



## COURSE INFORMATION



college Of technology

Christchurch • New Zealand

[www.electec.co.nz](http://www.electec.co.nz)

# Introduction



## Welcome to Electec College of Technology

Electec College of Technology is a Christchurch based Tertiary Education Provider, established in 1997 by a group of local businessmen led by successful ICT (Information Communication Technology) entrepreneur Dennis Chapman. We have a vested interest in the ICT industry and for that reason we understand ICT better than most other providers.

We are a specialist trainer in the fields of electrical engineering, electronic engineering, telecommunications and computer engineering, with a huge range of knowledge and skills to get your career off go.

Our qualifications are based on industry-recognised curriculums, with pathways to international industry certifications and they are constantly updated to keep abreast of the latest advancements in technology.

We aim to deliver the maximum amount of knowledge and skills in the shortest practical time frames and to provide you with outstanding value for your course fee.

We have a large network of former students working in the ICT industry throughout New Zealand and sprinkled around the world. Their performance in their work has established excellent credibility for Electec College as a provider of well-educated and highly skilled graduates.

**Imagine where the future could take you with a career in ICT!**

Contents	Pages
Certificate in Applied Electronics Technology	3 - 5
Diploma in Computer Systems and Network Administration	6 - 7
Certificate in Computer Systems Engineering	8 - 9
Certificate in Computer Network Administration	10 - 11



# Certificate in Applied Electronics Technology

## National Qualifications Framework Level 3



### Programme Objectives

Candidates for this course should have a natural curiosity and affinity for mechanics, mathematics and electrical and electronic engineering. Since imprecise calculations could cause major disasters and expensive mistakes, technicians must be accurate in their calculations. You must be a good problem solver and able to come up with innovative and creative solutions to potential problems. Determination, patience and observance are three important characteristics.

You must also be personable and have strong communication skills. Electricians and electronics technicians constantly deal with people from both sides of the professional spectrum. Therefore you must be able to communicate ideas in a clear and concise fashion.

The Certificate in Applied Electronics Technology was designed in consultation with representatives of the electrotechnology and aviation industries. It includes National Qualifications Framework unit standards and specialist trade related subjects for:

- The National Certificate in Electrical Engineering (level 2)
- The National Certificate in Electronic Engineering (level 3)
- Electrical Appliance Serviceperson (EAS) limited registration (Electrical Workers Registration Board external examination) and
- Soldering and surface mount technology to the international standards set by the Institute for Interconnecting and Packaging Electronic Circuits (IPC)

Approximately 40% of the programme is comprised of practical experiments and assignments.

Graduates with this qualification will be equipped with a comprehensive understanding of the theory and practical skills required to meet employment outcomes as an apprentice, or 'entry level' technician in all sectors of the electrotechnology industry.

### Programme Content Summary

#### Electrical Theory

- Knowledge of electrical test Instruments
- Use electrical test instruments to make measurements
- Knowledge of a personal computer system
- Properties of conductors, insulators and semiconductors
- Electromotive force production and electrochemistry
- Knowledge of electromagnetism, AC and DC generation
- Knowledge of direct current (DC) principles
- Draw simple electrical circuit diagrams and explain how they work
- Basic mathematics and mechanics for the electrical trades
- Electrical theory for Electrical Appliance Servicepersons

#### Electrical Practice

- Practical skills for Electrical Appliance Servicepersons
- Test, service and repair electrical appliances
- Isolate and test low-voltage electrical subcircuits
- Knowledge of safeguards for use with portable electrical appliances
- Electrical regulations and codes of practice for Electrical Appliance Servicepersons
- Select and install flexible cords
- Safe practices in an electrical workplace
- Electrical safety, protection and testing for Electrical Appliance Servicepersons
- Electrical safety and safe working practices for electrical workers
- Provide practical first aid and CPR

# Certificate in Applied Electronics Technology (continued)

## Soldering Techniques and Practice

- Set up a workplace environment to prevent electrostatic damage to electronic components
- Maintenance of soldering and de-soldering equipment
- Solder in a variety of light electrical applications
- Solder and de-solder components in electronic assemblies
- Solder and de-solder surface mounted devices (SMD)
- Bridge and repair printed circuit board (PCB) tracks
- Use airflow soldering equipment for surface mount device (SMD) soldering of electronic assemblies

## AC Theory and Semiconductor Devices

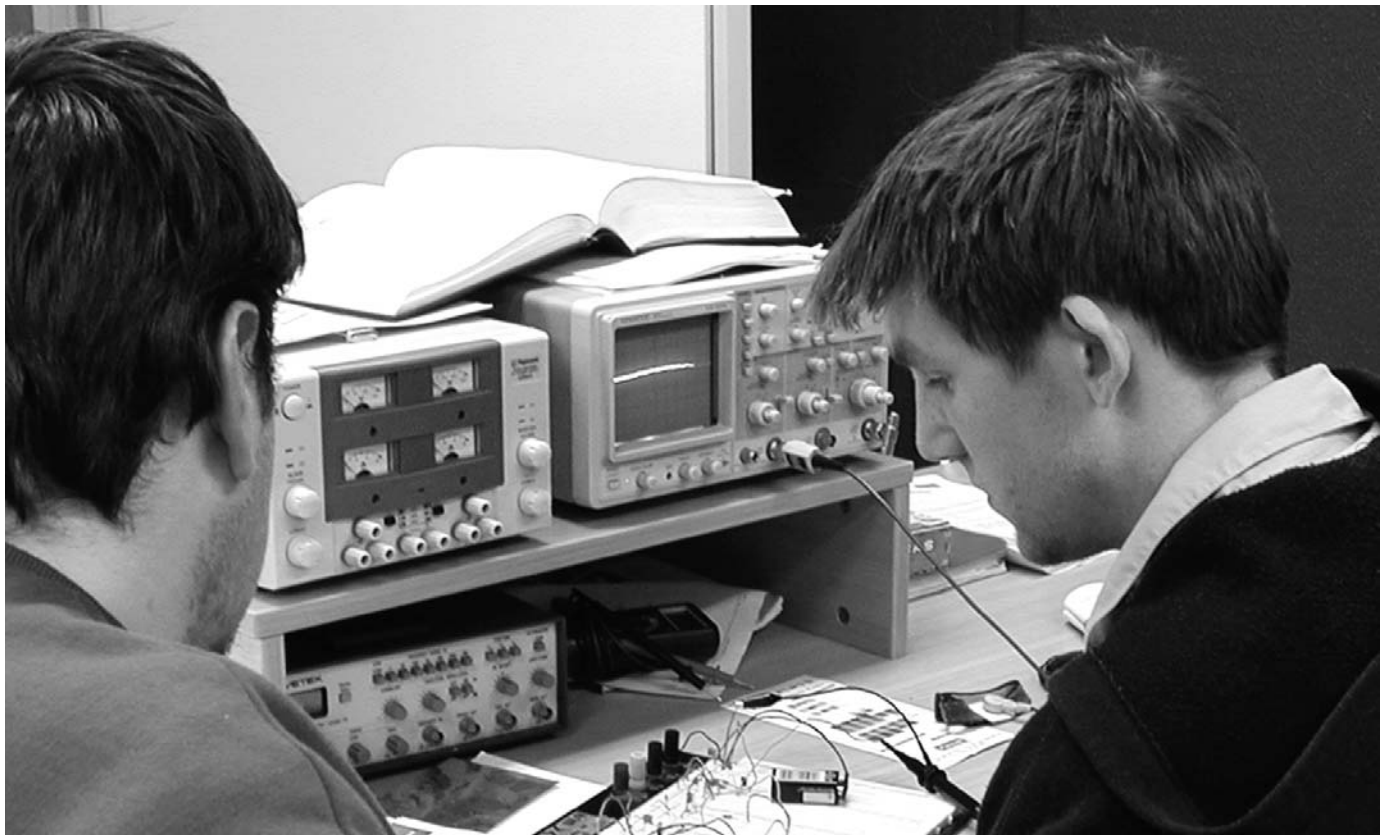
- Knowledge of alternating current (AC) principles
- Knowledge of vector and phasor quantities
- Knowledge of capacitors and semiconductor diodes
- Testing semiconductor diodes
- Magnetism and electricity
- Capacitive, inductive and reactive calculations on AC circuits
- Resonance in series and parallel AC circuits and harmonics in AC
- Operation & applications of semiconductor devices
- Electronic measurements with an oscilloscope and function generator

## Transistors, Amplifiers and Power Supplies

- Operation and testing of Bipolar (BJT) and enhancement mode field-effect (FET) transistors
- BJT and FET uses in switching circuits and in simple amplifier circuits
- Solid state amplifiers
- Operational Amplifiers (Op Amp) and circuit testing
- Basic opto-electronic devices
- Radio Frequency (RF) amplifier circuits
- Linear DC regulators
- Small electric drive motors and circuit testing
- Test and select cells and batteries used in electronic applications and select suitable chargers
- Operation of power supplies in electronic products
- Testing power supplies, including switched mode and self oscillating power supplies
- Practical mathematics for electronics technicians

## Transducers

- Electronic transducer operations and applications
- Opto-electronic transducers and monitoring devices
- Interfacing transducers with digital circuits
- Test and repair transducer circuit faults in electronic products
- Design project incorporating transducers



### Cathode Ray Tubes

- Fundamentals of waveforms
- Basic concepts of bandwidth, communication channels and transmission media
- Basic concepts of wireless transmission and the transmission of information
- Cathode ray tubes and CRT measurements and adjustments
- Introduction to fibre optics

### Tools and Equipment (Elective course)

- Use a range of hand tools, power tools and measuring equipment
- Maintain and store tools
- Demonstrate and apply knowledge of electrotechnology engineering workshop safe practice
- Demonstrate knowledge of the New Zealand electricity supply system

### Digital Theory and Microprocessors

- Number systems used in digital electronics
- Conversions and calculations with number systems
- Combinational logic circuits
- Encoders and decoders
- Common logic families
- Simple sequential logic circuits
- Half and full adders
- Integrated circuit pulse generators and timers
- Analogue to digital (A-D) and digital to analogue (D-A) conversion
- Test and repair of digital logic gate circuit faults
- Operation of microprocessor control circuits
- Test and repair of microprocessor control circuit faults

### Electronics Fault Finding

- Diagnose and repair faulty microprocessor, or microcontroller system
- Apply logical and systematic fault finding methodology in servicing electronic products
- Use electronic test equipment - including digital and analogue multimeters, bench power supplies, function generators, oscilloscopes and logic probes
- Communicate information specifically for the electrotechnology workplace
- Process customer requests for service
- Technical report writing

### Employment Preparation

- Internet and email access for subject research
- Team development and leadership skills
- Curriculum vitae preparation
- Job interview techniques and body language
- Employment contract contents
- Employment rights and responsibilities and sources of Information and assistance
- Care and timeliness as an employee

### Qualification Outcomes

The qualifications you can achieve are:

1. Electec College Certificate in Applied Electronics Technology (level3)
2. National Certificate in Electrical Engineering (level 2) (awarded by the NZQA)
3. National Certificate in Electronic Engineering (level 3) (awarded by the NZQA)
4. Electrical Appliance Serviceperson (EAS) limited registration (awarded by the Electrical Workers Registration Board)
5. Practical First Aid Certificate (awarded by Red Cross NZ)

This qualification will also provide you with unit standard credits contributing to approximately one third of the requirements for the National Certificate in Electronic Engineering (level 4).

*Please note: The external EAS limited registration examination is optional.*

### Programme Pre-entry Criteria

- We prefer students to be 17 years of age, or older on entry to the programme
- We prefer applicants to have achieved NCEA Level 1 in Mathematics and English
- The minimum pre-entry requirement is three years secondary education and to have studied Mathematics and English up to and including Year 11 (5th form level) at secondary school
- We may ask applicants to attend a pre-entrance interview, or provide evidence of your secondary school performance in the above subjects, and/or sit an aptitude assessment.

### Additional Programme Information

Additional information on this programme including start dates, course fees, course related costs and the Electrical Workers Registration Board exams linked to this programme is provided in the Electec College Information Pack and can also be viewed on our web site [www.electec.co.nz](http://www.electec.co.nz)

# Diploma in Computer Systems and Network Administration

## National Qualifications Framework Level 5



## Programme Objectives

The Diploma in Computer Systems and Network Administration is a comprehensive programme designed to maximise your employment opportunities in the fields of computer systems engineering, computer network administration and ICT support roles.

This programme is an open-entry programme, meaning no formal ICT related training, or experience is required. It starts at 'entry level' in computer systems engineering and will provide you with the fundamental technical expertise to build and maintain computer systems, install and configure operating systems from Microsoft DOS through to Windows 7, install and configure various software applications, provide customer and desktop support and troubleshoot hardware and software related issues. These subjects form a solid foundation for you to progress to the second part of the programme in computer network administration.

Computer network administration subjects will provide you with the knowledge and skills to install, implement, manage and troubleshoot Microsoft Windows server based operating systems. The programme is complimented with an introduction to the Linux operating system and wireless networking.

When you successfully complete this qualification you will have the knowledge and skills required to sit the optional CompTIA A+, CompTIA Network+ and Microsoft industry certification exams with international recognition. We also offer you post-graduate support (which is not part of the formal programme) to continue your study while in work and prepare for advanced Microsoft certification.

Graduates with this qualification are likely to seek employment in helpdesk, desktop support, systems administration, network administration, or numerous other ICT support roles.

## Programme Content Summary

This programme content and delivery is divided into two semesters each covering distinct subjects.

The first semester is comprised of subjects from the Certificate in Computer Systems Engineering programme and the second semester is comprised of subjects from the Certificate in Computer Network Administration programme.

### Diploma in Computer Systems and Network Administration

Certificate in Computer  
Systems Engineering  
*1st Semester of Diploma*

Certificate in Computer  
Network Administration  
*2nd Semester of Diploma*

The delivery of these two semesters, plus project and study time, amounts to 36 weeks of supervised course time, plus three weeks of holiday for a total of 39 weeks.

The programme content for the Diploma in Computer Systems and Network Administration is detailed in this Course Information booklet on the pages entitled:

- Certificate in Computer Systems Engineering (first semester), and
- Certificate in Computer Network Administration (second semester)

### Programme Pre-entry Criteria

- We prefer students to be 17 years of age, or older on entry to the programme
- Applicants must have genuine enthusiasm for computer work
- We may ask applicants to attend a pre-entrance interview, and/or sit a pre-entry aptitude assessment

### Additional Programme Information

Additional information on this programme including start dates, course fees, course related costs, certification exams and online testing fees etc. is provided in the Electec College Information Pack and can also be viewed on our web site [www.electec.co.nz](http://www.electec.co.nz)

### Qualification Outcomes

The qualifications you can achieve are:

1. Electec College Diploma in Computer Systems and Network Administration
2. CompTIA A+ certification
3. CompTIA Network+ certification
4. Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Active Directory, Configuration
5. Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Network Infrastructure, Configuring
6. Microsoft Certified IT Professional (MCITP): Server Administrator

*Please note: All external industry certification examinations are optional*



# Certificate in Computer Systems Engineering

## National Qualifications Framework Level 4



### Programme Objectives

The Certificate in Computer Systems Engineering is a practical programme designed to provide you with the knowledge and skills to construct computers, install and configure hardware and software, with an introduction to the installation and maintenance of computer networks.

The programme is based on the CompTIA A+ and Network+ curriculums and includes National Qualifications Framework unit standards from the specialist sub-fields of Electronic Engineering. When you successfully complete this qualification you will have the knowledge and skills required to sit the internationally recognised CompTIA A+ and CompTIA Network+ industry certification exams.

This is an 'open-entry' programme, meaning there is no prior knowledge of computing and ICT required, but enthusiasm to acquire expertise in this field is essential. Graduates will be prepared with a solid foundation for advancement to higher levels of study in computing and ICT, or for employment in entry-level roles.

### Programme Content Summary

#### Fundamentals of Personal Computers

- Characteristics of internal and external storage devices
- Form factors and integrated components
- Processor sockets, cache memory and bus architectures
- Riser card/daughter board, AC adapters and voltages, mainboard form factors and proprietary connectors
- External connectors including serial, parallel, USB, Firewire, HDMI, eSATA, SCSI, SAS and LightPeak

#### Purposes and Characteristics of Processors/CPUs and Memory

- Processors, dynamic frequency scaling, power management, over clocking and cooling systems such as heat sinks and water cooling for CPUs
- Types of memory and their characteristics

#### Purposes and Characteristics of Display Devices

- Projectors, CRT and LCD displays and connector types
- Adapter cards including all the versions of PCI, AGP and PCIe

#### Install, Configure, Optimise and Upgrade Personal Computer Components

- Add, remove and configure internal and external storage devices
- Drive preparation of internal storage devices including partitioning and format/file systems. Imaging technology
- Install display devices, remove and configure basic input and multimedia devices

#### Tools, Diagnostic Procedures and Troubleshooting Techniques for PC Components

- Troubleshooting theory and methodology of systematically assessing problems
- Document findings, actions, outcomes and create backups
- Perform preventive maintenance on personal computer components

#### Install, Configure, Optimise and Upgrade Laptops and Portable Devices

- Configure power management and the features of BIOS-ACPI
- Difference between suspend, hibernate and standby
- Tools, basic diagnostic procedures and troubleshooting techniques for laptops
- Procedures and techniques to diagnose power conditions, video, keyboard and wireless
- Backlight functionality and pixilation and resolve stylus issues

#### Fundamentals of Using Operating Systems

- The use of various operating systems hardware and software through the years from Win DOS, Win 95 and Win 2000 to the latest Microsoft client
- Purpose of BOOT.INI, NTLDR, NTDETECT.COM and NTBOOTDD.SYS, BOOTMGR, EFI, BCD, Winload.exe
- File systems, directory structures, file extensions and permissions

#### Install, Configure, Optimise and Upgrade Operating Systems

- Hardware compatibility, minimum requirements and different installation methods
- Disk preparation order, device driver configuration and verification of installation
- Upgrading operating systems including upgrade considerations and device installation

### Tools, Diagnostic Procedures and Troubleshooting Techniques for Operating Systems

- Basic sequences, methods and utilities for recovering operating systems
- Boot methods and automated system recovery and emergency repair disk
- Diagnostic procedures and troubleshooting techniques
- Hardware/software problems and potential causes
- Test related components, connections, hardware/software configurations

### Evaluation of Results, Consultation Procedures, Resources and Manuals

- Resolve issues such as blue screen, system lock-up etc
- Disk management tools - DEFRAG, NTBACKUP, CHKDSK, Format
- System management tools - device and task manager, MSCONFIG.EXE and REGEDIT.EXE
- File management tools - Windows Explorer, ATTRIB.EXE

### Install, Configure, Optimise and Upgrade Printers and Scanners

- Various printer and scanner technologies and their interfaces
- Install and configure printers/scanners and port connections
- Install device drivers, calibrate and configuration options

### Tools, Diagnostic Procedures and Troubleshooting Techniques for Printers and Scanners

- Printer/scanner problems and symptoms
- Review device error codes, computer error messages and history
- Generic and vendor-specific diagnostic tools including web-based utilities

### Fundamental Principles of Computer Networks

- IPv6, TCP/IP, IPX/SPX, NWLINK, NetBEUI/NetBIOS, AppleTalk and UDP
- Cabling - twisted pair, coaxial cable, fibre optic, Firewire etc
- Identify Plenum/PVC UTP, STP and RG-6
- Types and characteristics of connectors - RJ45, RJ11, ST/SC/LC/MT-RJ, packet switching, circuit switching and VPN's

### Install, Configure, Optimise and Upgrade Computer Networks and the Principles of Security

- Install and configure network cards and install, identify and obtain wired and wireless connections
- Smart cards, biometrics and malicious software protection
- Firewalls, file system security and wireless security
- Data access, encryption technologies and social engineering

### Safety and the Environment

- Safety hazards and disposal procedures for batteries, display devices and chemicals
- Methods to handle environmental and human accidents and reporting
- Potential hazards and safety procedures including ESD precautions

### Purpose, Features and Functions of Computer Network Components

- Hubs, switches, bridges, routers, gateways, channel service unit/data service unit, network interface cards, integrated services digital network adapters, wireless access point, DTE, DCE
- Modems, transceivers, firewalls and proxy servers

### Protocols and Standards

- Layers of the OSI and TCP/IP models and their functions
- Hubs, switches, bridges, routers, network interface cards and wireless access points
- Frequency hopping spread spectrum, direct sequence spread spectrum and Bluetooth
- TIA/EIA 568B and 569B, AS/NZS 3080, 3084, 3085
- IEEE 802.11a, 802.11b, 802.11g, 802.11n

### Transmission Control Protocol/Internet Protocol

- Structure of Internet protocol addresses and settings
- Internet Protocol ranges and subnet masks
- Private and public network addressing schemes and APIPA
- Static and dynamic routing, subnetting and protocols

### Purpose of Computer Network Services and Protocols

- Characteristics of Wide Area Networks
- Characteristics of Internet access technologies and authentication protocols
- Functions of remote access protocols and services
- Security protocols, purpose and function

### Computer Network Implementation, Maintenance and Troubleshooting

- Client workstations and network resources
- Purpose, benefits and characteristics of using a firewall and proxy server
- Main characteristics of VLANs, extranets and intranets
- Antivirus software, fault tolerance, disaster recovery and connectivity problems
- Modifications, adding or removing network services
- Action plan and solution, potential effects and the documentation process
- Backup procedures and disaster recovery options

### Qualification Outcomes

The qualifications you can achieve are:

1. Electec College Certificate in Computer Systems Engineering
2. CompTIA A+ certification
3. CompTIA Network+ certification

*Please note: All external industry certification examinations are optional*

### Programme Pre-entry Criteria

- We prefer students to be 17 years of age, or older on entry to the programme
- Applicants must have genuine enthusiasm for computer work
- We may ask applicants to attend a pre-entrance interview, and/or sit a pre-entry aptitude assessment.

### Additional Programme Information

Additional information on this programme including start dates, course fees, course related costs, certification exams and online testing fees etc. is provided in the Electec College Information Pack and can also be viewed on our web site [www.electec.co.nz](http://www.electec.co.nz)

# Certificate in Computer Network Administration

## National Qualifications Framework Level 6

**Microsoft**  
IT Academy Program

**Microsoft**  
CERTIFIED  
Technology  
Specialist

**Microsoft**  
CERTIFIED  
IT Professional

**Microsoft**  
CERTIFIED  
IT Professional | Server Administrator



### Programme Objectives

The Certificate in Computer Network Administration is designed to provide technical expertise and proficiency to implement, manage and troubleshoot Microsoft Windows based operating systems. It also provides the knowledge required to configure file and print, DHCP, DNS, remote access and other network related services. In addition, it includes an introduction to the GNU/Linux operating system, wireless networking and virtual machines.

The programme is based on the Microsoft Windows Server 2008 certification curriculum and includes National Qualifications Framework unit standards from the specialist sub-fields of Electronic Engineering. When you successfully complete this qualification you will have the knowledge and skills required to sit the optional Microsoft industry certification exams, which have international recognition. We also offer you a post-graduate option (which is not part of the formal programme delivery) to continue with self-directed study to prepare for more advanced Microsoft certification.

Graduates with this qualification are qualified to seek employment in helpdesk, desktop support, systems administration, network administration, or numerous other ICT support roles.

### Programme Content Summary

#### Windows 2008 Active Directory

- Configuring Domain Name System (DNS) for Active Directory. Configure zones - primary, secondary, stub, scavenging etc. Configure DNS server settings - forwarding, hints, delegation, recursion etc. Zone transfers and replication - scope, incremental, notify, secure, partitions etc.
- Configuring the Active Directory infrastructure. Forest, domain, ADMT, functional levels, AD prep, trusts - forest, selective transitive, external etc. Sites - subnets, link cost. Replication - DFS, one-way, bridgehead, scheduling, protocols etc. Global catalog, operations masters - seize, transfer, etc.
- Configuring additional Active Directory server roles. AD LDS, server core, Hyper-V. AD RMS - certificates, enrolments, AD MDS. Read-only domain controller - replication, read only DNS, Bitlocker, security. AD Federation Services - certificates, trust policies, mapping.
- Creating and maintaining Active Directory objects. Automate creation of Active Directory accounts, maintain AD accounts, create and apply group policy objects, configure GPO templates, configure software deployment GPOs.
- Maintaining the Active Directory environment. Configure backup and recovery - via removable media, authoritative and non - authoritative AD restore, DSRM, backup and restore GPO's. Offline maintenance of AD. Monitoring AD including replmon, repadmin, resource manager, reliability and performance monitor, server performance advisor, RSOP.
- Configure Active Directory Certificate Services. Install - standalone, enterprise, hierarchies. Configure CA server settings - key archival, backup/restore, roles. Manage templates - types, permissions, versions, key recovery agent. Enrollments - network device, autoenrollment, web, smart card. Manage certificate revocations - CRL, CDP, AIA.

#### Windows 2008 Network Infrastructure

- Configuring IP Addressing and Services. IPv4, IPv6 addressing, subnetting, supernetting. DHCP - options, PXE, relay agents, exclusions, and authorisation. Routing - static, persistent, RIP, OSPF. Configure IPSec - policy, Authentication Header (AH) and Encapsulating Security Payload (ESP).
- Configuring name resolution. DNS server configuration - conditional forwarding, external forwarders, root hints, cache-only etc. Zones - refresh intervals, primary/secondary zones etc. DNS record types, DNS replication, configure name resolution for client computers - LLMNR, group policy etc.
- Configuring network access. Configure remote access - RRAS policy, NAT, ICS, VPN, RADIUS, RADIUS proxy, protocols. Network Access Protection (NAP) - enforcement, health policies, host isolation etc. Network authentication - NTLMv2, Kerberos, 802.1x, MS-CHAP, EAP. Wireless access. Firewall - filtering, AD account integration, firewall with advanced security, group policy, isolation.
- Configuring file and print services. Share publishing, offline files, share and NTFS permissions, EFS. Distributed File System (DFS) - namespaces, configuration, replication. Configure shadow copy services, configure backup and restore, manage disk quotas, configure and monitor print services.
- Monitoring and managing a network infrastructure. Configure Windows Server Update Services (WSUS), capture performance data - data collector sets, system stability index etc. Monitor event logs including subscriptions, gather network data including SNMP, baseline security analyser, Network Monitor.

## Computer Wireless Networks

- Common wireless standards and implement wireless connectivity
- Wireless security using WEP, WPA, WPA2, 802.1x (RADIUS), MAC filtering, SSID hiding, WiFi attacks and various security options
- Site survey to plan coverage and identify interference sources. Effect of antennae on WiFi signal.
- Monitor WAP with SNMP, and syslog.

## Linux

- Using the Linux command line e.g cat, touch, echo, grep, lp, lprm, tar, rsync, ssh, ftp.
- An overview of Linux architecture and the differences to Windows
- Use of modern Linux distribution from a desktop user perspective, Ubuntu Gnome desktop.
- Use of Linux in a network service oriented role, web server, file server, ftp server.
- File system, backup, patching, hardware upgrades, disk management
- Logs, drive mapping, network troubleshooting, process management

## Qualifications Outcomes

The qualifications you can achieve are:

1. Electec College Certificate in Computer Network Administration
2. Microsoft Certified IT Professional (MCITP): Server Administrator
3. Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Active Directory, Configuration
4. Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Network Infrastructure, Configuring

*Please note: All external industry certification examinations are optional*

## Programme Pre-entry Criteria

- We prefer students to be 17 years of age, or older on entry to the programme
- Applicants should have successfully completed the Electec College Certificate in Computer Systems Engineering, or
- Have successfully completed a recognised CompTIA A+ and Network+ programme with another provider, or
- Have prior knowledge and work experience in a network administration role, or
- Have an equivalent level of self-taught knowledge
- We may ask applicants to attend an interview, provide evidence of computing and ICT experience, and/or sit an aptitude assessment

## Additional Programme Information

Additional information on this programme including start dates, course fees, course related costs, certification exams and online testing fees etc. is provided in the Electec College Information Pack and can also be viewed on our web site [www.electec.co.nz](http://www.electec.co.nz)

# Student Enrolment Procedure

## Pre-entry Criteria

The first priority is to check out the course content and the pre-entry criteria detailed in this Course Information booklet and ensure that you meet the criteria for the course you are interested in.

## Pre-enrolment Meeting with a Tutor

If you require more information, or have any questions, you are welcome to come in and talk to a tutor. There is no obligation and it's in your best interests and ours to ensure that the course you select is the most suitable for your career plan. We also want to assess that you will have a reasonable chance of success on your course.

Please phone us in advance to arrange a time with a tutor on (03) 3744-182, or email to [info@electec.co.nz](mailto:info@electec.co.nz).

## Enrolment Application Procedure

If you have enough information on the course, it's a simple case of completing your personal details on the Enrolment Application form enclosed with this College Information Pack, or you can download the form from our website. Please be sure to attach the relevant documentation listed on the back page of the form and return it to us in the mail, or drop it into the College in Sydenham, Christchurch.

Government regulations require that we must sight an original copy of your birth certificate, or passport. Alternatively you can send us a certified copy signed by a solicitor, or Justice of the Peace. Please do not send us your original documents in the mail. If you cannot provide the document at the time of submitting your enrolment application, we will request that you produce them as soon as possible after the course start date.

After we process your enrolment application we will send you an enrolment acceptance letter, a copy of the Electec College Student Information Handbook and instructions on how to apply for your student loan and allowance. You can also access the SudyLink website for student loans and allowance applications through a link on the Electec College website [www.electec.co.nz](http://www.electec.co.nz)

We may ask applicants to attend a pre-entrance Interview, or provide evidence of your pre-entry qualifications, and/or sit an aptitude assessment. If you reside outside of Christchurch, we can conduct the pre-entry Interview over the phone.

Applicants who meet the pre-entry criteria will be enrolled on a first come basis. Enrolments for each course intake will close as soon as the class numbers reach the maximum capacity. When applications exceed class capacity, we may elect to operate a short waiting list with suitable applicants ranked in the order they were received.

## Student Information Handbook

The Electec College Student Information Handbook provides details on staff credentials, College rules, student withdrawal policy, student fee indemnity protection, academic policy, NZQA unit standards and academic assessment procedures.

Please contact our administration office if you wish to view the Student Information Handbook prior to submitting your enrolment application.

## Payment of Course Fees

Course fees are due for payment eight working days after the scheduled course start date. At that time we will provide you with an invoice and you will be asked to either provide proof of your student loan application, or pay your course fee within 14 days of start date.

## Student Fees Protection

In the unlikely event of Electec College closure due to insolvency, or de-registration, or withdrawal of the New Zealand Qualifications Authority accreditation, all student fees are protected in a trust account administered by an independent Chartered Accountant. This fee protection system is a mandatory requirement by the NZQA for all Tertiary Education Providers.

Full details and conditions under which the Student Indemnity Trust A/c operates are published in the Electec College Student Information Handbook.

## International Student Enrolment

All the Electec College educational programmes are open to international students over the age of 18 years who meet the College pre-entry requirements, are granted a student visa by the New Zealand Immigration Service and have current medical and travel insurance. Good oral and written communication skills in English to specified levels are an essential pre-entry requirement.

International students will be integrated into educational programmes with New Zealand students to experience our New Zealand culture. The College reserves the right to limit the number of international students on each programme.

Please refer to the website for more information on the international student code of practice and enrolment procedure. [www.electec.co.nz](http://www.electec.co.nz)

## Discretionary Enrolment Policy

Electec College Directors and management reserve to themselves the discretion to consider enrolment applications from any student. In considering any such application the Directors may also take into consideration any circumstances relating to the applicant and any factors that could impact on the delivery of the academic programme and the general welfare and safety of other students and the College. The Directors may, after such consideration, grant or decline any application for enrolment.

## Disclaimer

Electec College has no control over the employment market, or the student personal factor and therefore makes no guarantee of employment, or acceptance onto any subsequent training programme as a result of attending any Electec College educational programme.



[www.electec.co.nz](http://www.electec.co.nz)

5 Durham Street South  
Christchurch, New Zealand

PO Box 7359, Sydenham  
Christchurch, New Zealand

E-mail: [info@electec.co.nz](mailto:info@electec.co.nz)

Phone (03) 374-4182