provides

- practical and relevant development which supports the organisation
- tangible organisational benefits including increased capability, more volunteers, increased participation within a sector
- recognised development linked to the qualifications framework
- on-the-job development with minimal disruption to normal work duties
- achieving a significant organisational improvement project
- one-on-one coaching
- networking and learning between participants using "Action Learning Sets".

Who should enrol

First-line managers and others responsible for leading teams.

Graduates may progress to:

- New Zealand Diploma in Business [with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management] [Level 5]
- New Zealand Diploma in Business [with strands in Accounting, Administration and Technology, Leadership and Management, and Māori Business and Management] [Level 6]
- other relevant industry qualifications.

Alumni

Graduates are invited to attend professional development training and will also receive bi-annual Alumni Newsletters.

“...Being a volunteer doesn’t mean you should not be professional. This course was extremely helpful to me personally, and to our organisation...”



The WILSS Learning Experience

Qualifications, Learning & Assessment

Workplace skills bring confidence – and with confidence comes success.

Workplace Confidence Programmes

Our work ready programmes enable participants to develop their skills, broaden their networks and aim for future employment and/or educational opportunities.

The programmes focus on developing customer service skills, communication skills, ready to work skills, job search and interviewing skills, personal confidence and increasing self-esteem, self presentation and motivation.

On the Job Training

Individualised workplace training and assessment against unit standards and National Certificates in Sport, Fitness, Recreation, Business & Administration and Computing can be provided.

WILSS Partners with Blue Mercury Leadership

WILSS partners with Blue Mercury Leadership to deliver the New Zealand Certificates' in Business First Line Management Levels 3 and 4.

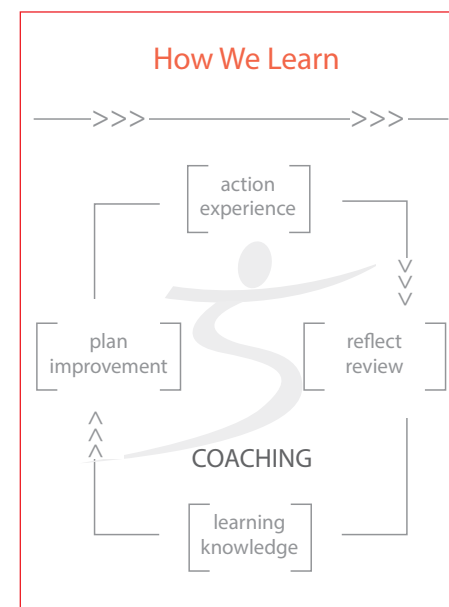
These courses are designed to help individual, team and organisational clients make the transition from 'managing things' to 'leading people', from mediocre results to exceptional performance.

Core objectives

- help develop that positive 'can do' attitude that unleashes the wealth of untapped potential and channels it into personal and business success
- help create a sense of purpose – of focus and direction – and the practical skills to turn future vision into reality
- help establish a decent work/life balance, exceptional resilience and wellbeing for success at work.

Using an Action Learning Model for Success

'Action learning' sits at the heart of these innovative programmes.



‘...For me the Action Learning approach was exactly the right way to go. I felt supported and motivated to set new, more challenging goals...’

WILSS has designed its programmes keeping in mind feedback from potential industry employers, career counsellors and client focus groups.

Programmes incorporate skill development, self-esteem and motivation development, selfpresentation skills and work confidence. Our programmes are pathways towards employment, further education opportunities or upskilling in current roles.

WILSS does not treat learning experiences as 'one off' events and accordingly our programmes comprise the use of a learning cycle involving four steps:

1. Experience. In order to learn participants need to be involved in activities from which learning points can be extracted.
2. Review. Participants need time to reflect on the experiences they have had. Participants need to consider what has happened to them and why things occurred the way that they did.
3. Seek conclusions. After having reflected, participants need to develop conclusions about the situations they were in and then extract points on how these can be applied in the future.
4. Plan. Conclusions should raise further questions that can form the basis for further experimentation, experiences and development.

The New Zealand Qualifications Authority (NZQA)

The NZQA is the guardian of National Unit Standards. These have been developed to build skills and knowledge without being restricted to formal training institutions such as polytechnics and universities.

The NZQA standards-based system allows students to train 'on the job' in a variety of settings e.g. as a volunteer, or in a paid position, or with a Private Training Establishment such as the Waikato Institute for Leisure & Sport Studies.

Under this system, industry qualifications such as national certificates and diplomas, are made up of building blocks called 'unit standards'. To achieve

credits, students are assessed against the skill requirements set out in the unit standard.

All unit standards are registered on a database called the National Qualifications Framework, maintained by the NZQA. The Framework is made up of eight levels of unit standards – level one being the most basic and level eight containing the most complex level of unit standards.

Students taking unit standards for the first time need to be registered on the NZQA Framework. Once registered, students are given a personal identification number called a National Student Index number. This allows all training achievements to be recorded throughout the student's life of learning.

Assessment procedures

WILSS' assessment procedures are based on realistic, relevant and practical situations incorporating the learning outcomes of the course. Participants may provide opportunities for training, assessment and recognition of prior learning in relation to the unit standards from either study, community volunteer, club membership activities or employment related activities.

Assessment tasks will take into account varied learning styles and cultural expectations and assessment approaches will include:

- observation of tasks
- viewing written evidence
- asking questions
- task simulation
- peer assessment
- results from participant self-ass

Recognition of current competency will be determined by either the production of evidence, and/or by demonstrating competence via such methods as practical demonstrating, interview or consultation.

Programme facilitators

WILSS's staff are vital to the successful implementation of the Institute's aims and goals

and to ensure satisfaction for all their participants. All WILSS' staff members meet minimum industry standards (provided by the NZQA) and skill levels and experience detailed within these guidelines.

Facilities

WILSS is based in Hamilton. Our offices are at 178 Ruakura Rd, Hamilton and other NZQA approved facilities throughout the Greater Waikato and Central Plateau are used in combination for the delivery of our courses.

Participant guidance and support systems

All participants will have available to them, on request, guidance and support systems. WILSS at all times conducts its dealings with participants in a fair and equitable manner, and complies with specific requirements of the Education Act 1989 and other relevant legislation. Course participants are required to abide by the rules and regulations of WILSS as set out in the Participant Handbook. A Participant Handbook that includes information about WILSS guidance and support systems is given to each participant on enrolment.

Welfare and support services

WILSS' learning support policy advises participants that learning support services available include:

- local networks to provide support
- library network service
- employment and career guidance
- additional professional support
- facilitators

Participants will be referred to relevant outside professional agencies and counselling when this is requested. Employment and career mapping will be provided by external support people or from outside agencies on request.

The WILSS Learning Experience

Admission & Fees

Important dates

New Zealand Certificate Programme

July onwards

Application to enrol forms available.

31 August

Application closing date. WILSS then confirms receipt of applications and invites applicants to attend a pre-entry interview to ascertain eligibility. Confirmation in writing is given to all applicants advising acceptance and non-acceptance.

Early September

Assessments and confirmation completed.

September

Programmes begin

September & December

Programmes finish

April Graduation

Applications close

Full time courses: as above.

Short courses: 10 days prior to course commencement.

Late applications

Full time courses: late applications will be accepted at the discretion of WILSS and a late application fee of \$110.00 may be charged.

Short courses: late applications may be accepted at the discretion of WILSS.

Admission documentation

Full time courses: applicants need to submit proof of legal name and citizenship or permanent residency with admission forms. Proof required may comprise of a copy of:

- birth certificate, or
- passport, or
- a marriage certificate (if you are using your married name) or
- NSI number.

Short courses: no admission documentation is required.

Cancellation of courses

Courses may be cancelled at the discretion of WILSS or if there are insufficient enrolments by the closing date. Please refer to WILSS' Refund Policy.

Qualifying for admission

Information relating to entry criteria is specified in each course information section in this document. Participants not meeting the specific entry criteria, but who believe they have equivalent skills and knowledge, are invited to submit documentation that substantiates their expertise for assessment through the principles of Recognition of Current Competency (RCC), as specified by NZQA.

Fees

Students are required to pay fees on acceptance into a WILSS programme. In special circumstances and at the discretion of WILSS, payment by installments will be considered.

New Zealand Certificate scholarship students are required to pay a non-refundable fee. WILSS will send you an invoice detailing your tuition fees and any course-related costs.

Upon successful admission into a programme each student will receive a Participant Handbook that will document information relating to the fees involved in that particular programme.

Fee information will include:

- New Zealand Qualifications Authority record of learning registration fee.
- reporting credits to NZQA.
- course materials, equipment, books and/or other items provided to the participant.
- course materials, books and/or other items the participant has to purchase.
- any optional but recommended equipment, books, activities and materials.

NB: The Qualifications Authority and Ministry of Education require that all Private Training Establishments hold Fee Protection Insurance as part of registration criteria in the unlikely event of insolvency and/or regulatory closure or withdrawal of accreditation, or fees that are held in a trust account and disbursed to the organisation upon the reporting of credits to NZQA. WILSS has a trust account for the purpose of fee collection and holding, upon credit reporting.

Withdrawal and refund policy and procedures

Any participant wishing to withdraw from a programme or course must inform the Sport Programmes Coordinator of WILSS in writing. The date for withdrawal will be recorded as the date of first notification.

Refunds will be calculated automatically upon receipt of written notification of withdrawal. Any unused course resources previously distributed to the participant should accompany all written withdrawals. Used course resources will be charged to the participant.

Refunds

Refunds, less an administration fee of 10% of the course fee, will be provided to those participants who give notice, in writing to the Sport Programme Coordinator of WILSS within seven days of the start of the course, and who return all course resources unused to WILSS.

Where notice is given more than seven days after course commencement, or where course resources returned are not reusable, the proportion of fees refunded will be the balance of the fees not already spent, and/or not recoverable by WILSS ie. administration costs, resource costs, etc.

If WILSS cancels a course before it runs, a full refund will be made within 14 days of the cancellation. Refunds will not be provided for used materials, equipment and books purchased by the participant, in addition to the course resources.

Student loans

StudyLink manages student loans and allowances. Students who intend to pay fees by student loan must apply directly to StudyLink, preferably at least six weeks before fees are due. Application forms or information are available by calling the StudyLink freephone on 0800 889 900.



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DAVID HENRY Trust



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Karamu Trust**



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