

**Wintec****WAIKATO TRADES ACADEMY****CONGRATULATIONS** - you have been accepted into the Waikato Trades Academy**Year 2 Service Sector Programme****Your First Day**

Date:	Time:	Location:	Queries:
Thursday 16th February 2017	Start 8.30am - 3.00pm	On your first day please meet at the Gallagher Hub, city campus; where you will be collected by your tutor	Please contact Vicky Riley, WTA Coordinator vicky.riley@wintec.ac.nz 07 834 8800 ext. 3123

Course Dates**Weekly Compulsory Class:**

Semester 1:	Semester 2:
Every Thursday from 16 th February to 15 th June Note, there is no class during school holidays	Every Thursday from 22 nd June to 2 nd November Note, there is no class during school holidays
<p>You will be starting in TOURISM and notified of your semester two choice on your first day Unless you have been contacted directly, you will be enrolled in your first two choices Beauty Therapy; Hairdressing; Tourism; Hospitality</p>	

Reporting an Absence

Attendance is one of the greatest influences on learning and as a result all students need to be present in class to fully participate and engage. Meet your Youth Advisor:

- **Elizabeth Radich; 021 544 035 or email elizabeth.radich@wintec.ac.nz**
- If you are unable to attend class or if you know of an absence in advance (e.g. a school trip, sports day, planned surgery etc) please contact your above WTA Youth Advisor
- As we work in partnership with secondary schools, we will be in touch with them to report daily absence.

Withdrawals

Early confirmation of withdrawals will allow wait listed students the opportunity to participate in the course:

- Please monitor your son/daughter during the initial days of the programme. If they do not wish to continue with the Trades Academy programme, we ask that they withdraw **on or before Friday 10th March**. This is three weeks after the commencement of the programme.
- Please contact your secondary school if you wish to withdraw.

For all the information you need in the lead up to your first day at Wintec check out www.wintec.ac.nz/welcome

Transport for the Year

Hamilton based students: please make your own way to the academy on your first day:

- If you are eligible for transport funding, you will be provided with a Busit card before you leave on your first day (this would have been discussed with your secondary school in advance).
- If public transport is available this will be your first preference.
- If you live out of town and need assistance getting yourself to your closest regional bus on a regular basis, please discuss with your career advisor at school.

Thames based students:

- Transport is provided to Hamilton as per your first year at WTA.
- Below is a schedule providing pick up points and times. Please see your career advisor if you have any further questions regarding your nearest pick up point.
- **You MUST be at your pick up point 10 minutes prior:**

Route		
<i>Thames - Paeroa - Te Aroha - Wintec City Campus Hamilton (return)</i>		
Meeting point	Pick up time	Drop off time
Thames High School	6.45 am	4.45 pm
Paeroa College (Waihi & Whangamata students pick up point also)	7.15 am	4.15 pm
Te Aroha College	7.35 am	3.55 pm
Wintec City Campus	8.25 am	3.05 pm

NOTE: Any changes to this schedule will be notified by your school career advisor or WTA Youth Advisor.