



KAPITI SKILLS CENTRE

CHARTER 2007 – 2010

TRAINING

EDUCATION

EMPLOYMENT

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Contact Details

Charter for	Aotea Community Trust Inc
Trading name	Kapiti Skills Centre
MOE provider number	9446
Authorised signature	Jim Simpson (Chairperson) Eddie Bisdee (Trustee) John Barrett (Trustee) Linda Spray (Manager) Les Nalder (Office Manager)
Date	June 2006
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Mission

The Kapiti Skills Centre is registered and accredited with the New Zealand Qualifications Authority as a Private Training Provider. We offer a range of training, education and employment services and programmes. The centre is based in Paraparaumu however some students travel from Porirua and Otaki areas to attend course.

Mission Statement

To provide students with appropriate education and training programmes which will enhance each individual's social, personal and employment opportunities.

Statement of Purpose

To provide training, education and employment programmes and other services which:

- Are beneficial to persons disadvantaged by age, infirmity, disability, poverty, race, social or economic circumstances
- Acknowledge self worth, develop life skills, self responsibility and personal confidence in order that students may realise their potential, prepare for meaningful employment, make wise decisions and contribute more fully in their community

Special Character

The Kapiti Skills Centre offers a range of training, education and employment programmes and services, which acknowledge self worth, develop life skills, self esteem and personal confidence so students may prepare for meaningful employment and make wise future decisions.

Aims & Objective

To provide training, educational and employment programmes and other services which:

- Offer an alternative to the traditional education system allowing students to enjoy success regardless of previous experiences
- Assist students to develop an understanding of issues such as health, employment, education, housing, self development and community association so that they may contribute more fully in their community
- Develop life skills and increase confidence so students may more fully realise their potential, prepare for meaningful employment and make wise decisions for their future
- Offer career pathways and training opportunities for students which will be beneficial to local business

Education, Training and Employment Programmes and Services

National Certificate (level 2)

- Pre Trade Building Construction
- Computer and Business Administration
- Retail & Customer Service
- Employment Skills

NZQA Unit Standards & Achievement Standard

- NZQA unit standards training and assessment services; available to Schools, Community Groups, Individuals and Workplaces
- NCEA Achievement Standards; available through Correspondence School

Individual Needs

We cater for individual needs by providing

- Literacy and Numeracy Support
- Social Worker Support / Networking to Community Services

Employment Related Services & Programmes

We provide skills, pathways and training opportunities through

- Work Experience & Job Placement
- Post Placement Support (6 months workplace support)
- Job Search Support Centre including CV Preparation
- Short Term Employment Focused Programmes; Work Confidence

Personal & Team Development

The outdoors is used as a tool to support students in realising their potential

- Project K – 3 Week Wilderness Experience
- Outdoor Recreation

Tutors liaise with health, education, social and welfare services to ensure students receive the support and guidance needed to overcome barriers and participate more fully in their community.

The work placement coordinator works closely with students, employers and WINZ to ensure our training programmes and services are relevant to industry needs. Students receive the support and guidance needed during the transition from training to employment so long term employment outcomes can be achieved.

Contribution to New Zealand's identity, economic, social and cultural development

Kapiti Skills Centre contribution is linked to

- Strategy 3 - Raise Foundation Skills so that all People can participate in our knowledge society
- Strategy 4 - Develop the Skills New Zealander's need for our Knowledge Society

Kapiti Skills Centre contributes to New Zealand's economic, social and cultural development by providing training, education and employment programmes and services that:

- Are beneficial to persons disadvantaged by age, infirmity, disability, poverty, race, social or economic circumstances
- Acknowledge self worth, develop life skills, self responsibility and personal confidence in order that students may realise their potential, prepare for meaningful employment, make wise decisions and contribute more fully in their community

Kapiti Skills Centre programmes and services

- Are aligned to industry and labour market needs
- Prepare students for integration into the workplace and other educational organizations
- Develop life skills and increase personal and team confidence through outdoor education
- Incorporate cultural awareness and understanding to broaden students social perspective

Contribution to the tertiary education system as a whole

Kapiti Skills Centre contributes to the education system by providing training, educational and employment programmes and services that:

- Offer an alternative to the traditional education system allowing students to enjoy success regardless of previous experiences
- Assist students to develop an understanding of issues such as health, employment, education, housing, self development and community association so that they may contribute more fully in their community
- Develop life skills and increase confidence so students may more fully realise their potential, prepare for meaningful employment and make wise decisions for their future
- Offer career pathways and training opportunities for students which will be beneficial to local business

Kapiti Skills Centre works closely with other training and education providers (PTE, Schools, Correspondence School, and Polytechnics) to ensure the community has access to a range of relevant training and education programmes and services that meet the needs of local industry and provide pathways for students into higher level education in the community.

Approach to collaboration and co-operation with other tertiary education providers and organisations

Kapiti Skills Centre has identified four key partnership categories that are critical to achieving our mission and supporting our contribution to New Zealand.

Industry Training Organisations (ITO's)

Kapiti Skills Centre works closely with a range of ITO's specific to the National Qualifications we offer (SFRITO, BCITO, RITO, ATTTO). These partnerships provide:

- Quality standards, assessment and moderation tools and expertise
- Industry links, assist learners into apprenticeships
- Industry trends and research

Education and Training Providers

Kapiti Skills Centre actively participates in monthly PTE meetings with local providers (Innovative Educators, Youth2Xcel, Whitireia Polytechnic) to:

- Ensure training and education needs within the community are being met
- Share information, marketing strategy, pathway development
- Address industry requirements, aspirations, future development

Kapiti Skills Centre works alongside specialty education providers (Red Cross, Correspondence School) who:

- Provide quality training and assessment services
- Specialty programmes, links to community resources

Kapiti Skills Centre provides a pathway for students who have not succeeded in the traditional education system. Our relationships with college staff, truancy services ensure:

- Students are aware of the availability of second chance education and further training opportunities within their community

Community Social Services

Kapiti Skills Centre understands the importance of an holistic approach to education. Staff, attend regular monthly community network meetings. The benefits include:

- Community awareness of the programmes and services we offer
- Networking students to the communities social, health and welfare services and programmes; drug & alcohol, anger management

Local & Government Agencies

Kapiti Skills Centre has developed strong relationships with local and government agencies that provide:

- Funding of programmes and services; MoYD, MSD, KCDC
- Research, statistics and future planning support
- Potential students; WINZ, CYF

Local Business

Kapiti Skills Centre works closely with local business to ensure:

- The programmes we deliver are relevant and labour market needs are met
- Students are exposed to a range of work experience and job placement opportunities

Approach to fulfilling Treaty of Waitangi obligations

Kapiti Skills Centre is recognised as a Maori provider with the New Zealand Qualifications Authority. We place value on this association and the importance of the Treaty of Waitangi and its implications for all students.

We have coordinated relationships with Tainui and Whakarongotai Marae. Our Kaumatua, who is also a member of our Advisory Group, and a Maori trustee provide mentoring and guidance for the diverse needs of our Maori learners. Our programmes identify Treaty of Waitangi obligations and our activities include Marae stays, Maori arts, crafts, and cultural awareness.

Approach to meeting the needs of Pacific peoples

The Kapiti Coast has a small population base of Pacific people. We recognise the value of supporting Pacific peoples to achieve and will continue to strive to create a learning environment that values and supports Pacific learner. A local Pacific organization is available to provide mentoring services to our Pacific learners.

Approach to meeting the educational needs of learners

Kapiti Skills Centre is committed to providing quality education in a safe and supportive learning environment that caters for the individual needs of students. We offer low tutor to learner ratio, one to one tutoring, combined theory and practical experiences to assist the learners to realise their aspirations.

Our qualified and experienced tutors are passionate about teaching and committed to helping students achieve. Students are supported in developing their own personalised learning plan that best meets their individual needs. Literacy and numeracy support is available to students who require additional support in order to achieve success and reach their potential.

Outdoor recreation is used as a medium to promote personal and team development. Students are encouraged to move out of their comfort zone in a safe and supportive environment so they may learn more about themselves. This learning is then transferred to other parts of the students' life such as home or the workplace.

Our Social Worker and Tutors work alongside students, their families and support agencies to ensure appropriate support and guidance on social, health and welfare issues is obtained. Pastoral care is an ongoing element of all programmes and our contact continues after students have completed their course.

Our Workplace Coordinator plays a very important role in linking students, employers and training opportunities. Students are encouraged to put their skills into practice while they train through work experience programmes. 'In Work Support' is provided to students entering the work force to ensure the transition from training to employment is smooth and manageable. NZQA unit standard training and assessment is offered to students and employers in the workplace to ensure success.

Kapiti Skills Centre has processes in place for tutor and course evaluations to monitor success and continually improve our delivery.

Approach to ensuring that the organisation develops and supports a staff profile that reflects its mission and special character

Kapiti Skills Centre is committed to ensuring that our staff have the necessary skills, knowledge and attitudes required to achieve our mission and special character. This is achieved by;

- Recruiting staff that have a range of relevant skills and qualifications
- Encouraging professional development to improve skill levels
- Creating an environment that encourages synergy, teamwork, cooperation and excellence
- Promoting collaboration and cooperation with education and training providers, community social, health and welfare services and local business

We are committed to Equal Employment Opportunities and offer a safe working environment. Regular staff appraisals and evaluations assist in maintaining a high level of competency and which benefits our learners.

Governance and management structure and principles

Aotea Community Trust, trading as the Kapiti Skills Centre was incorporated as a non –profit organisation under the Charitable Trusts Act, in 1992. Kapiti Skills Centre complies with financial IRD and company requirements. The principles, policies and procedures are approved and audited by NZQA.

The Trust is governed by three Trustees and is staffed by a manager and several full-time and part-time staff. Kapiti Skills Centre organisational structure, role descriptions, responsibilities, authorities, lines of reporting and accountability are defined in our, polices and procedures.

There is a clear distinction between the governance and management roles. The Trustees, management and staff have the responsibility to work in the best interests of the Trust and to aspire to fulfil Kapiti Skills Centre kaupapa.

The Trustees and management acknowledge the fundamental importance of the Treaty of Waitangi to New Zealand society and commit to upholding the principles enshrined in this document.

Consultation undertaken in preparation of the Charter

A Draft Charter was developed and a notice to stakeholders via an advertisement in a local paper inviting comments. A letter was sent to specific key stakeholders requesting feedback on the draft document. This was followed up with a phone call to specific key stakeholders.

Two internal meetings were held and the feedback was integrated into the draft. Trustees had input during the preparation of this Charter and have approved the final document.

Charter Consultation (Advertisement for the paper)

As required by the Tertiary Education Commission, Kapiti Skills Centre is developing its new charter. As part of this process we are required to consult with our stakeholders. We have identified our stakeholders as:

Associated Industry Training Organisations

Tertiary Education Providers

Local Secondary Schools

Local Health, Social and Welfare Agencies

Local Business

Staff & Students

Local Maori & Pacific people

We invite comment on our draft charter from members of the above stakeholders and from interested parties by way of written submission. A copy of Kapiti Skills Centre charter is available on request.

We welcome feedback by 28th April 2006 to Kapiti Skills Centre, PO Box 1420, Paraparaumu Beach, lindas@kapitiskills.ac.nz