

new zealand skydiving school



DIPLOMA IN COMMERCIAL SKYDIVING



nzskydivingschool.com





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Welcome to your career in skydiving. New Zealand Skydiving School, the country's longest established skydiving organisation, is pleased to be the first and only formal training establishment to offer courses specifically designed for those seeking future employment in the growing skydiving industry.

Skydiving is a unique and highly stimulating adventure activity. Through the benefits of evolving technology, parachute systems and skydiving techniques have reached an extremely developed state of reliability and refinement. There are a growing number of people who are trying skydiving in the search for the ultimate adventure activity. Consequently, the skydiving industry is experiencing rapid growth in the adventure tourism market.

This demand is creating a whole new industry for people to become involved in and creating many new full time positions not previously considered as serious career options. The difficulty in finding people adequately trained to fill these roles has led the New Zealand Skydiving School to develop and administer courses designed to give people like you an introduction to a career in skydiving.

First established in 1981, the New Zealand Skydiving School is currently based at Pudding Hill approximately 1 hours drive from Christchurch and 10 minutes from Methven. The school has a new purpose built facility. Over the years the organisation has run training courses in static line, accelerated free fall and tandem skydiving, training thousands of students of all ages and introducing them to the thrills and enjoyment of skydiving. Director Steve Smith's involvement in the sport dates back to 1972. He has been actively involved with the New Zealand Parachute Federation as Technical Director and executive member.

The school operates alongside Skydivingnz.com, a commercial dropzone offering tandem skydiving to the local and tourist markets. The close association between the two organisations means students receive first hand training at a fully operational dropzone. Both the New Zealand Skydiving School and Skydivingnz.com have the approval of the New Zealand Parachute Industry Association, the national standards setting body.

Quality Education is the key to safe and enjoyable skydiving. The New Zealand Skydiving School has a team of some of the most capable Instructors and staff from both New Zealand and overseas.



CAREER OPPORTUNITIES

Everyone dreams of making a career out of an activity they feel passionate about and the growing skydiving industry offers a number of exciting opportunities. The Diploma in Commercial Skydiving is designed to give you a substantial start towards employment in this field. The introduction to dropzones will help you in your search for employment on completion of the course. Lists of International dropzones are available on request. 2001 was the first year the Diploma in Commercial Skydiving was available. We are happy to say that at time of print 95.5% of our graduates were offered related employment upon completion of the course. This in itself proves that this qualification has been accepted and is valued in the industry.

Parachute Packing

Every busy dropzone requires people who are skilled at packing tandem and individual parachute systems. Having knowledge in this field can help you in the introductory stages of your skydiving career. Parachute packing is often the initial stepping stone to a career in skydiving.

Manifesting

A Manifestor is the key person responsible for the dropzone's efficient day to day coordination. A manifestor organises and records skydiving flights, teaming the correct staff and passengers together. They are the first point of contact a client has. Manifesting is often the busiest position on the dropzone and requires good people skills, careful planning and accuracy in transacting data.

Video Editing

With the completion of every freefall video a video editor is required to produce a polished presentation of the clients skydive. Many dropzones have dedicated video editing facilities which require the skills of a video editor.





Freefall Camera

We've all seen the action photos of skydivers flying through the skies. There has to be someone taking these photos and this is the role of a freefall cameraperson. There is a high level of flying skills involved in this field and the Diploma in Commercial Skydiving will help you develop these skills. A freefall cameraperson is kept busy at any commercial skydiving centre. Once a skydiver has an NZPIA B licence, 200 jumps logged and the necessary camera skills, they can work as a freefall cameraperson in New Zealand. Once operating in this role you will be surprised how quickly jump numbers are accumulated. The course will allow you to meet the minimum requirement to qualify as a freefall cameraperson.

Jumpmasters and Instructors

It is a highly rewarding experience teaching students, using your knowledge to help develop their skills in skydiving. Once you have been working in the industry for 2 years and hold a C licence you can qualify to become a jumpmaster. Experience as a jumpmaster can lead to the ultimate qualification of an Instructor.

Tandem Masters

Tandem Masters are in high demand at any commercial dropzone. Tourists and locals alike flock to experience the thrill of tandem skydiving while in the capable hands of a tandem master. The more determined skydiver can gain this rating after 2 years. The minimum number of skydives required to qualify as a Tandem Master varies. Once you are employed as a freefall cameraperson, the required jump numbers to become a Tandem Master are rapidly achieved.

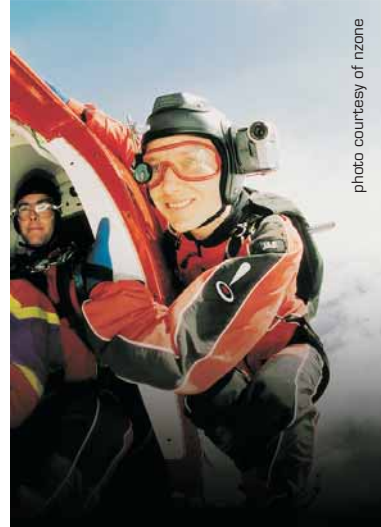


photo courtesy of nzone





ABOUT THE DIPLOMA IN COMMERCIAL SKYDIVING

The Diploma in Commercial Skydiving is a locally approved course recognised by the Ministry of Education (MOE), Tertiary Education Commission (TEC) and the New Zealand Qualifications Authority (NZQA). This means that student loans and allowances are available to domestic students and international students are able to apply for a student visa to enter New Zealand specifically to complete this course. The formal recognition of the Diploma in the New Zealand Education system means that some students from other countries can access support through their own government in the form of study loans. Contact us for details on individual countries.

The certificates which form components of the course are issued by the New Zealand Parachute Industry Association (NZPIA) and are aligned with the international sport licensing body, Federation Aeronautique Internationale (FAI).

As the aim of the course is to prepare students for employment in the specialist field of skydiving much of the course content has been designed and developed as a direct response to requests from industry operators. In order to make our graduates highly employable we work very closely with operators to ensure all important aspects of the commercial industry are covered within the course and our graduates are going into the industry with the correct skills to be successful in their chosen career.

The diploma consists of 32 learning weeks; 20 weeks are spent at the school attending lectures and gaining practical skydiving experience, the remaining 12 weeks are spent on work placement where you experience life in the working environment of a commercial dropzone and have the opportunity to carry out further skydives. Work placements are now available at leading international dropzones. The full Diploma course is separated into 5 different modules. Some sections are available independently but may not





receive the benefits of student loans or subsidies. On completion of the diploma you will be well on the way to your career as a skydiver. The full diploma consists of 200 skydives and the successful completion of all five modules.

1. A Certificate in Skydiving

Your A Certificate in Skydiving is the first of many certificates you can achieve. This certificate is aligned with Fédération Aéronautique Internationale (FAI) requirements. Our instructors and jumpmasters will be with you all the way to guide you through the steps required to progress towards your first recognised skydiving achievement. The minimum requirement to gain your A Certificate is 25 freefall skydives.

Included in this module are relative work coaching jumps which are designed to build your freefall skills. One of our jumpmasters will accompany you on your skydive to guide you through various different freefall manoeuvres. At the completion of each coaching jump you will be given a detailed debrief of your performance.

At the successful completion of this module you will receive a NZPIA A Certificate. Those who already hold the equivalent of a FAI A Certificate will be automatically credited with this module.

Your parachute system, jumpsuit and helmet is supplied by the school for this section of the course.

Prerequisites

- Domestic students must be 18 years or over.
- Due to equipment restrictions students must weigh less than 95 kgs.
- In order to understand our radio commands for landing, students will require a reasonable understanding of the English language. A minimum of IELTS level 5.5.
- A reasonable level of fitness is an advantage.
- Students will need to meet the New Zealand Parachute Industry Association's fit and proper person criteria.
- Students must have an audible altimeter and altimeter at the commencement of this module (our staff can advise you in this area).



2. Dropzone Operations

Dropzone Operations is a highly specialised field for which there had previously been no formal training available. This module will provide a good grounding for people wishing to take up a career in skydiving or for those who enjoy the challenge of coordinating dropzone activities. Skilled manifestors and people who are familiar with all areas of dropzone operations are sought after throughout the world. On completion of this module you should be a valuable asset to any skydiving organisation.

Included in this module: Customer Services, Manifesting, Rule Familiarisation, First Aid, Sales Techniques, Office Skills, work ethic and market awareness.

On completion of this module you will have a certificate in Dropzone Operations.

Prerequisites

- A basic understanding of computer skills is an advantage.
- A full driver's licence is an advantage.

3. Commercial Skydiving

The Commercial Skydiving module was created to offer in-depth training in skydiving with an emphasis on the commercial tourist industry. In addition to the practical skydiving, the course includes specialist sections on freefall camera and video,

meteorology, relative work training, spotting, accuracy, workforce promotion and self-management.

Your outcome from this module is directly related to the number of skydives you begin the course with. Having successfully completed the course with the minimum entry requirements you will have gained a minimum of a B Certificate in skydiving. This certificate is internationally aligned with FAI requirements and a minimum requirement for any freefall cameraperson in a commercial situation. One of the highlights of this module is the visiting coaches who are specialists in their field. After successful completion of this module you will have a Certificate in Commercial Skydiving.

Prerequisites

- Minimum entry requirement of a NZPIA A Certificate.
- Students must have their own parachute system (must be freefly friendly and fitted with automatic activation device), audible altimeter and altimeter prior to undertaking this module.
- Students must be able to pack their own parachute system prior to commencing this module (assistance can be given if required at additional cost).



4. Advanced Skydiving

The Advanced Skydiving module will cover some of the more specialist areas of skydiving. You will learn all methods of parachute packing and maintenance. In addition you will learn how to edit videos and photos. Loadmaster responsibilities, displays, extraordinary parachute descents, emergency situation action plans, aircraft procedures and equipment uses are all included in this module.

At the successful completion of this module you will have a Certificate in Advanced Skydiving.

Prerequisites

- Minimum entry requirement of a NZPIA A Certificate.
- Students participating in this module must also be enrolled on the Commercial Skydiving module.
- Students must have their own parachute system (must be freefly friendly and fitted with automatic activation device), audible altimeter and altimeter prior to undertaking this module.
- Students must be able to pack their own parachute system prior to commencing this module (assistance can be given if required at additional cost).

5. Work Placement

Work Placement enables you to gain experience working at a commercial dropzone. It is your opportunity to prove your worth to a potential employer. While on work placement your providers will allow you to skydive where time and space permit.

Prerequisites

- Students must meet the NZPIA Fit and Proper Person Criteria.
- Students must have the Director's approval as being deemed suitable for work placement. This will be based on an assessment of the student's skydiving ability, achievements and an assessment of the student's overall attitude and work ethic.
- Prior to qualifying for work placement, all of the units/modules assessed to date must have been attempted and the final exam passed.
- A current and full driver's license while not essential is an advantage for this module.



FREQUENTLY ASKED QUESTIONS

Is the Diploma in Commercial Skydiving recognised internationally?

This qualification is unique to New Zealand Skydiving School, there are no other qualifications that we know of that are specifically designed to introduce students to employment in the skydiving industry which is why it has received international interest. To gain approval and recognition for this qualification in New Zealand we have worked very closely with the Ministry of Education (MOE), the Tertiary Education Commission (TEC) and New Zealand Qualifications Authority (NZQA), to meet their criteria.

On an international skydiving level the certificates gained as components of the course are issued by New Zealand Parachute Industry Association (NZPIA) who complies with Fédération Aéronautique Internationale (FAI) the world body for air sports, making certificates recognisable anywhere in the world. Whilst certificate requirements can vary from country to country your skydiving achievements are transferable. Obviously the jump numbers gained and logged at the New Zealand Skydiving School will also benefit you in your skydiving career wherever you decide to take it.

What are the benefits of doing the Diploma course over learning in my local dropzone?

Due to the consolidated timeframe of the course and the high levels of supervision you will find there are many subjects which are covered from an early stage that would take a significant length of time to cover if training independently.

Furthermore one of the greatest benefits of this type of course is the peripheral skills that you are taught. The importance of the practical skydiving experience speaks for itself, but when recruiting staff for their dropzones, operators are looking for more than just the number of skydives completed. They want staff who understand how the industry operates from a commercial point of view and are confident in all operational areas. We believe this is an important and unique component to the Diploma course.

A direct introduction to commercial dropzones now available globally, offers you the opportunity to bond with potential employers through the 12 week work placement module.



What can I expect at the end of the course?

We organise a 12 week work placement as part of the course to give students an introduction to the commercial industry and also an opportunity to prove their skills to dropzone operators. Obviously the direction that students take at the end of the course and the speed with which they progress in the industry is down to the individual. Past students with a desire to succeed in the industry either in New Zealand or overseas have logged many thousands of skydives and gained their tandem rating within 2 years of graduating.

Can I really make a career out of skydiving?

Refined development of the industry along with a growing number of people trying skydiving in search of the ultimate adventure activity has left the adventure tourism industry experiencing rapid growth. This growth is creating a whole new industry for people to become involved in and creating many new full-time positions not previously considered as serious career options. The difficulty in finding people adequately trained to fill these positions led to the development of this fast track qualification which is designed to train students for employment in the industry at the introductory level and to give them

a base from which to build on their skills and pursue a career in this dynamic growing industry.

What is the earning capacity in the industry?

This is a very difficult question to answer simply due to the nature of the industry. The earning capacity varies hugely depending on which dropzone you work in, how busy it is, whether it's in a seasonal location, what sort of equipment you have and of course your personal drive. For example graduates doing freefall camera work in New Zealand are earning from NZ\$22,000 to NZ\$55,000 per year; a tandem master could earn anywhere between NZ\$35,000 to NZ\$90,000 per year and a packer would earn approx \$10-12 per parachute and a manifestor would be on an hourly wage of approx \$15 per hour.



How many students are there on each course intake?

Due to the nature of the course and the fact that we pride ourselves on getting students into jobs in the industry at the end of it, we do restrict the number of students on each intake. With four intakes per year and each intake having a maximum number of 20 students this ensures levels of supervision are extremely high and each student gets the attention required on an individual basis.

Where will I do my work placement?

We have a strong relationship with most commercial dropzones in New Zealand and increasing number of leading overseas dropzones. International students may suggest new commercial dropzone contacts and we will endeavor to build the necessary links to enable a placement to take place.

Although students do not get paid for their work placement we have found it to be an invaluable experience in giving students the opportunity to prove themselves to operators in their chosen dropzone with a view to gaining employment at the end of it. Whilst we endeavour to align work placement locations with students' desires, we stress that this is not always possible. Work placement at dropzones is not a 'right' and must be earned by demonstrating a consistently

high standard in all areas throughout the 20 weeks with the school.

What are the benefits of learning to skydive in New Zealand?

It goes without saying that we have some of the world's most stunning scenery for skydivers to enjoy; with snow capped-mountains, beautiful beaches and the Pacific Ocean as our backdrop.

Furthermore many international students also gain from exchange rate benefits when learning to skydive in New Zealand rather than their home country; and with adventure activities being part of our culture why would you learn anywhere else!



SCHOOL FACILITIES

As a dedicated Skydiving training establishment we endeavour to provide students with the best facilities, equipment and training to prepare them for the industry. The school operates Turbine and Piston engine aircraft.

We have a new purpose built facility with teaching and debriefing rooms. Data show projection and large screen playback is available for teaching and debriefing. Digital stills cameras and videos are available so students can assess their results immediately following each camera dive. There are a range of computers available for video editing, word processing and internet research. There are also carpeted packing facilities.

Student lockers are provided for storage of personal parachute equipment and class literature.

Snack food is available at the dropzone with kitchen facilities.

Teaching Methods

Due to the nature of the material covered within the course we ensure high levels of supervision and tutor to student ratios. Our dedicated tutors will assist you in achieving the desired results and offer valuable industry knowledge and advice in preparation for your employment opportunity.

Teaching and assessment methods vary with a balance of practical, theory, report writing and presentations.





THE COST FOR THE DIPLOMA IN COMMERCIAL SKYDIVING

Please see the insert at the back of this booklet for the latest fees and equipment requirements.

Please note money for tuition must be paid into the school's nominated trust account one month prior to the commencement of the course.

Fees held in the Independent Trust Account are subject to the student protection policy as required by the New Zealand Qualifications Authority (NZQA).

Student Loans and Allowances

Student loans and allowances are available to those who hold New Zealand residency and are administered by Study Link (contact by ph: 0800 88 99 00 or www.studylink.govt.nz). It is advisable to apply early for student loans and allowances.

Student loans are available to residents of some countries whose government recognises qualifications issued within New Zealand.





WHAT IS INCLUDED IN THE COURSE FEES

Skydiving

A total of 200 skydives for students without an NZPIA A Certificate and 175 skydives for those who start the course with a current NZPIA A Certificate. This work includes your work placement skydives which you will receive on a seat available basis.

Equipment

Altimeters, helmets and jumpsuits up to your A Certificate are provided. You will need to purchase an altimeter and audible altimeter prior to the commencement of the course. Our staff can help organise this for you. You will find that you want to purchase your own jumpsuit as the course progresses as these are often best when specifically designed for your own body shape. You are also required to purchase your own audible altimeter and automatic activation device (AAD) at the completion of your A Certificate. One pair of goggles and a Log Book will be given to you at the commencement of the course. Your logbook has 200 jumps that can be recorded. Future purchases of goggles cost approximately \$15. We can help you source equipment suited to your needs. See the attached price list for the latest in equipment supplies. Any other loss or damage to school equipment may be charged to you at the cost of replacement or repair. Maintenance of your own equipment including reserve repacks are your own responsibility. Lockers will be provided while at the school for storage of your own equipment.

Coaching

Specialist coaching is a highlight of the course and will have an allocation of skydives covered in the course cost. Should students wish to carry out additional coached skydives they can do so at their own expense.

Photography

Camera and video equipment will be provided for use on the course. A freefall camera helmet will also be provided.

Videos editing facilities are available should you wish to permanently record your skydive.

New Zealand Parachute Federation Fees

Students entering the course with a current FAI recognised A Certificate will not need to hold a valid NZPIA certificate. Additional NZPIA certificate requirements during the course will be covered by the course fees.

Work Placement

Work Placement options are located throughout New Zealand and selected international dropzones. Students are responsible for their own travel arrangements to work placement and subsequent accommodation expenses. Students attending work placement outside of New Zealand are required to pay any affiliation fees to an outside national skydiving body and this will not be paid by the school.



STUDENT PREREQUISITES

To be eligible to apply for a place on the Diploma in Commercial Skydiving you must meet the following criteria:

New Zealand Citizens

- Students must be 18 years or over.
- Due to equipment restrictions students must weigh under 95kgs.
- Students will need to meet the requirements of the New Zealand Parachute Industry Association's Fit and Proper Person Criteria.
- Adequate funds must be available for the purchase of equipment as outlined in the equipment section of this document. Failure to provide adequate funds for equipment may result in termination from the course.

International Students

- Students must be 18 years or over.
- Due to equipment restrictions students must weigh under 95kgs.
- Students will need to meet the requirements of the New Zealand Parachute Industry Association's Fit and Proper Person Criteria.
- Students must have a reasonable understanding of the English Language minimum of IELTS level 5.5.
- Adequate funds must be available for the purchase of equipment as outlined

in the equipment section of this document. Failure to provide adequate funds for equipment may result in termination from the course.

- Students must have appropriate and adequate Medical and Travel Insurance as outlined in the 'Information for International Students' section of this booklet.
- Students must meet the minimum New Zealand Immigration requirements to hold a student visa.

The school can offer guidance in meeting the prerequisites outlined in this section.

APPLICATION PROCESS

If you meet the student prerequisites above and wish to apply for a place on the Diploma in Commercial Skydiving course simply select your preferred start date from the enclosed course timetable and send your complete application directly to the school. Application documents are available on our website or by contacting the school.

Suitable candidates will be accepted on a first in first served basis. The school will notify you of your acceptance and forward enrolment details. Please note you will not officially be accepted on the course until a deposit has been received.



GENERAL INFORMATION - METHVEN & CHRISTCHURCH, NEW ZEALAND

New Zealand's awesome landscapes, lush forests, amazing wildlife and pleasant climate make it a haven for many outdoor activities. The diverse range of adventure activities offered throughout New Zealand makes it a popular visitor destination. New Zealand society is diverse, sophisticated, and multicultural, and the honesty, friendliness and openness of kiwis will impress you. The great advantage of New Zealand is that all of its physical, cultural and artistic landscapes are so close to each other.

Where are we?

Methven - Mt Hutt Village, Methven is often considered the very best of heartland New Zealand. Only one hours drive from Christchurch, Methven nestles among the rich farmland of the Canterbury Plains. The rugged Southern Alps majestically rise up from the patchwork of these plains and set the perfect scene for a dropzone. The dropzone is located at the base of Mt Hutt, New Zealand's skiing and snowboarding heaven. The mighty Rakaia River just minutes down the road boasts a spectacular scenic jet boat experience and some of New Zealand's largest salmon.

For more information on Methven visit www.mthuttvillage.co.nz





Christchurch - Christchurch is located on the east coast of the South Island of New Zealand and has a population of approximately 360,000. Christchurch is bordered in the east by the Pacific Ocean, the Waimakariri River to the north, with the Canterbury Plains to the West and the Port Hills to the South. Christchurch is renowned for its huge geographical variation, with the wide-open spaces of the plains, rivers, lakes, harbours and snow capped mountains all within close proximity to the central city.

There is nowhere else in the world where within 2 hours of an international airport you can ski, swim, bungee jump, go rafting, mountain biking, windsurfing, whale watching, swim with the dolphins, visit world class winery's and of course skydive.

For more information on New Zealand check out www.purenz.com and for further information on Christchurch www.christchurchnz.net





ACCOMMODATION AND LIVING COSTS

There are a variety of different accommodation options available in Methven. They range from hostel accommodation, boarding houses including meals, home stays where you stay in a family home, and flatting. During your first week in Methven we will book you into one of our well known hostels. This will help you settle in and assess your accommodation options. Most students, once settled organise shared accommodation with fellow students.

Living costs

Below is an estimate of expected weekly living expenses within Methven (Nb: *this is only an estimation and may vary between individuals*):

Accommodation	\$80 - \$100
Food	\$60
Bills (i.e. power, phone)	\$30
Travel expenses	\$30
	(GST inclusive)





ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

Code

New Zealand Skydiving School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz/goto/international

Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at www.immigration.govt.nz in the "Guide for Studying in New Zealand".

Eligibility For Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz

Withdrawal/tuition termination procedure

If a student withdraws from the course or if their tuition is terminated, New Zealand Skydiving School will notify the New Zealand Immigration Service immediately.

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz

Health And Travel Insurance

The New Zealand Government requires that international students have appropriate Health and Travel Insurance for their period of study. The insurance also has to cover your travel to New Zealand to study, under the Code of Practice for the Pastoral Care of International Students. The New Zealand Skydiving School is responsible for ensuring that all our international students have this insurance. We have selected Studentsafe-PTE as our preferred insurance provider for all our international students. Studentsafe-PTE offers excellent Health and Travel Insurance benefits, which meet the requirements covered in the Code of Practice guidelines.



What does it cost and cover available?

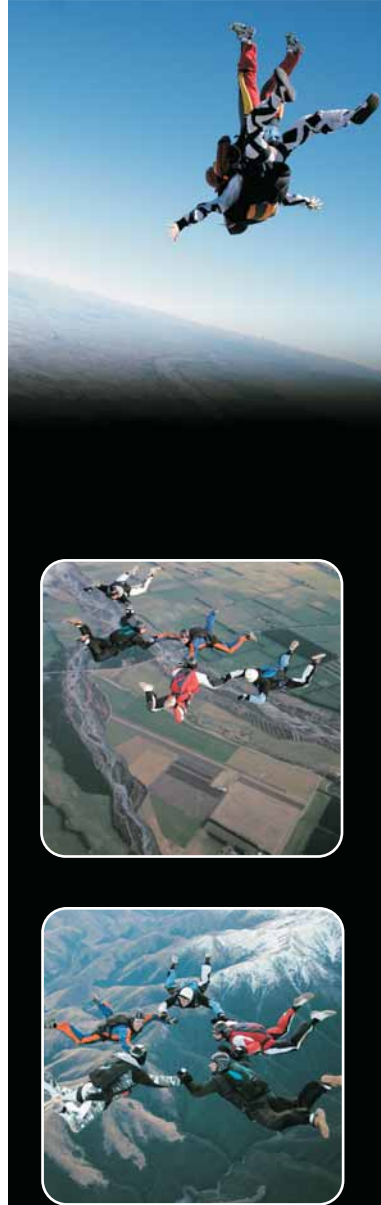
Details of the cost and level of cover provided by the Studentsafe-PTE policy are available on the website at www.studentsafe.co.nz

What if I have insurance?

Our experience has been that most policies purchased overseas do not meet the guidelines set out in the Code of Practice and therefore do not meet the NZ Skydiving School's policy standards. If you already have insurance, your insurance policy will be assessed by the school's independent brokers to ensure the policy meets the standards of the Code of Practice.

Criminal Conviction Declaration

All international students wishing to apply for the course will need to fill out a criminal conviction declaration form. Failure to disclose any information regarding this matter may mean expulsion from the course.





ORIENTATION AND SUPPORT SERVICES FOR INTERNATIONAL STUDENTS

A designated staff member will be assigned to help each student with the initial settling in process. The following procedures will be carried out to make the transition as smooth as possible:

Prior to Arrival in New Zealand

Students are required to organise their own student visa and have health and travel insurance. We are available to assist should they have any problems with this.

Students initial accommodation will be organised prior to their arrival in Methven. Recommended accommodation agents are listed on the accommodation insert at back of booklet. Should students wish to amend these arrangements upon arrival, they can do so of their own accord.

Upon Arrival in New Zealand

All international students enrolled on the course will be collected from the airport upon arrival in Christchurch. Details of flight arrival times must be given to the school prior to the student's departure from their home country. It is recommended that students arrive at least 2 days prior to the commencement of the course to get personal affairs in order.

Transport to accommodation

Once students have been collected from the airport they will be transported to their pre-arranged accommodation, where they will be assisted with checking in.

Familiarisation with the Area

The student will be issued with a local map and will be given as much information on the area as possible (i.e. public transport, shopping areas, internet shops etc.).

Student 'Buddy' System

Each international student will be allocated a 'buddy' (Diploma course student familiar with the Methven and Christchurch area) who will be available for them to contact should they require general assistance with settling in or familiarisation with the area.

First Day of the Course

The first day of the course (orientation day) will commence at 10:00am. This involves a general introduction of the course and is a chance to meet the other students and staff. It is essential that students attend the first day of the course.



RULES AND REGULATIONS

The New Zealand Skydiving School's Operations Manual includes the rules, regulations and boundaries students and instructors/tutors are required to work within. A copy of this is located behind the reception desk.

Attendance: A minimum of 100% of the modules/units assessed must be attempted in order to gain a Diploma in Commercial Skydiving. A maximum of 5 days off jumping for sickness (a doctor's certificate will be required) or any other reason during modules 1A, 1B, 2 & 3 will be given. Days absent over this amount will be considered on a case by case basis and may incur a deduction of the total jump numbers offered in this course. Sickness while on work placement will be as per usual employment practices. It is the responsibility of the student to catch up with work/lessons missed during absences and any additional costs incurred will be paid by the student.

Lateness: A student who does not turn up for, or is late for a scheduled jump without a medical certificate will be charged or deducted skydives at the same rate as if they were present.

In the Interest of Safety: Our Instructors are highly trained in all areas of skydiving. Should they recommend you do not skydive due to weather or other circumstances we expect you to accept their experience and advice.

At no times will a student be permitted to skydive should they be suspected of suffering the affects of fatigue, alcohol or drugs. Should a student fail to skydive as a result of the above, all expenses shall be the responsibility of the student and skydive numbers allocated for that day will be deducted. The school reserves the right to have a student tested for substance abuse. Refusal to take the test may result in dismissal from the school.

Damage to School Property: Any loss or damage caused to school property will be charged to students at the cost of replacement or repair. No equipment can be removed from the school without consent.

Smoking: Smoking is strictly prohibited during course hours.

Coaching Camps: Students will be required to maintain a standard of dress. A typical standard is casual but tidy. The standard of behaviour while on a coaching camp must reflect that of the standards required at a commercial tourist dropzone. Failure to comply with the behavioural requirements could result in the student being disallowed at the coaching camp.

Prior to students qualifying for a coaching camp 90% of the units/modules assessed to date must have been attempted.

General Behaviour: The standard of behaviour while attending the course must reflect that of the standard required of staff at a commercial dropzone. Use of bad language will not be tolerated and all staff, customers and fellow students should be treated with respect. Presentation should also reflect the standard required at a commercial dropzone.

Work Placement: Work placement (WP) destinations often vary considerably in both the standard, type and volume of work load undertaken. WP destinations are also often limited as to the number of students that can be accommodated.

Given the above, WP destinations will be paired with the dropzone operator's requirements and



the student suitability to that environment by the school.

In the situation where multi interest for a destination exists between students, priority will be given to the student who, in the opinion of the school, has consistently excelled in all areas of performance during the 20 weeks at school.

All things being considered, the school will make the final decision, as to the best match for both the WVP provider and the student.

Your training and achievements to date will be related to the dropzone along with an outline of the goals and outcomes you wish to achieve. Your WVP provider will supply your instructor / tutor with an assessment of your work, which will include an assessment of your attitude, presentation as well as a practical assessment.

While attending WVP it is expected that students will treat their position with the same respect as they would permanent employment.

Punctuality is paramount, as is the appropriate attitude to the position, other staff and customers. Days off during work placement will be dictated by the WVP provider and may require a student to be available 7 days a week, weather permitting (including some public holidays).

Students will be required to maintain a suitable standard of dress. This will be governed by the dropzone you are placed at, (a typical standard is casual but tidy). Some dropzones may provide you with a uniform.

Once WVP has been organized, students may not alter these arrangements without obtaining the consent of the school.

If a student decides, for what ever reason to discontinue WVP with the pre arranged provider, the school must be consulted as to the reasons why, prior to notifying the provider.

The school may, at its discretion, decide to arrange an alternate work placement provider

provided communication with the school has been forthcoming by the student.

Termination of WVP by the student with out prior notification to the school will result in a failure of this module and consequently, the Diploma.

The school is not responsible if a WVP provider decides to discontinue placement due to lack of performance on the students part. Lack of performance while on work placement may lead to failure of the WVP module and the Diploma.

Agreement as to Liability

As skydiving is an adventure tourism activity, a high level of safety is involved. Each student must complete the Agreement as to Liability that provides:

The student acknowledges that they have been informed of the safety requirements and understand the following:

1. The scope, nature and extent of the risks involved, which could include personal injury, disability or death. They understand that if they are permitted to make a parachute descent, they do so at their own risk entirely and that they forego any claim whatsoever against New Zealand Skydiving School Limited or its instructors, any servant, employee, aircraft owner or operator.
2. They acknowledge and understand these conditions and accept New Zealand Skydiving School Limited's refusal to allow them to make a descent at any time it is considered inadvisable.
3. They represent and warrant that they are in a normal state of health and are not under any treatment for any injury or medical condition that may affect their parachute descent.
4. They understand the school cannot be held responsible for any loss, damage or injury incurred within the school or at the school's associated training site(s) or on a school coaching camp or excursion.



NEW ZEALAND SKYDIVING SCHOOL LTD. POLICIES AND PROCEDURES

Student Protection Policy

In the event that the New Zealand Skydiving School fails to continue to deliver a course of tuition for which a student has paid fees, then the student shall be entitled to a refund of tuition fees for the period of non-delivery, such refund being calculated on a daily pro rata basis. Refunds for practical skydiving will be based on the cost of the skydives taken.

1. The New Zealand Skydiving School shall not be liable for any refund where the failure to deliver tuition is caused by the following:

A happening through or in consequence of war, invasion, acts of foreign enemies, hostilities, all war rebellion, revolution, insurrection, military or usurped power or confiscation or nationalisation or requisition or destruction of or damage to property by under the order of any government of public or local authority.

2. All refunds above are protected by a policy that satisfies the requirements of the New Zealand Qualifications Authority whereby refunds are payable to students. Therefore in the event that the New Zealand Skydiving School is placed in receivership, any sums payable pursuant to this policy shall not be part of the assets of the New Zealand Skydiving School.

Student Fee Indemnification Arrangements

Fees Protection

In accordance with Government regulations,

your fees are protected from situations, which may see our institution having to close. We have chosen to use a New Zealand Government guaranteed Student Fee Trust Account managed by the Public Trust to protect your fees.

The circumstances in which this may occur include but are not limited to:

- Voluntary closure of the school
- Voluntary withdrawal of the course by the school
- Regulatory closure of the school
- Insolvency of the school
- Withdrawal of accreditations

What do you need to do?

You will be asked to sign an application to establish your Student Fee Trust Account, as part of your initial application.

Payment of Fees

A telegraphic transfer form or deposit slip will be provided to you to remit your payment of fees direct to your Student Fee Trust Account with Public Trust.

Refunds do not apply to situations where a student voluntarily withdraws from the course after the eighth day of the course or where the student is expelled.

Procedure should the New Zealand Skydiving School fail to deliver a course

Should the New Zealand Skydiving School fail to deliver, students should contact the Public Trust on 0800 494 733 and they will guide you through the refund procedure.

Information on the Student Fees protection policy is available through the Public Trust website at www.feeprotect.co.nz



Trust Account Details

ACCOUNT NAME: Public Trust -
New Zealand Skydiving School

BANK: Bank of New Zealand,
North End Branch, Wellington, New Zealand

Contact details for Public Trust

ADDRESS:

Student Fee Trust Accounts
Public Trust
PO Box 31 543, Lower Hutt
Wellington
New Zealand

TELEPHONE: 0800 494 733
(from 8.30am to 5.30 on weekdays)

EMAIL: feeprotect@publictrust.co.nz

Assessment Policy

The basis of assessment at the New Zealand Skydiving School is on the demonstration of competency.

Assessments must be handed in on time or students will receive a zero mark and will need to follow the re-sit procedure.

There are four types of assessment at the School and a student may be assessed by one or all of these.

The types of assessment tasks are:

1. Formal Assessment Tasks (tests or exams)
2. Projects and Assignments
3. Role-plays and Observation
4. Practical (skydiving)

Students have the right to appeal their assessments. All appeals must be in writing and handed to the Chief Executive Officer within 3 days of receiving their assessment results.

Assessment Procedure

Formal Assessment Tasks

(tests or exams, written or computerised)

- (a) These are undertaken at the time and date given by your Instructor/Tutor.
- (b) They may be open or closed book, and take place in a classroom, where no talking is allowed. A supervisor will be in the room.

Please note that if a student is more than 15 minutes late for a formal assessment task, they will not be admitted into the examination room.

Project/Assignments

- (a) All projects/assignments must be handed in on the date specified by your Instructor/Tutor and students must attempt 100% of assignment content.
- (b) Extensions will only be granted at the discretion of your principle Instructor/Tutor.

Role-plays/Observations

These will be undertaken during class time. If a student does not achieve competency, then a reassessment will need to take place out of class time (see re-assessment policy and procedures).

Practicals

These will be undertaken during scheduled time. Following each skydive requiring assessment a detailed debrief will be given. Should reassessment of a skydive be required, details of the areas requiring work will be given to the student. The student can then organise a reassessment during scheduled time.



Resit Policy

Reassessment Policy

Students who do not demonstrate competence in a module and wish to be reassessed need only to re-sit the areas they did not achieve. (This is not the case for tests or exams)

Formal Assessment Tasks (tests or exams, written or computerised)

Students will be required to re-sit the entire exam. The marks achieved in the new exam will replace any previous marks. You will not be able to see your previous exam prior to re-sitting the paper.

Project/Assignments

If a student needs to resubmit an assignment/project they will need to make necessary adjustments to the parts/sections as outlined by the instructor/tutor on the Results Sheet. The student will be given a copy of their original assignment and will need to resubmit the project/assignment with adjustments made to the original assignment. Resubmitted assignments can only attract the minimum mark required to pass.

Role-plays/Observations and Skydiving Practical

The student will be required to re-do the whole role-play/observation/practical and will only be re-assessed on the components which have not yet been achieved. All role-play/observations/practical will be reassessed on dates set aside and notified to the student. Resits in this area can only attract the minimum mark required to pass.

Reassessment Procedure

If a reassessment is required the instructor/

tutor will issue the students with a result sheet detailing the areas where competency has not been achieved.

Re-sits will take place as previously notified to the student. If you miss this date you will have to wait for the next suitable date.

It is important to the School that the student achieves the desired academic outcome.

Therefore if the student does not pass their course of study by the final day of their course, they are encouraged to return to the School to undertake the required re-sits, at a mutually agreed time/place/date.

The first re-sit, if required, are of no charge to the student. If a second or further re-sits are required then these will be at a cost to the student of \$100.00 per re-sit. All Practical skydiving re-sits attract a fee as outlined below. If the student fails the first re-sit then an appointment is to be arranged by the student to meet with the instructor/tutor. The purpose of this appointment is to review where the student is experiencing problems and devise a study plan that is designed to provide the student with the necessary study-review to prepare them for their next re-sit. If it is found during this appointment that the student may need to re-train, undertake a portion of study (lecture) again, in order to understand and successfully pass the unit, then this will be discussed with the tutor/instructor and the student may incur a cost. The student will be informed of any cost in writing.

Withdrawals and Refunds Policy

1. Any student withdrawing within 7 days after the first day of their course will receive a refund of all fees as exceeds



\$500 or 10% of the amount of that payment or of the sum of those payments whichever is the lesser, in accordance with the Education Act 1989.

2. Where withdrawal from a course constitutes a withdrawal from the New Zealand Skydiving School then all monies paid in respect of enrolment shall be included and be subject to refund as per clause 1 above.
3. All fees subject to possible refund shall upon receipt by the New Zealand Skydiving School be held in an independent trust fund nominated by the New Zealand Skydiving School.
4. The only applications for a refund or remission of tuition fees which will be considered outside the restrictions of Clause 1 above, will be at the sole discretion of the management of the New Zealand Skydiving School and will be considered on a case by case basis. They may arise from:
 - medical reasons; or
 - exceptional circumstances recognised by Management.

All applications for a refund under this section must be made in writing to the CEO of the New Zealand Skydiving School. Refunds will only be considered from the date of receipt of written notification.

5. In instances where students elect not to participate or do not meet the New Zealand Skydiving School requirements to participate in any aspect of the curriculum, they are not eligible for partial refunds.

6. If a student wishes to withdraw from a course he/she must provide written notification to the Chief Executive Officer of the New Zealand Skydiving School prior to withdrawal. Verbal notification is insufficient. The withdrawal becomes effective from the date that the New Zealand Skydiving School receives written notification of withdrawal from the student.
7. Should a student be requiring a refund in a currency other than New Zealand dollars, the amount of that refund will be calculated in New Zealand dollars and converted at the current exchange rate to the required currency. The current exchange rate being the rate set on the date the New Zealand Skydiving School transfers the money to the student's account. Any bank fees are the student's expense.
8. At this stage there are no courses being offered of less than three months so a policy has not been set for this area.

Enrolment Termination Policy

A student may have their enrolment terminated by the New Zealand Skydiving School for a serious breach of School protocol.

This is defined as:

1. **Prolonged periods of absence**
Students who are absent from their course for reasons other than ill health and who fail to notify the New Zealand Skydiving School of their intention to withdraw, may have their enrolment terminated by the New Zealand Skydiving School one week after their last date of attendance.



2. Overdue course fees

Students who fail to pay their course fees by due dates may have their enrolment terminated by the New Zealand Skydiving School. The student may remain enrolled at the discretion of Management and continue their studies if they can make suitable arrangements to pay the amount of course fee owing.

3. Disciplinary procedures

Students subjected to disciplinary procedures may have their enrolment terminated by the New Zealand Skydiving School in accordance with the disciplinary procedures. In such cases students are not entitled to a refund of course fees unless such withdrawal occurs within 7 days of the commencement date of the course. Any student whose enrolment is terminated for disciplinary reasons will not be permitted to resume their studies at the New Zealand Skydiving School.

Course Alteration or Cancellation

The School reserves the right to postpone or cancel any scheduled course if for any reason the School cannot commence that course at the scheduled date and under such circumstances will not be held liable for the postponement or cancellation. The School will not be liable if for any reason the published courses cannot be offered.

Disciplinary Procedures

The New Zealand Skydiving School will follow the rules of natural justice in relation to the disciplinary procedure. After a student has been informed as to the allegations and/or situation, they will have the opportunity to be

heard and put forward their version of events. The investigation will be impartial.

1. A first verbal warning will be issued in cases of substandard performance, misconduct or breaches of school protocol and will be documented by the instructor/tutor and recorded on the student's individual file.
2. A first written warning will be issued for offences where a student has previously been warned verbally and a record of this will be kept on the individual students file.
3. A final written warning will be issued in cases of unacceptable performance where the student has previously received a written warning for breaches of policies and procedures or misconduct, or in cases of serious misconduct where instant dismissal is not warranted. All written warnings shall be fully documented and placed on the students file.
4. Dismissal may follow if a student has failed to comply with any final written warning. Serious misconduct including serious breaches of safety, willful abuse of school property, theft, drunkenness, harassment, threatening behaviour, being under the influence of or in the possession of, or misuse of illegal drugs, may result in instant removal from the school without further notice.

Disciplinary Appeals

There is a right of appeal for any student to request the Chief Executive Officer to review any disciplinary action taken. Such application must be made in writing, to the CEO within 3 days of such a disciplinary action having occurred.



If any student is not satisfied with the outcome of the appeal to the Chief Executive Officer they may contact the New Zealand Qualifications Authority and request further action to be taken.

Complaints Procedure

The first step is to raise the matter with the person concerned. Should you feel that it is not appropriate to raise the matter with the person concerned then you should raise the matter directly with the Chief Safety Officer or Chief Executive Officer. Before a matter can be officially investigated written details are required. All matters in writing will be investigated and a written response provided.

If the matter is not able to be resolved within the New Zealand Skydiving School, the matter is to be referred to a third neutral party who will undertake an independent investigation and provide a written outcome to the parties involved.

If the person making the complaint believes the matter has not been adequately dealt with by both the New Zealand Skydiving School and the neutral third party, then an appeal may be made to the Chief Executive Officer, New Zealand Qualifications Authority, PO Box 160, Wellington. The usual procedure is for the NZQA to have the matter investigated.

Harassment Policy

The New Zealand Skydiving School will not tolerate any persons engaging in verbal abuse, racist or sexist remarks, verbal or physical intimidation or ridicule of any person in any form by any party.

Such conduct may result in disciplinary action being taken against any persons who is found to have harassed another person. Disciplinary action is in accordance with school policy as defined in this booklet and may include suspension or dismissal from the School.

Students suffering from such harassment should report the matter directly to the Chief Executive Officer who will follow the Complaints procedure.



The SKY PEOPLE - A History of Parachuting

By Peter Hearn

Every parachutist is a pioneer. That first jump..! It is a jump into the unknown. It is a leap or a drop or a stumbling step – or even a push – into a new world. It is a world for which nature does not equip us, and for which no description nor simulation can prepare our senses. The first-time jumper is an explorer, not only of this strange new world that he now enters, but of himself. Leaping into space is against all human instinct. Bad dreams are made of it. So during the moments, or sometimes the hours, or sometimes the days, before the first jump, the parachutist tests himself against a level of fear that he has probably never encountered before, and when he overcomes that fear he knows a sense of achievement that again may exceed all previous experiences. He may in subsequent jumps, explore the joy and exhilaration that eventually replaces that fear.

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