

NEW ZEALAND PROGRAMME

# Job Club



## Emphasis

Job Club is designed to offer students a chance to practise their English skills while learning vital skills for finding work in New Zealand. Students will take part in activities covering a range of practical and useful subjects from writing a resume to interview tips.

## Club structure

Job Club sessions are weekly modules to cater for all students who are eligible to work in NZ.



### Activities may include:

- Résumé and cover letter writing, including language use, correct structure, content and style tips
- Interview techniques, including learning how to be confident in an interview situation by working through typical questions and building conversation confidence
- Interview and telephone conversation role playing, including how to introduce yourself, leaving messages, arranging meetings and dealing with calls from potential employers
- Developing your job searching skills, including help in searching job websites and sections in newspapers
- Learning about your legal obligations and applying for an IRD Number.

## Club Facts 2014

### Locations

New Zealand: Auckland

Please see notice boards and reception staff for more information

### Price

Job Club free to eligible students

### Student Support

Weekly modules covering all aspects of job search in NZ, delivered by experienced Kaplan staff.

### When

Once a week

Kaplan International Auckland is an New Zealand Qualifications Authority (NZQA) Category 1 provider. This means that:

- Students studying 14+ weeks on a student visa may work 20 hours per week
- No IELTS or further language proficiency is required

EXPERIENCE

# Opus Paid Work and Study



## Emphasis

Improve your English skills during a 5, 6 or 9 month Intensive Academic Year or Semester combining your studies with part-time paid work. Or come to New Zealand on a Working Holiday visa, study for 12 weeks and then spend the rest of your time traveling and working full-time. Our dedicated OPUS Coordinator will pre-screen students, test their English language level and assess their approach to work to ensure that students are ready and well-suited for work in their chosen location. Students accepted onto the programme will benefit from group coaching and individual meeting preparation, application support and assistance with the official requirements to start work.



### This service can help you if:

- You want to live and work and have the opportunity to improve your language skills in an English-speaking country
- You would like to enhance your CV and at the same time gain work experience
- You would like to earn some money while in New Zealand
- You want to make new friends and immerse yourself in a different culture
- You do not want to pay a job placement fee! Our services are included in your tuition fees.
- You want to get training and tips from a local expert

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## OPUS Course Facts

**Start Dates** Every Monday

**Location** Auckland, New Zealand

### OPUS English (9)

32 weeks English + job placement assistance (3 meetings)\*

**Visa requirement** Student Visa

**Maximum time required before working** 16 weeks

**Minimum work period** 16 weeks

**Minimum English Level** Pre Intermediate

### OPUS English (6)

Auckland 24 weeks + job placement assistance (3 meetings)\*

**Visa requirement** Student Visa

**Maximum time required before working** 10 weeks

**Minimum work period** 14 weeks

**Minimum English Level** Intermediate

### OPUS English (5)

20 weeks English + job placement assistance (3 meetings)\*

**Visa Requirement** Student Visa

**Maximum time required before working** 6 weeks

**Minimum work period** 14 weeks

**Minimum English Level** Higher Intermediate

### Opus Working Holiday (OPUS WHV)

**Programme**

Auckland 12+ weeks + job placement assistance (3 meetings)\*

**Visa requirement** Working Holiday Visa

**Minimum English Level** Intermediate

### Recommended ages

18-30

\*Please note meetings can take the form of trials or informal chats.

**PROGRAMME OPUS PAID WORK AND STUDY NEW ZEALAND**

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**Eligibility to Work**

OPUS students should have a valid student visa (for OPUS AY, 6 or 5 students) or a working holiday visa (for OPUS WHV students) prior to starting their job placement in New Zealand.

Students on OPUS Working Holiday must be prepared to travel to locations outside of Auckland for work.

**Job Placement Assistance**

Our dedicated OPUS Coordinator will provide you with guidance and support throughout your programme. Together you will aim to find a maximum of 3 job meetings\*, although it will be your responsibility to secure the job. In addition to supporting you with interview preparation and job applications, your OPUS Coordinator will assist you in applying for a tax number, required for all workers in New Zealand.

The paid work placements available are based on the demands of the current job market and are entry level positions. OPUS Working Holiday Visa students must be prepared to work in any job and in some cases to move to another region.

Jobs in winter months can be in shorter supply.

**How to apply for OPUS Paid Work and Study:**

1. Request and complete an application form from your Kaplan representative
2. You will then be sent a free English test to let you know your current level of English
3. Send us an electronic version of your CV (in English) along with a covering letter and 2 references from previous employers
4. We will then arrange a skype interview to test your spoken English
5. Once we have received payment of the programme and any accommodation, we will send you a booking confirmation and Letter of Acceptance so that you can apply for your visa.

\* Meetings can take the form of trials or casual chats.

**Example Jobs (OPUS 5, 6 and 9)**

- Waiters/Waitresses
- Bar staff
- Café and Restaurant kitchen hands
- Hotel Staff
- Office/Hotel cleaning

**Example Jobs (Opus Working Holiday Visa)**

- Fruit Picking/ Farm Work
- Café and Restaurant Kitchen hands
- Waiters / Waitresses

Previous experience maybe required for some roles and will enable you to secure a job in a faster timeframe.

**Your Responsibilities**

So that we can help you succeed in your goals we ask that all OPUS students fulfil the following commitments:

- Maintain 80% attendance in all English classes
- Work alongside your OPUS Coordinator to achieve maximum job placement success
- Attend all job training sessions and arranged meetings
- Accept jobs where a position is available
- Be willing to work evenings and weekends
- Be prepared to work in labour intensive jobs such as fruit picking (OPUS WHV only)
- Comply with employer's specific employment conditions



# Online Immigration for Kaplan New Zealand students

**Kaplan International Auckland students are able to apply for or extend Student Visas online!**

## The Students Online system has many benefits

- Quicker Student Visa processing times
- Cheaper application fees – Students pay only NZD 175 compared to NZD 250 applicable to applications submitted manually to New Zealand Immigration by the student or an agency
- Full assistance provided by our Student Services staff

## Key facts about the new system

- Only students who are enrolled to study at Kaplan International and are in New Zealand on a valid temporary visa at the time of making the application, may use the online service. Students on valid student visas who need to change providers may still use this service, but they are not able to start studying until the new visa or interim visa is issued.
- Students who enter on a visitor visa and wish to study more than 12 weeks may also use the online student visa service. Students must be studying full time Intensive English or General English if they wish to study more than 12 weeks to apply for student visa.
- Students planning to come to New Zealand (and who need to organise a Student Visa) must still complete the application through the New Zealand Embassy responsible for your region.
- Students with less than 80% attendance must submit their application directly to the specified New Zealand Immigration office. Kaplan's Student Online System is only for students with an attendance of 80% or higher.
- Students who have an expired Student Visa are not eligible for this service. These students must complete all the necessary paperwork and submit their application directly to the specified New Zealand Immigration office.
- Students arriving on Visitor Visas who want to study longer than the 12 weeks allowed on a Visitor Visa can submit their Student Visa application through Students Online at Kaplan International Auckland.

## Student Visa Online Prices

Application Fee

**NZD 175**

Variation of Condition (work rights)

**NZD 140**

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**Contact your Kaplan representative today to find out more!**

[www.kaplaninternational.com](http://www.kaplaninternational.com)