

Study Success

Thank you for choosing to study with the Emergency Management Academy of New Zealand.

To assist you in completing your course of study, please note the following points.

Study Groups

EMANZ encourages organisations to run their own study groups. This allows students to discuss content and workplace procedures and ensure these are consistency applied.

This also ensures that the student group progresses their learning at the same rate, so that no students are left behind in their progress.

Copying

Students are prohibited from copying the work of other students. Any student found in breach of this student rule will face disciplinary action in accordance with the rules and regulations set by Tai Poutini Polytechnic and/or EMANZ.

Study groups have the purpose of discussing and agreeing on content, however the answers contained in any workbook should be that of the individual student, in their own words.

Telephone Validation

To ensure the quality of assessments EMANZ conducts Telephone Validation. This is a process where our tutors will randomly (or as directed by the Chief Executive) call students to validate their submitted workbooks before a result is given. This is to ensure that students have answered the questions in their own words and fully understand the skills and knowledge required for award of the standard.

Workbooks

These are to be fully completed in black or blue pen when ready for submission.

Ensure you have:

- Answered all questions legibly.
- Signed any declaration required at the end of the workbook.
- Have asked the Verifier to complete their details, where required.
- Have written your name, address, NZQA number, daytime contact phone number, email address and the course code (e.g. EM001) on the front of the workbook cover.
- Please return completed workbooks to:

EMANZ, Freepost EMANZ, PO Box 1451, Palmerston North.

Good luck with your study

For further assistance, call us on 0800 4EMANZ or email info@emanz.ac.nz