



Dear Sir/Madam,

Kia ora*! On behalf of the WelTec Learning Commons, I would like to welcome you and thank you for choosing WelTec as the place where you will study!

As you will soon be arriving in Wellington, New Zealand, to begin your study, we would like to introduce you to the WelTec Learning Commons and the International Student Learning Support Service (ISLSS) because they play a central role in students successfully achieving their qualifications.



The WelTec Learning Commons

The WelTec Learning Commons is a combination of the WelTec Library and other student support services, which are provided freely to all WelTec students. The purpose of the Learning Commons is to provide a central place where students can find all of the assistance that they need as they study with us. That assistance includes both academic assistance, which is related to your courses, your learning, your research and your assessment, and assistance with wider, perhaps personal, aspects of your life that may affect your study success.

The Learning Commons Services are:

- *Customer Services*
- *Library Services*
- *Student Mentor Services*
- *Learning Support Services*
- *Ability Resource Services*

For more information about each of these, please visit <http://www.weltec.ac.nz/SUPPORTSERVICES/StudentSupport/tabid/146/Default.aspx>. There is a Learning Commons located at each of WelTec's campuses and WelTec students may use the services at any of those campuses.

The International Student Learning Support Service (ISLSS)

Because International Students are in the unique situation of studying in a different country, culture and often in a different language, the Learning Commons cooperates with the WelTec International Office to provide a special service to you. This service begins before you arrive in New Zealand and continues throughout the length of your study with us. (Please see the ISLSS diagram of services on page 3). You even have a Learning Advisor who is dedicated to supporting International Students, Stephen Caughley.

* *Kia ora* is a common Maori greeting which is used in New Zealand. It means 'Live!'

Special Support

Orientation and Transition

You will see on the ISLSS diagram that when you arrive, you will be given an in-depth, two-day orientation to New Zealand, Wellington and WelTec, and also a five-session *Transition to Study in New Zealand* module in the first three weeks of your study, which will help you understand education and learning in New Zealand. **Both of these are compulsory.**

Looking at Learning

You will also see that after the first three week period, there will be continuing workshops for assisting International Students called 'Looking at Learning'. These workshops are voluntary and will help students with English language improvement and other questions that you bring to the workshop. These sessions are for you and can be directed by you.

Individual and Group Appointments

Students are welcome **at any time during the trimester** to make one-hour appointments with Learning Advisors to get help with a variety of aspects of your studies (see the ISLSS diagram). You can come on your own or in a group.

Online Support

The Learning Commons provides a special site in Moodle called International Student Learning Support, which provides information, resources, links and learning to you wherever you are. You can access this here:

<https://moodle.weltec.ac.nz/course/view.php?id=1272> or use the QR code.

(Please log in as a guest).



Pre-Arrival Conversation

If you would like to contact the Learning Advisor—International to have a conversation about **learning in a new country, culture and academic environment**, please call +64 4 830 0134 or email Stephen at stephen.caughley@weltec.ac.nz. Please check the time in New Zealand before calling and call between 9am and 4pm, New Zealand time, Monday-Friday. However, **if your questions are about enrolment, visas, fees, accommodation, health, insurance, etc., please do not contact the Learning Advisor**. Please contact the International Office instead at international@weltec.ac.nz.

We look forward very much to meeting you and helping you settle into WelTec and your studies! Please contact us if you have any questions.



On behalf of the Learning Commons team, kind regards,

Stephen Caughley, Learning Advisor-International



Pre-Arrival

1. Pre-Arrival Letter of Welcome and Introduction to the Learning Commons and the ISLSS
2. Access to the International Student Learning Support site in Moodle (see *Online Support* below)

Arrival (first 3 weeks)

1. International Student Academic Orientation
2. 'Transition to Study in New Zealand' module (5 sessions)
3. Learning conversations with a Learning Advisor (if requested)

Throughout Study Period

1. 'Looking at Learning' weekly International Student Learning Support workshops
2. Individual and group Learning Support (by appointment), assisting with:
 - Individual Learning plans
 - Study management and study skills
 - Understanding course content
 - English language improvement
 - Assignment Writing/Oral Presentation Process
 - Writing curriculum vitae (CVs) and applying for jobs
3. Monitoring of academic progress
4. Support in classes and Schools (as requested)

Online Support:

International Student Learning Support Moodle site

<https://moodle.weltec.ac.nz/course/view.php?id=1272> or use QR code.

(Log in as a guest.)

Contents:

- Calendar of International Student Learning Support workshops
- 'Transition to Study in New Zealand' module content
- 'Looking at Learning' content and workshops
- Support for improving English language ability
- Support for learning and improving assignment writing skills
- Support for looking for work in New Zealand

