

## STCW Basic Safety Training - Introduction

Please refer to the programme timetable for classroom details. STCW classrooms are situated on the Aquatic Centre side of our Windermere Campus, Gate 2, Windermere Drive, Tauranga (*campus map enclosed*).

Your classes start at 8:00am each day – please be on time.

On your first day you will be required to have your photograph taken for your certificate.

Enclosed is a:

- Programme timetable
- Student Medical Declaration (complete and return with your enrolment forms)

### **Medical Certificate: (this must be current)**

- For the purpose of STCW Basic Training, Toi Ohomai Institute of Technology requires that you either; provide to the Institute a current Medical Certificate *or*
- a current PADI divers medical certificate *or*
- a Maritime New Zealand Seafarers medical certificate *or*
- an MCA ENG1, medical certificate (basically this is the UK equivalent and this is the preferred medical certificate in the super yacht industry) – Dr R Bat, Parnell, phone: (09) 3774427 if you wish to obtain this Medical (fee approximately \$495)

The following refresher topics are available:

- STCW Refresher in Personal Survival Techniques
- STCW Refresher in Fire Prevention & Fire Fighting

The STCW Refresher training is run in conjunction with STCW delivery, however you may be eligible for Refresher training discount.

To qualify for refresher discount you would need to submit your original STCW Certificate/s and the sea service letter from your employer confirming your participation in mandatory abandon ship and fire drills.

The sea service requirements to be eligible for STCW Refreshers for Personal Survival Techniques and Fire Prevention & Fire Fighting is:

- (i) 3 months of sea service in the last 6 months OR
- (ii) 1 year of sea service in the last 5 years.

Additional Information:

STCW Fire Prevention & Fire Fighting - valid for 5 years  
STCW Personal Survival Techniques – valid for 5 years  
STCW Security Awareness – Unlimited  
STCW Personal Safety & Social Responsibility - Unlimited  
STCW First Aid – Unlimited

Regards

**Maritime Team**

# STCW BASIC TRAINING TIMETABLE

## Windermere Campus

*Photos for Certificates will be taken on Monday morning. A tidy appearance is necessary and **International standards prefer you are photographed in a white top.***

### **MONDAY & TUESDAY**

#### **Personal Survival Techniques**

**8.00am – 4.00pm**

*In water training*

- Swimming attire
- Sunscreen
- Hair ties – you will need to tie your hair up if it is long
- Bottle of water/thermos

*After water training*

- A change of clothes, warm jacket, hat, gloves – especially for winter training. Towel/shower kit

#### **Security Awareness Training (online)**

- This course is fully online and is available for students to complete from **Monday through to Sunday**.
- Please check your email for course Log On instructions, If you have any difficulty Logging in, please email [ITHelp.student@toiohoma.ac.nz](mailto:ITHelp.student@toiohoma.ac.nz) or phone Student Support IT Help on 07 557 8953

### **WEDNESDAY**

#### **Fire Fighting - Breathing Apparatus**

**8.00am – 5.30pm**

- Overalls, boots and gloves provided by Toi Ohomai
- Old clothes to wear under overalls - T-shirt, shorts, socks  
*(You will get extremely hot)*
- Hair ties – you will need to tie your hair up if it is long
- Bottle of drinking water

### **THURSDAY**

#### **Fire Fighting**

**8.00am-5.30pm**

- Overalls, boots and gloves provided by the Tech
- Old clothes to wear under overalls - T-shirt, shorts, socks  
*(You will get extremely hot)*
- Hair ties – you will need to tie your hair up if it is long
- Bottle of drinking water

### **FRIDAY**

#### **Personal Safety & Social Responsibility**

**8.00am-12.00pm**

- Casual clothing – online and classroom based

### **SATURDAY & SUNDAY**

#### **First Aid**

**9.00am-3.45pm**

**Room T06**

- Casual clothing - classroom based training
- Please bring your morning tea and lunch – no cafes open over the weekend  
*(T06 –kitchen attached to classroom and available for you to use)*

# TOI-OHOMAI

Institute of Technology

## Standards of Training Certification and Watchkeeping for Seafarers (STCW)

Please attach to your completed Enrolment Form

### Course Selection Sheet & Fees for Domestic and International Students

Name: \_\_\_\_\_

Please tick the courses you need to complete and return with your signed Enrolment form, verified ID (Birth Certificate or Passport), and completed medical form and fees payment.

#### Fees For Courses Run In 2026

Course Code	Course Description	✓	Tuition Fees	Student Levy	Total Fees
OTSC3005	Security Awareness (Online)		\$335.00	\$1.00	\$336.00
EMPS3015	Personal Survival Techniques		\$735.00	\$6.00	\$741.00
EMPS3014	Personal Survival Techniques - <b>Refresher</b>		\$495.00	\$3.00	\$498.00
OTHE3004	Basic Firefighting		\$1115.00	\$6.00	\$1121.00
OTHE3005	Basic Firefighting - <b>Refresher</b>		\$865.00	\$3.00	\$868.00
OTHE3010	Elementary First Aid		\$300.00	\$13.00	\$313.00
EMPS3013	Personal Safety and Social Responsibility		\$215.00	\$6.00	\$221.00
<b>TOTAL PAYMENT (not including refresher courses)</b>					\$2732.00

**Before** we can enrol you, we require payment:

By direct credit to Westpac– 030435-0470124-00. Reference with your last name and date of birth By credit card – complete payment form

For detailed information on the student levy: <https://toiohomai.ac.nz/study/fees-toi-ohomai>

# Application and Enrolment Form

# TOI-OHOMAI

Institute of Technology

Thank you for choosing to study at Toi Ohomai Institute of Technology Limited (Toi Ohomai). If you have any questions or need assistance completing your Application and Enrolment Form, please contact Toi Ohomai on 0800 86 46 46 or visit one of our Information Centres or regional campus reception area.

Enrolment is subject to acceptance and confirmation by Toi Ohomai.

If you're a new student, please complete ALL sections of this form.

**R** If you're a returning student, please complete all sections marked with R

Student ID (if known)

## Ngā Taipitopito Hōtaka Programme Details

R

Please complete one form for each programme you're applying for. To find more information about our courses, programmes and qualifications, please visit our website, one of our Information Centres or our campuses. The definitions of qualification, programme and course are outlined in the Terms and Conditions of Enrolment available online at <https://toiohomai.ac.nz/toi-ohomai-regulations>.

Name of programme

Programme strand (if known/applicable)

Start date

End date

Are you planning to study full-time or part-time?

Full-time

Part-time

At which campus do you intend to study? (Refer to website or Toi Ohomai staff for the programme locations available)

Rotorua

Taupō

Tauranga

Tokoroa

Whakatāne

Online/Distance

Other location

Are you intending to complete this qualification this year? Yes No

## He pātai anō āu? Questions?

0800 86 46 46

info@toiohomai.ac.nz

toiohomai.ac.nz

## Pārongo Matawhaiaro Personal Information

R

Enter details as shown on your birth or marriage certificate or passport. You're required to provide certified copies of your legal name, date of birth, and citizenship status. e.g. birth certificate or passport (you'll also need to provide your marriage certificate if you use your married name). You can bring in your original document/s and we'll certify a copy.

Legal family name/Last name

Legal first name(s)

Preferred first name

Previous names known by (e.g. maiden name)

Date of birth

Gender

Tāne/Male

Wahine/Female

Diverse

Have you previously enrolled with us?

Yes

No

E-mail

Mobile number

NSI Number (if known)

## Ngā Taipitopito Whakapā Contact Details



Please contact your campus administrator if your contact details change at all in the future (see last page for locations and contact details).

Main residential address

Suburb

Town/City

Postcode

Phone

Postal address (if different from above)

Suburb

Town/City

Postcode

Phone

Address while studying (if different from above)

Suburb

Town/City

Postcode

Phone

## He pātai anō āu? Questions?

0800 86 46 46

info@toiohoma.ac.nz

toiohoma.ac.nz

## Raraunga Citizenship

If you're not a New Zealand citizen, please provide your Passport and Resident eVisa. If you don't hold a Resident eVisa, please contact the Toi Ohomai International Centre (see last page for locations and contact details).

New Zealand citizen (NZL) - go to Ethnicity section below

New Zealand permanent resident (NZP)

Australian citizen (AUS)

Date residency granted Australian citizen (AUS)

Country of citizenship (please specify)

Place of birth

What will be your country of residence during the period of study?

New Zealand

Overseas

## Mātāwaka/Iwi Ethnicity/Iwi

To which ethnic group(s) do you belong? (You may tick up to three boxes)

Māori (list Iwi below)

New Zealand European

Indian

Filipino

Chinese

British and Irish

Cook Island Māori

Australian

Latin American

Korean

Sri Lankan

Fijian

Samoan

Other

African

Tongan

Japanese

German

Dutch

Vietnamese

Tokelauan

Middle Eastern

Niuean

Cambodian

Italian

Greek

Polish

If you identify as Māori, please write below up to three Iwi that you belong to.

## Tautōhito Mātauranga Educational Background

Last secondary school attended in New Zealand

OR Have you attended a school/college overseas

Last year at secondary school/high school/college (e.g. 2016)

Highest Award Received (tick one box only)

- No formal secondary qualifications
- 14 or more credits at any level
- NCEA Level 1/New Zealand School Certificate (one or more subjects)
- NCEA Level 2/New Zealand Sixth Form Certificate (one or more subjects)
- University Entrance
- NCEA Level 3/Bursary/Scholarship (one or more subjects)
- Other

Overseas qualification (includes International Baccalaureate and Cambridge Exams) (please specify)

Is this your first year of tertiary study?

Yes No Year:

What was your main activity or occupation as at 1 October? (tick one box only)

- Secondary school
- Non-employed or beneficiary (excluding retired)
- Wage or salary worker
- Self-employed
- University student
- Polytechnic student
- College of education student
- House person or retired
- Overseas (irrespective of occupation)
- Private training establishment
- Wānanga student

Are you the first in your family to enrol in tertiary study?

Yes No

## Hauora me te Manaaki Health and Support

R

The information you supply is confidential and it helps us to understand your requirements and link you to any available support.

Do you live with any disability or health condition that will impact your student experience?

Yes (if 'Yes', please specify below) No

- Hearing impairment
- Temporary impairment
- Vision impairment
- Medical (please specify)

Mental health (please specify)

Mobility (please specify)

Other (please specify)

Specific learning (please specify)

Does your disability/health condition require additional resource or support while you are studying?

Yes No

You are required to make this known before you commence your studies.

Note: If you indicate a support need, you will be contacted to discuss if and/or how we can support you during your study.

## Whakapā Ohotata Emergency Contact

Full name

Relationship to you

Phone

## Te Utu Moni Payment of Fees

R

Total amount of fees (if known)

\$

Refer to programme/course selections schedule for fees (which will be invoiced if accepted for enrolment)

Student loan (StudyLink) - Go to [studylink.govt.nz](http://studylink.govt.nz) or phone 0800 88 99 00.

Credit card - Please request a Toi Ohomai Payment Form to provide us with your credit card details or download one from [toiohomainz.ac.nz/toi-ohomai-regulations](http://toiohomainz.ac.nz/toi-ohomai-regulations) (please note once this payment has been processed the payment form will be destroyed).

Direct credit/internet banking - Toi Ohomai Institute of Technology, Westpac 03-0435-0470124-00. Particulars: Surname and Initials. Code: Student ID No. (if known). Reference: Your date of birth dd/mm/yyyy. Toi Ohomai Staff Training/Professional Development (Line Manager authorising PD please sign below).

Toi Ohomai free programme, scholarship, etc. Attach order form or proof of confirmation of payment otherwise the fees will be invoiced to you directly.

Employer/Person/Organisation to be invoiced:

Company name

Address

Phone

Total amount

\$

Person authorising signature

Name and Position

Notes

## Te tauākī me te rārangi hihira Declaration and Checklist

R

I have read the information, terms and conditions in this Domestic Enrolment Form before signing and agree that:

- i. The information I have provided in this Application and Enrolment Form is true and correct; making a false declaration is an offence under the Crimes Act 1961.
- ii. My application for enrolment will not proceed until this form and the declaration have been completed in full and signed, and any certified documentation to support admission for enrolment has been provided.
- iii. I have read, understood and agreed to the enrolment terms and conditions, policies and regulations (including those related to enrolment changes or withdrawing) before signing the declaration (refer to <https://toiohomainz.ac.nz/toi-ohomai-regulations> or ask one of our Information Centre or Campus Reception staff);
- iv. If I apply for a student loan and/or student allowance, Toi Ohomai will provide verification of my study to StudyLink;
- v. I will notify StudyLink of any enrolment changes, and I understand that Toi Ohomai may also contact StudyLink about changes (e.g. equivalent full-time student (EFTS) reduction, date and fee changes, insufficient attendance, etc), as required, which may impact ongoing eligibility;
- vi. I undertake to pay all fees as they fall due (e.g. before study commences), and to meet any late fees and collection charges associated with debt recovery.
- vii. Toi Ohomai complies with the Privacy Act 2020; this means, personal information collected about me will only be used for a legitimate purpose that is associated with my enrolment, study, graduation and post study. I understand, and authorize, Toi Ohomai to collect, hold and use information about me for these purposes.
- viii. I understand that Toi Ohomai has the right to:
  - cancel programmes and limit student numbers in any programme
  - cancel, postpone or reschedule classes (as per regulations)
  - cancel this agreement if I breach any of its terms or conditions; (and subsequently offer my place to someone else)
- ix. I will declare early if I need any personal or study support to help me achieve my study goals. In doing so, I understand that appropriate Toi Ohomai staff may then discuss with me how to access any appropriate services, e.g. learner support, health and disabilities support, financial support for students, etc.

## HE MEA WHAITIKANGA – Hainatia koa, ka tuhi i te rā



### IMPORTANT – please sign and date

Applicant Signature

TO BE SIGNED BY PARENT/GUARDIAN IF  
APPLICANT IS UNDER THE AGE OF 16 YEARS

Date

NOTE: Toi Ohomai is not able to accept students younger than 16 years unless required Ministry of Education exemption documentation is received (see [www.tec.govt.nz](http://www.tec.govt.nz) for more information).

Please check that your Application and Enrolment Form is fully completed, signed, and that all required documentation is attached before submission.

Have you read and completed all sections of this form?

Have you attached the required certified documentation (e.g. birth certificate, passport, and marriage certificate where required) and any other requested documentation (e.g. prior academic transcript)?

Has the Declaration section above been signed? We cannot accept this form if it is not signed.

Have you read the Terms and Conditions of Enrolment available online at <https://toiohomai.ac.nz/toi-ohomai-regulations>  
Apply now for student loans and allowances at [www.studylink.govt.nz](http://www.studylink.govt.nz) or phone 0800 88 99 00.  
The StudyLink website provides information about student loans and allowance eligibility.

Please return this signed and completed form to any Toi Ohomai campus



#### Mokoia Campus

Mokoia Drive, Rotorua  
Private Bag 3028  
Phone: 07 346 8999 or 0800 86 46 46  
Email: [info@toiohomai.ac.nz](mailto:info@toiohomai.ac.nz)

#### Taupō Campus

118 Heuheu Street, Taupō  
Phone: 07 376 0030 or 0800 86 46 46  
Email: [info@toiohomai.ac.nz](mailto:info@toiohomai.ac.nz)

#### Tokoroa Campus

71 Ashworth Street, Tokoroa  
Phone: 07 885 0200 or 0800 86 46 46  
Email: [info@toiohomai.ac.nz](mailto:info@toiohomai.ac.nz)

#### Waipā Campus

Waipa Mill Bypass Road, Rotorua  
Phone: 07 346 8600 or 0800 86 46 46  
Email: [info@toiohomai.ac.nz](mailto:info@toiohomai.ac.nz)

#### Whakatāne

33 Cutler Crescent, Whakatāne  
Phone: 07 306 0050 or 0800 86 46 46  
Email: [info@toiohomai.ac.nz](mailto:info@toiohomai.ac.nz)

#### Windermere Campus

70 Windermere Drive, Tauranga  
Private Bag 12001, Tauranga 3143  
Phone: 07 571 0190 or 0800 86 46 46  
Email: [info@toiohomai.ac.nz](mailto:info@toiohomai.ac.nz)

#### International Students

The enrolment process and fees for international students are different from those used for New Zealand residents (domestic students). Please contact an International Centre for assistance:  
Email: [international.enquiries@toiohomai.ac.nz](mailto:international.enquiries@toiohomai.ac.nz)  
Phone: 0800 86 46 46 (from within New Zealand)  
+64 7 346 8712 (from overseas).

For full enrolment terms and conditions, policies and regulations visit <https://toiohomai.ac.nz/toi-ohomai-regulations>

## Whakatūturu ID ID Verification

Toi Ohomai may request certified ID for your application/enrolment. This can be either your birth certificate or passport to confirm your date of birth, legal names and New Zealand citizenship/residency. If you're using your married name that is not on the above documentation, you'll also need to provide your marriage certificate.

\*Note: a certified copy is a photocopy signed by a Justice of the Peace, a Solicitor, Registrar or Deputy Registrar of the Court who has seen the original document and checked that the photocopy is a genuine copy. Our Student Advisors can also certify your original documents at one of our Information Centres or Regional Campuses.

## I pēhea koe i mōhio ai mō mātou? How did you find out about us?

You may tick up to three boxes

- Advertisement – magazine brochure
- Expo/Open Day/Event
- Employer/work colleague  
(please specify organisation)
- Friends Website
- Online/Digital Newspaper
- Outdoor/Billboard Parents/Family
- Radio School
- Social media (e.g. Facebook, Twitter) TV
- Other (please specify):