



PRE-DEPARTURE BOOKLET

Foreign Language Assistant Programme 2017

Kia Ora!

*Congratulations on your appointment as a Foreign Language Assistant!
This information pack will guide you through the practical tasks involved with
settling into the next chapter of your life in New Zealand.
We look forward to welcoming you here.*

Jennifer Thomson

programmes@ilep.ac.nz

www.ilep.ac.nz

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Kia Ora!

Congratulations on being accepted as a Foreign Language Assistant in New Zealand. We are looking forward to welcoming you here in only a few months. There are a lot of tasks you need to complete before you leave your home country. We therefore prepared this information pack to guide you through the process.

The Role of a Language Assistant

As a Foreign Language Assistant you are a native speaker bringing the language and culture of your country to the classroom.

The role of a Language Assistant is to supplement, reinforce and optimise the role of the classroom teacher. At all times, it is expected that the Language Assistant will support the classroom teacher in a professional manner in the class. Whilst it is acknowledged that Language Assistants are keen to improve their English, the expectation is that when in schools you will speak in the target language wherever possible with both teachers and students. Your primary role in schools is to provide support in the target language. The time spent in New Zealand as a Language Assistant is a learning experience and you will need to have an open mind, a positive attitude and a willingness to accept different lifestyles and changed circumstances before judging them.

Assistants are employed as “itinerant teachers”. This means that generally you will be shared by a group of two to four schools. You may be asked either to divide your week’s work amongst these schools or to spend a block of one or two weeks at each school in turn. One school in the group will act as Host School. This school will have overall responsibility for your welfare and will be your contact point for communication between the schools in your employing schools cluster.

Purpose of the Role

The role of the LA is to work closely with the New Zealand language teacher to enhance the delivery of the set curriculum, aiming to improve student achievement in their chosen language. Overall it is hoped that the presence of dynamic, approachable native speakers in schools will encourage more students to start learning a language and to continue further in their studies. It is also hoped that by having an additional resource in the classroom more individual feedback and support can be provided to students, improving their achievement and competence. An LA’s success will be measured by:

- the development and implementation of a teaching plan in consultation with their host teacher(s) that will complement the learning outcomes defined by the host schools and the national curriculum;
- the preparation of informative and insightful teaching resources designed to reflect different components of culture and life in their native country;
- observable behaviours that model integrity, maturity, a passion for learning and language and a good work ethic;
- use of correct pronunciation and intonation when engaging with students;
- students displaying enthusiasm in learning a foreign language, resulting in stimulating genuine classroom communication and ongoing engagement in language learning;
- students should demonstrate improved knowledge of the target language and culture.

Key Responsibilities

The role of the language assistant is to assist teaching their native language that they have been employed to do and not of another country's language. It can include the following areas of duty:

In the Classroom

- Modelling writing/pronunciation
- Team-teaching on a range of language topics e.g. dialogues, songs
- Presentations to the class on subjects about their home country e.g. sport, regions, home town, pop music, local customs
- Activities based on current material from their country e.g. magazines, newspaper articles etc.
- Competitive games – where individual or team points are scored e.g. vocabulary card games; sentences in the wrong order games; guessing games, variations of Pictionary, etc.
- Socio-cultural quizzes
- Songs – to encourage discussion on issues and attitudes
- Listening comprehensions e.g. recipes
- Watching news extracts and discussing: e.g. cultural differences between NZ and elsewhere
- Essay writing: modelling and advising
- Pronunciation activities
- Photos and pictures: finding differences, describing, comparing with New Zealand.

Small group work

- Quizzes
- Pair dialogues (creating, practising)
- Card activities
- Role-play
- Games
- Drilling vocabulary and sentence patterns
- Informal dialogue
- Discussion of a topic already studied
- Remedial or extension work

Other activities

- Examination coaching in the lunch period
- Preparation of resources e.g. update on cultural aspects, practice drills, texts to be used alongside reading material etc.
- Proofread texts, worksheets, tests
- Record pronunciation or listening exercises
- Conduct and record oral tests
- Limited checking of written work for grammar and structures
- Providing techniques for improved performance in NCEA
- Checking homework
- Can conduct a variety of activities with their classes, e.g.: cooking, video exchanges with target country, email exchanges, matching pen-friends, etc.

Key Relationships

The Foreign Language Assistant reports to the Principal of their host school, defined as “the employer” in the Individual Employment Agreement. For day to day work allocation, support and development the LA will report to the host school Language Teacher. The LA will build and maintain excellent relationships with: ILEP staff, the host school language teacher, School staff and students.

Key Competencies in the New Zealand Curriculum.

Student focus

Believes in the importance of student-centred learning; provides support and facilitates opportunities for students to achieve and succeed.

Self-Management

Effectively plans and organises work to achieve desired outcomes; takes personal responsibility for making things happen; remains focused and takes action to overcome obstacles and follows through to completion.

Professionalism

Generates confidence in others through professional and ethical behaviour; is open, honest and consistent in behaviour and can be relied upon; sets high standards of performance for self and others.

Teamwork

Shows a genuine intention to work co-operatively with others in a team setting in order to achieve results and team goals.

Education, Experience and Knowledge Required

Selection of LA will be based on a number of factors. Successful LAs will possess the skills and experience defined as essential, and many of those defined as desirable. Candidates will also be assessed for their suitability for the role in line with the competencies outlined above.

Employment Conditions

Foreign Language Assistants are employed on the basis of an Individual Employment Agreement (IEA) on average for a total of 15 hours per week (0.6 FTE) – 12 hours class contact with 3 hours preparation and administration time. Generally a group of up to four schools co-operates in sharing an assistant.

Language Assistants are required to consider different teaching techniques and learning preferences in the choice of the topics, tools and cultural experiences they share with their classes. You are expected to provide students with a variety of opportunities to learn and practice their target language. You will normally be working in a secondary school assisting the language teacher with the target language classes. Your responsibility will be to improve your students' confidence in communication in your native language and make classes more interactive and fun by discussing aspects of culture in your country (e.g. current affairs, educations, arts, sports, fashion, etc). Although the role of the Language Assistant is quite standard, your experience may differ from other Language Assistants depending on the teachers' and students' backgrounds.

Employment Conditions Schedule

An Individual Employment Agreement (IEA) will be issued electronically once the schools have concluded their application process and you have been appointed to schools and the city / region in which you will live and work in. The timing of receiving an IEA will be also depend on the New Zealand Ministry of Education confirming what the salary is during the year you are to be employed. However normally a letter of appointment is issued towards the end of August once the schools are confirmed. The IEA is electronically issued either prior to Christmas or early January and a hard copy is also provided to you during your Orientation Days in February prior to commencement of employment.

Employer: Host School

Tenure: normally one New Zealand school year (February-December)

Hours: This is variable, but on average Language Assistants work on a part-time basis and are generally employed for 12 hours of class contact time per week (3 days a week). On top of the class contact time, Language Assistants are expected to complete 3 hours of preparation and administration per week.



Total Remuneration Range

The salaries for 2017 have not been confirmed, however salaries are expected to be either the same or similar to the 2016 salaries, which are as follows:

For Spanish Foreign Language Assistants – The employee’s **gross full-time** salary rate shall be \$51,339 per annum. **For French or German Foreign Language Assistants** (Note: ⁱ) - The employee’s **net** full-time salary rate, excluding ACC levies, shall be \$43,887 per annum.

Note: The salary rate shall be prorated, based on the full time equivalent entered in clause six of the IEA and all salary payments are subject to Accident and Compensation Corporation (ACC) employee levies.

Note - ⁱ - this means subject to the provision of an IR23bs certificate issued by the NZ Inland Revenue Department. If no IR23bs is supplied by the French or German employee the full-time salary rate shall be the gross rate of \$51,339 per annum.

There is a reason why the salaries look different. The annual gross salary is calculated on the basis of working 12 hours of class contact time a week (15 hours including preparation time). For taxation information please refer to pages 8 - 9.

Travel costs to and from New Zealand not provided for as part of the offer of employment

Travel between participating “partner” schools: specified costs to be covered by ILEP

Standard Holiday Provisions: entitled to up to 6 weeks paid leave to be taken when school is closed for holidays. The salary is inclusive of holiday pay.

Teaching Duties

Normally, you will be required to assist with classes/take small groups for 12 hours a week. The New Zealand school day (which runs from approximately 8.30 a.m. to 3.30 p.m.) is divided into “periods.” Since in some schools periods are less than one hour long, you may be required to teach more than 12 periods a week to make up your 12 hours. In general, you should spend another 3 hours per week preparing class work and resource materials and generally assisting your New Zealand colleagues.

The Head of Languages in each school is responsible for organising your programme in consultation with you. If they do not consult you, you should take the initiative and consult with them, telling them what you could do and asking what resources you should be preparing. This can be done by arranging a meeting with them. Remember they may be able to learn from you how to make the best use of a language assistant. You should be prepared to give a talk about a topic e.g. a talk on your region, family life in France, Germany, Spain, etc. It is important to prepare some materials before you come.

N.B. Assistants need to be aware of the importance for students to be able to hear both the teacher and the language assistant communicating in the target language. Nevertheless, as teachers have varying levels of fluency (and what they are comfortable with) it is important that you discuss this with them at the beginning to ensure they do not feel threatened in any way.

Your teaching timetable will be specified by the host school. Generally language assistants are employed for 12 hours of class contact time per week. This will allow you one free day per week and two half days to pursue other interests (preferably those which would increase your knowledge of New Zealand life and culture).

As a professional, you will be expected to be punctual at all times required by your host school. You are not obliged to perform administrative duties. Likewise, you do not have to take part in school sports or other extracurricular activities, if you do not want to. However, by participating in some of these activities you have a valuable opportunity to learn more about the English language in New Zealand and the New Zealand life style.

You are not responsible for disciplining the problem students when you are taking a class. Discipline is always the teacher’s responsibility. You should not be asked by any school to take sole charge of a class, e.g. if the usual class teacher is ill or on leave. If this happens explain that you are not able to take full charge as you are an assistant only. Please contact your National Adviser for advice if this proves to be a problem.

In primary and intermediate schools, you are not to hold responsibility for the programme or for determining the programme in the school – this is a teacher’s responsibility.

Tenure of Appointment

Your appointment will be for the duration of the 2017 secondary school academic year from Tuesday 7th February to 8th December and no later than Friday 15th December, 2017. You should arrive in New Zealand in time to settle in before the start of the academic year.

Sick Leave

Assistants will be entitled to 5 days sick leave for the term of their Individual Employment Agreement.

Statutory Holidays

When a statutory holiday falls on one of your scheduled days of work, you are entitled to it off.

Term Dates 2017

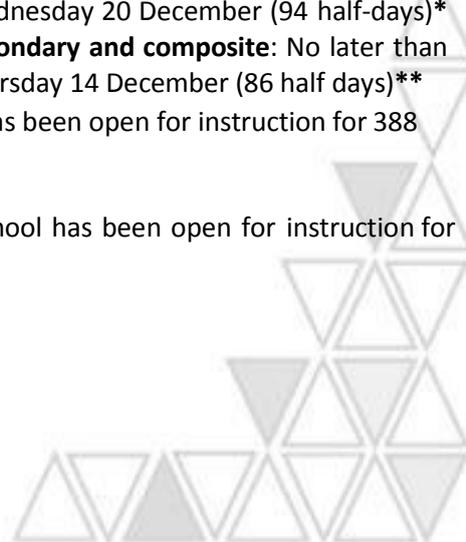
N.B. Schools are able to change the start date to the academic year by up to a week. Your group of schools or school may wish to start earlier than the date stated below and will advise you separately of this.

Term dates for secondary schools in 2017

	Start date	End date
Term 1	Between Monday 30 January (at the earliest); and Tuesday 7 February (at the latest)	Thursday 13 April (96 - 106 half-days)
Term 2	Monday 1 May	Friday 7 July (98 half-days)
Term 3	Monday 24 July	Friday 29 September (100 half-days)
Term 4	Monday 16 October	Primary and Intermediate: No later than Wednesday 20 December (94 half-days)* Secondary and composite: No later than Thursday 14 December (86 half days)**

Or to a day in December which ensures that the school has been open for instruction for 388 half-days in 2017.

** Or to a day in December which ensures that the school has been open for instruction for 380 half-days in 2017.



The following are public holidays in New Zealand and the month in which they fall. Your group of schools will be closed on any of these that fall on a weekday and on other days at the discretion of the school's Board of Trustees.

	Actual Date	Observed Dates 2017
New Year's Day	1 January	Sunday 1 January or Tuesday 3 January
Day after New Year's Day	2 January	Monday 2 January
Waitangi Day	6 February	Monday 6 February
Good Friday	varies	Friday 14 April
Easter Monday	varies	Monday 17 April
ANZAC Day	25 April	Tuesday 25 April
Queen's Birthday	1st Monday in June	Monday 5 June
Labour Day	4th Monday in October	Monday 23 October
Christmas Day	25 December	Monday 25 December
Boxing Day	26 December	Tuesday 26 December

The Anniversary Day of the Province in which an employee works is observed as follows:

Province	Actual Date	Observed Dates 2017
Auckland	29 January	Monday 30 January 2017
Taranaki	31 March	Monday 13 March
Hawke's Bay	1 November	Friday 20 October
Wellington	22 January	Monday 23 January
Marlborough	1 November	Monday 30 October
Nelson	1 February	Monday 30 January
Canterbury	16 December	Friday 17 November
Canterbury (South)	16 December	Monday 25 September
Westland	1 December	Monday 4 December
Otago	23 March	Monday 20 March
Southland	17 January	Tuesday 18 April
Chatham Islands	30 November	Monday 27 November

Salary

Under normal circumstances income tax (known as PAYE or Pay as You Earn Tax) of around 19% is deducted before earnings are received. However, this only applies to Spanish Language Assistants, as French and German Language Assistants are exempted from this deduction. French and German Language Assistants are exempt from tax on their salaries because of Double Taxation Agreements with these two countries but no such agreement exists for Spanish Language Assistants. To ensure that Spanish Language Assistants have the same employment conditions as the French and German Language Assistants, ILEP will provide a subsidy of the position that will cover the amount of tax deducted from the Spanish Language Assistant's salary.

Teachers' salaries are paid fortnightly on every second Wednesday by direct credit to a bank account. You need to budget on bringing a minimum of the equivalent of approximately, NZD \$3,500 with you when you arrive to meet the cost of your expenses (advance payment on flat etc.) until the payment of your first salary. (This can take up to 4 weeks as your tax details code needs to be confirmed before your host school can put you on the school payroll system.) For those who commence from Term 1, payment will be from Tuesday 7th February 2017 through to the end of Term 4 2017 of your host school.

Income Tax

In New Zealand, income tax is deducted automatically before salary is paid. All Language Assistants therefore need to register with IRD (Inland Revenue Department), the New Zealand tax agency that is **after you have opened up a NZ Bank account**.

To obtain your IRD number you need to follow the following procedure:

International customers need a [fully functional New Zealand bank account](#) (the ability to make both deposits and withdrawals with the account holder's identity verified in accordance with New Zealand law) **before** applying for an IRD number. Using form IR984 (this will be included in your induction pack), downloaded from the link as seen in the 1st sentence - and take the form with you to your bank when you open up your bank account. If you have already opened up a New Zealand bank account, but not – as yet – applied for an IRD number, go back to your bank and have them include the statement or letter so that you can include it with your IRD number application.

Here is an IRD website link: <http://www.ird.govt.nz/news-updates/ird-number-application-changes.html>. Please find below a screenshot of the Inland Revenue website homepage with the registration for the secure online services identified. www.ird.govt.nz



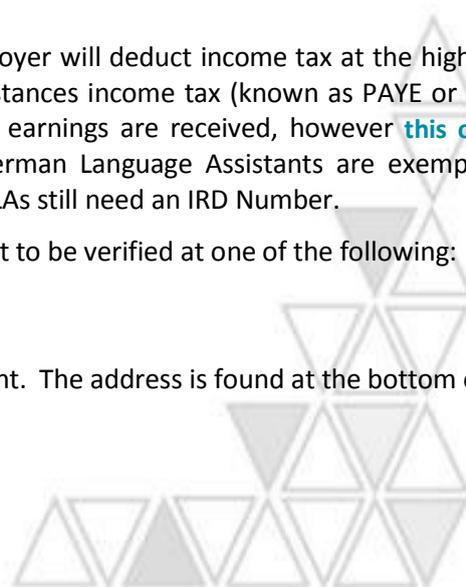
Click on the word Register then follow the prompts.

Incidentally, if you do not have an IRD number, your employer will deduct income tax at the highest "non-declaration" tax rate of 45%. Under normal circumstances income tax (known as PAYE or Pay as You Earn Tax) is approximately 19% deduction before earnings are received, however **this only applies to Spanish Language Assistants** as French and German Language Assistants are exempted from this deduction. Having said that, French and German LAs still need an IRD Number.

To obtain an IRD Number, complete an IR742 form. Take it to be verified at one of the following:

- New Zealand Post Office
- AA (Automobile Association) Office
- Or post it directly to the Inland Revenue Department. The address is found at the bottom on the IR742 form being:

Inland Revenue
 P O Box 39050
 Wellington Mail Centre 5045
 Wellington



Photocopied documents (bring originals as well) to have it verified (these help to confirm who you are and why you are in New Zealand).

- Your Passport and NZ Work Visa
- Proof of your current or last address. This proof could be a copy of your overseas driver's license (if it has an address on it); or a bill or statement sent to you at that address.
- ILEP appointment letter of employment stating that your Host School is your employer.
- Proof that your NZ bank account meets the rules listed in Form IR984.

Whichever business you choose to take your **IR742** form to, that office verifies these documents and will then forward them to Inland Revenue Department. The original documents will be returned to you when they have verified your application. **IRD send you your new IRD number within 8-10 working days after completion of application.**

Under a special agreement between New Zealand and France (The France-New Zealand Double Taxation Convention 1981 with the French Republic) as well as between New Zealand and Germany (The German-New Zealand Double Tax Agreement) **all French and German Language Assistants are exempted from income tax for the first two years of employment in New Zealand. However you will need to apply for this exemption.**

Once French and German Language Assistants have been issued their IRD number, (*Inland Revenue Department Number*), they then will also receive a special tax exemption certificate. Once you have received your special tax exemption status, you must give it to your host school (**and copy in ILEP**), so your salary can be paid. If you have any problems obtaining your special tax code or if tax is deducted from your salary in error, please advise ILEP at programmes@ilep.ac.nz promptly.

The confirmation of your special tax exemption status should also be presented to your bank. Banks require an IRD number (for tax purposes) when opening a bank account. Any interest earned on money deposited in bank accounts is liable for tax. **If you don't provide an IRD number, you will have tax deducted at a higher rate.** If during the year you receive an IR3 form to complete from the IRD, it is recommended that you do one of the following:

- **For French and German Language Assistants Only:** When in New Zealand, contact the IRD directly on their 0800 number to advise that you are PAYE tax exempt with your special tax exemption certificate; or
- Complete the form as a nil return and send it back with a copy of your special tax exemption certificate attached. This will ensure that the IRD has you correctly recorded in their system.

Change of Status

The Language Assistantship Scheme is designed for single people and participants must advise ILEP immediately of any changed circumstance from their single status (i.e. accompanied by spouse/partner).

Police Clearance Certificate

The New Zealand Teachers Council requires that all language assistants and exchange teachers provide a recent police check clearance certificate that is less than 5 months old at the time of commencing your appointment. Once your appointment has been fully confirmed, then ILEP will be writing to ask you to forward this certificate.

Dress Code

Schools in New Zealand have much more autonomy to determine their individual 'character' than the state school system in Europe. Most language assistants will find themselves working in a group of schools which vary from conservative to liberal. Whilst we recognize that it is common practice for young people to determine the way they dress as a means of personal expression, you may find that there are some restrictions in your employing schools. It is not uncommon for schools in New

Zealand to have a dress code for their staff and in particular the following may not be acceptable: jeans, piercing, tattoos (N.B. hipster trousers exposing underwear and very short skirts are likely to be unacceptable in any school). As schools are ultimately the employers of assistants, they do have the final word on what they consider to be an appropriate dress code.

Involvement in Extra-curricular Activities

In New Zealand extra-curricular activities play a large role in school life and in most schools, teachers are expected to be involved in some form of extra-curricular activity. Schools are always appreciative of Language Assistants who are keen to get more involved in the general New Zealand school culture. This may include language camps, school trips, school sports days, drama productions etc. Whilst this involvement is entirely voluntary, to participate in the New Zealand school culture outside of the language classes, definitely enriches the overall experience of being a language assistant. From our experience, those language assistants who have involved themselves fully are invariably the ones who leave with the most positive experience.

Recognition of Assistantship Employment

French Language Assistants posted abroad can have their assistantship period recognized by their French University as part of their studies through an assessment *Reference Levels for Skills Assessment*. This change was introduced by the French Ministry of Education and the French Confederation of University Presidents. The host school will need to complete an assessment document at the end of the French Assistant's appointment. Further information is available from www.ciep.fr/assistantfr/validation.php.



Important Pre-Departure Steps

ILEP is the first point of contact for Language Assistants if any changes are required to working hours, school placements or salaries or if any issues or conflicts arise. Please feel free to contact us for any questions or queries you might have.

International Languages Exchanges and Pathways (ILEP)
Private Bag 92601, Symonds Street, Auckland 1035
Phone: +64 9 623 8899 Ext. 46 377 (from overseas), or 09 623 8899 Ext. 46 377 (within New Zealand)
E-mail programmes@ilep.ac.nz.

Your Journey to New Zealand

It will be your responsibility to ensure that you can meet the costs of all travel from your home to your employing school in New Zealand and return. On the day of departure, you should arrive at the airport and check in at least 2-3 hours before your flight. The weight limit for luggage is usually 20 kilos, plus 7 kilograms for any bags you carry on to the plane, but this depends on the airline and the route you take. If your bags weigh more than the allowance, you may have to pay excess baggage charges or you may have to leave some of your things behind. Check with your airline for more information. To avoid luggage exceeding the limits you should weigh it in advance before you go to airport.

On the flight you will be handed a New Zealand Passenger Arrival Card. This must be completed in English. If you are not sure how to complete the form ask the airline staff on the flight for help. New Zealand Customs requires passengers to declare the amount of cash they are carrying. Normally you are allowed to carry foreign currency equal to NZ\$10,000.00 in value.

Visa Arrangements

As a Foreign Language Assistant you will need a work visa before you arrive in New Zealand. This work exchange visa is restricted to your role as a Foreign Language Assistant for ILEP. It does not allow you to take up additional work before, during or after your assigned placement. The visa application form can be downloaded [here](#) from the Immigration New Zealand [website](#): Form **INZ 1015** – application to work in NZ). It is important that you state on the application that you are applying under the **ILEP Work Exchange Scheme**. After the two Orientation Days, an expense claims form will be e-mailed to you for completion so as **to be reimbursed up to 100 Euros (in NZ Dollars) towards the cost of obtaining your NZ Work Visa**.

Checklist on what to include with your work visa application:

1. Complete the Work Visa Application form **INZ 1015**. (N.B.: there will be some sections on this form that will not apply to you, complete these with 'N/A'. Neither do you need to complete an 'Employer Supplementary Form'.)
2. Provide the appropriate medical certificate. Refer to this [page](#).
3. Pay the correct fee. [Use the Immigration New Zealand Office and fees finder to calculate the fees](#).
4. Passport that is valid for 3 months past the date you plan to leave New Zealand.
5. One recent passport-sized photo.
6. ILEP appointment letter advising of the schools that you will be working at (this will be provided to you in September 2016 by ILEP).
7. Make sure to apply for your visa at least 12 weeks in advance of your departure date.
8. To find out which branch will be handling your application, use the [office and fees finder](#).

Orientation Days in Auckland

On your arrival in New Zealand you will first attend the Language Assistant Orientation Days for all new French, German and Spanish Language Assistants. This Orientation will introduce you to the New Zealand education system, provide practical sessions with the National Language Advisers and offer opportunities to meet other assistants. Accommodation for this seminar will be provided by ILEP and more details will be emailed to you closer to the time.

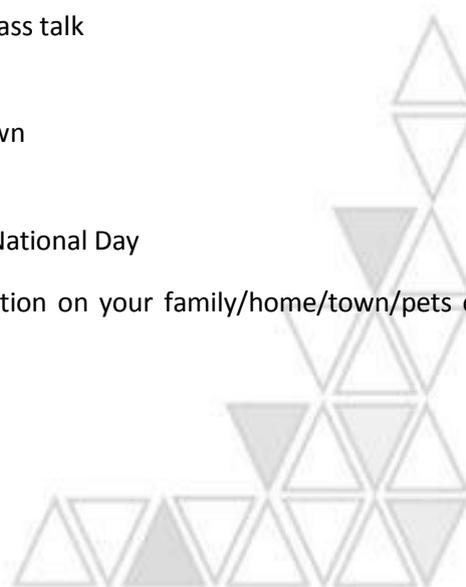
You will get to meet officials from the Embassies as well as ILEP staff involved in your programme, and former Language Assistants will share their stories and give you advice for your stay here in New Zealand. The Orientation Days will be Thursday 2nd February and Friday 3rd February 2017 held at the University of Auckland, Epsom Campus, 74 Epsom Avenue, Epsom, Auckland, organised by the Intercultural Programmes Coordinator, International Languages Exchanges and Pathways (ILEP).

Preparation

Ideally you should begin planning now for your time in New Zealand. Here are some suggestions:

- ✓ Current and past Assistants have recommended that collecting a variety of “everyday items” in your language before coming is a good idea for assistants working in a classroom situation.
- ✓ DVDS of TV advertisements, news items, weather forecasts, recordings of popular programmes e.g. the Simpsons, items of interest to teenagers.
- ✓ Record yourself on digital camera in everyday situations: grocery shopping, at home, your family, house, familiar scenes in your neighbourhood and school, at work, at festivals.
- ✓ Digital photos of your family/local shops/markets/restaurant food.
- ✓ Music that you can use in the classroom i.e. language that is not too difficult: modern and famous songs.
- ✓ Magazines that are suitable for teenagers e.g. fashion, sport, famous young stars etc. Those including questionnaires can be particularly useful.
- ✓ Regalia such as tickets (movie, bus, metro), cinema programmes, advertising flyers, coins, notes, timetables (school), business letters, forms from post office and banks etc.
- ✓ Comics, Recipes, Sweets (typical of home country)
- ✓ Reward stamps in your language
- ✓ Card games, Children’s books
- ✓ Newspapers and current affairs magazines
- ✓ Information/maps in English on your region for a class talk
- ✓ Information about sports in your home town
- ✓ Special offer posters and leaflets from shops
- ✓ Addresses of schools and colleges in your home town
- ✓ Examples of foreign currency and postage stamps
- ✓ Menus from cafés and restaurants
- ✓ T-shirts with slogans/beret/clothing in colours for National Day

Please ensure you bring with you a PowerPoint presentation on your family/home/town/pets etc. for introducing yourself to students.



Estimated Timeline



Pre-Departure Checklist

- ✓ Acceptance letter signed
- ✓ Flights booked, arrival in Auckland on time for the Orientation Days
- ✓ Visa applied for and received
- ✓ Medical certificate received
- ✓ Police certificate received
- ✓ Contacted host school and received replies
- ✓ Contacted previous Language Assistant

Life in New Zealand

Accommodation

Your host school will arrange temporary accommodation for you on your arrival, and possibly for the entire duration of your stay in New Zealand. The temporary accommodation may be in the form of backpackers, a flat or board in a private home. It is your responsibility to pay the cost of accommodation. Your host school can let you know how much this is likely to be. If you have a preference for one type of accommodation, please let your host school know. Generally the most effective way to find rental accommodation is through the following website: www.trademe.co.nz. Rental accommodation is also listed in the main newspapers on Wednesday and Saturday editions.

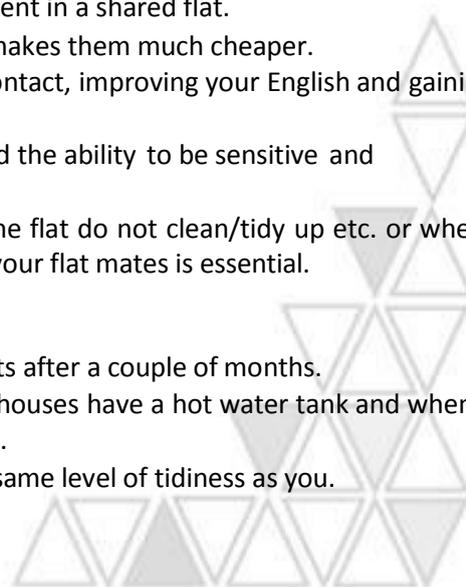
The Flatting Experience

Advantages and Disadvantages of Flatting

- It is cheaper to share a flat with others. Single flats or bedsitters are not only hard to find but the rent can be twice as high as the individual rent in a shared flat.
- Sharing food costs, power and telephone charges makes them much cheaper.
- Provides a good opportunity for increased social contact, improving your English and gaining a better understanding of other cultures.
- Communal living requires a degree of flexibility and the ability to be sensitive and considerate to the needs of others.
- Difficulties can arise if one or more members of the flat do not clean/tidy up etc. or where clashes of personality occur. Communication with your flat mates is essential.

Don't

- Sign a lease for a year. You may wish to change flats after a couple of months.
- Spend more than 5-10 minutes in the shower. NZ houses have a hot water tank and when it is empty there will be no hot water for anyone else.
- Criticize your flat mates when they don't have the same level of tidiness as you.



Do

- NZ houses are usually bigger and colder than those in northern Europe and can be expensive to heat. Most New Zealand people prefer to wear warm clothes rather than turn on a heater as soon as there is a slight drop in temperature.

Tenancy

Landlords must provide a written Tenancy Agreement, which sets out the particular conditions that have been agreed to. Both landlord and tenant/s sign it and the tenant/s must be given a copy before the tenancy begins. There are two kinds of tenancy: joint or collective tenancy and sub-tenancy. Joint or collective tenancy is when all the flat mates are joint tenants and you are protected by the Residential Tenancies Act. Sub-tenancy is when the flat operates on a head tenant system and the lease is held by one person only and you are a sub-tenant. It is useful in this situation to sign a Flat Sharing Agreement, as this is one way of ensuring that everyone has a clear understanding of how the flat will operate.

Bond/Deposit

A bond is money that a landlord can ask a tenant to pay as a security that the tenant will comply with all obligations as a tenant. A bond can be up to 4 weeks rent. The bond money is held in case rent is not paid or the property is damaged or the tenant fails to comply with obligations. The landlord must give a receipt stating how much has been paid, who paid it and what the payment is for. (e.g. rent and/or bond). Tenancy agreement forms and bond lodgment forms are available online from the 'Department of Building and Housing' website: www.dbh.govt.nz. The 'Ministry of Housing' has a new tenant's checklist that can be downloaded from their website: www.tenancy.govt.nz.

What happens to the bond?

The money must be paid to the Bond Processing Centre of Tenancy Services (Freephone 0800 737 666) by the landlord within 15 working days (3 weeks) of receiving it. When the tenant moves out, all the bond money will be paid back to the tenant/s if the rent is paid up to date and there is no damage or other claim. If there is rent owing, or damage, the landlord may get some or all of the bond money. When one flat mate leaves, he/she can reclaim his/her share of the bond from the incoming flat mate when they join the flat. Use a Change of Tenant form to change the names at the Bond Centre. The remaining flat mates may need to consider how much the payment will be in light of any possible damage the outgoing flat mate may have caused.

N.B. Where there is a Head Tenant and that person leaves, the flat may have to be forfeited unless the landlord is prepared to accept one of the remaining tenants as the new head tenant or is willing to change to a joint tenancy.

Housekeeping

You may find that you have flat mates whose housekeeping standards are not similar to yours and for this reason many flats have a 'roster' so that the housework gets done, with flat mates taking turns to do the necessary jobs around the flat.

Kitty – Many flats keep a 'food kitty' (a fund of money for communal use) – everyone puts in the same amount of money each week to buy food. Some flats also have a 'utilities kitty' which covers power, gas and telephone rental and run a flat cheque account.

Money

Before you join a flat it is worthwhile finding out what they spend on food and power as you need to feel comfortable with the cost of sharing a flat. Money can be the biggest single cause of problems between flat mates.

Dos and don'ts

- Do try to get to know your flat mates. It's hard living in a flat with a friend, but living with a stranger is often more difficult especially when flat mates come from different cultural backgrounds.
- Do know how to contact your flat mate's parents or other family members. Necessary in the event of an accident and helpful if your flat mate leaves with bills unpaid and no known forwarding address.
- Do lock the door of the flat when you leave, even if you are just going next door.
- Do pay for damage you do to flat mates' possessions, no matter how accidental.
- Do not wear your flat mates' clothes or use their belongings without asking first and getting their agreement.

Getting along with your landlord

- Pay your rent on time or explain why you are going to be late in making payment and do not be late too often.
- Keep the place clean and the grounds tidy.
- Make sure that any damage is reported immediately.
- Respect your neighbours. They are entitled to peace and quiet.

Moving out

If one flat mate leaves and is not replaced immediately then it is customary for all the other flat mates to contribute equally to pay the extra rent. Give your flat mates at least two week's "notice" of leaving (tell them you plan to leave) or pay them at least two weeks rent instead. This is not a legal requirement, but it is a fair and reasonable way to behave. Before you leave, pay your share of power and telephone rentals and your telephone toll charges. Leave your flat mates with a forwarding address, or a contact phone number. Leave your room clean and tidy. If it is decided that the flat is to be left vacant you must give the landlord 21 days' notice in writing. Flats must be left clean and tidy for the bond to be reimbursed.

Money and Bank Accounts

Make sure you bring enough money with you to avoid problems if there are any delays with your salary. All major credit cards are accepted in New Zealand. You should also make arrangements to have a Visa/MasterCard card so that you can access money easily on arrival in New Zealand.

Banks

You will need to open a bank account as soon as you arrive in New Zealand since salaries are paid by direct credit to a bank. You may want to ask your host school which bank would be the most convenient for you. Banks are usually open from 9 am to 4.30 pm Monday to Friday and some on Saturday mornings. ATMs (Automatic Teller Machines) are available 24/7. ATM cards can be used to pay for most goods and services electronically via a method called EFTPOS. To use Eftpos you need an activated ATM card with a PIN number. People in New Zealand often pay by EFTPOS rather than cash. Please don't carry a lot of cash on you. Internet banking is widely used and banks promote this through their 'Online Saver' accounts.

There are five major banks in New Zealand

1. Bank of New Zealand - www.bnz.co.nz
2. Westpac Trust - www.westpac.co.nz
3. ASB Bank - www.asb.co.nz
4. ANZ Bank - www.anz.co.nz
5. Kiwibank - www.kiwibank.co.nz

To open a bank account you will need a passport and proof of a residential address in New Zealand.

Currency

The New Zealand Dollar is the only currency used in New Zealand. One dollar (\$1) = 100 cents. There are several different notes and coins used:

- Notes: \$5, \$10, \$20, \$50, \$100
- Coins: 10c, 20c, 50c, \$1, \$2

Most overseas currencies are easily exchanged in New Zealand banks or at a money exchange centre (called a Bureau de Change).

Cost of Living

- McDonald's Combo meal: \$8 - \$10 NZD
- Milk (per litre): \$2.50 - \$3 NZD
- Coca Cola (per can): \$2.50 NZD
- Coffee, cappuccino or latte: \$4 - \$5 NZD
- Taxi: 5km ride: \$12 - \$15 NZD
- Movie ticket: \$14 - \$20 NZD
- Pair of Levi Jeans: \$100 - \$200 NZD
- Visit to doctor: \$78 NZD
- Visit to dentist: \$95 - \$150 NZD
- Petrol/gasoline per litre: \$2 NZD

Health

Visiting a doctor

Language assistants are eligible for publicly-funded medical services for the period of their appointment. Please note that your eligibility ceases on the last day of your appointment. Doctors operate as private practitioners in New Zealand, and you can choose the doctor or medical centre that you prefer (i.e. you do not have to go to the doctor in the suburb where you live or work). A visit to the doctor costs approximately \$50-\$75. This varies depending on the doctor you register with. Most eligible adults pay the full cost of visiting the doctor. If your doctor considers blood or laboratory tests are required you may be referred to a medical laboratory. As an eligible person, you will not be charged for these services. The local doctor (General Practitioner or GP) is the important first contact for New Zealanders. It is strongly recommended that you sign-up with a medical practice very soon after you arrive as the enrolment procedure can take up to 6 weeks to get processed. Do not wait until you get sick to register or you are likely to be charged at a higher rate. For the medical practice to register you they will need to sight:

- Your passport with appropriate visa
- Signed medical letter (known as '*Certificate of Participation*') from ILEP (will be arranged at the Orientation)

If necessary, your GP may refer you to a specialist doctor for further assessment and diagnosis. As long as you use the public system you will not be charged. If you choose to go to a private specialist you will be charged. [See this website](#) for more information; refer to [this page for the Language Assistant Policy](#).

Drugs from the pharmacy or diagnostic tests

You will have to pay a proportion of costs for pharmaceutical drugs or medicines. The cost will depend on the particular drug. At the time of preparing this document, the maximum charge for prescribed medicines that are listed on the Pharmaceutical Schedule is \$15.

Going to hospital in an emergency or for an accident

You will always be received as a patient if you are sick and need to go to a hospital, or as a result of an accident. The following publicly funded services are free of charge:

- Inpatient and outpatient treatment at a public hospital.
- X-rays and laboratory tests carried out in public hospitals.

To ensure that you are not charged the overseas visitors rate, **you will need to provide a copy of your work visa from your passport and the ILEP medical certificate confirming your eligibility for publicly-funded health services.**

For elective health services (services that are not urgently required and where there may be a waiting time), being eligible means that you have the right to be considered to receive that particular health service. Medical specialists will make the final decision about what treatment a patient should receive based on priority access criteria.

Accidents

You are covered by the Accident Compensation Act during your stay in New Zealand and your coverage is exactly the same as for New Zealanders. This provides for a proportion of payment of medical bills in case of injury as a result of accidents whether work related or not. If you are unable to work and have used up all your sick leave you may also receive a proportion of your normal salary. There is no authority for ACC to pay for treatment or rehabilitation you receive overseas once you return home. An ACC levy (of a few dollars each pay) will be deducted automatically from the salaries of languages assistants, as is the case for all New Zealanders in paid employment. Further information about this cover is available on www.acc.co.nz/about-acc/index.htm.

Dentists and Opticians

Dental treatment and opticians services are not subsidized by the state and are therefore expensive. Make sure your dental treatment is up-to-date before you arrive. If you have a special dietary requirement (e.g. lactose intolerant) please advise your host teacher of this prior to your arrival. Please note:

- Do visit a doctor or other medical services when you need to
- Do take your passport and ILEP letter confirming you are participating in the Assistantship scheme with you if you need to access health service.
- Do dial 111 in any real emergency and do not worry about the details until later

Insurance

If you wish to obtain full cover of any medical bills (doctor's visits, elective surgery) whilst you are in New Zealand, or plan to extend your stay after your appointment ends, then you will need to obtain the appropriate health insurance for this coverage. It is recommended that you take out insurance to cover your possessions against loss or damage during the period of your travel to New Zealand.

Travel in New Zealand

By car

Purchasing a car is much easier and cheaper than in Europe and in many areas like Auckland it is considered essential because of the limited nature of public transport. A small Japanese car about 10 years old will cost around \$4,000. Ask the staff at your host school for advice when buying. The cheapest cars can be purchased from a car auction but you may need help with this. Previous assistants recommend that you should not be afraid of buying a car but do take out AA (Automobile

Association) membership. Toyota and Mazda have been suggested as the most reliable second-hand cars.

N.B. Don't leave valuables in car and risk being broken into. Such theft is generally not covered for loss by insurance. New Zealand is considered one of the cheapest countries in the world to own a used car. Many language assistants find owning a car in New Zealand very convenient as they do not need to depend on a public transport system that is not always reliable or efficient. Detailed information about owning and driving a car in New Zealand is available online from the Land Transport NZ website www.landtransport.govt.nz.

The cost of running a car

Car cost

Good second-hand cars can be purchased for less than \$5,000 dollars and much depends on model, year, mileage and condition.

Registration

Only the owner of a new car or the first owner of an imported car needs to pay this charge.

Vehicle license

An annual payment to allow you to use the road and includes an ACC premium.

WoF

Warrant of Fitness (WoF) is a periodic safety inspection. All other vehicles must have a WoF inspection every 12 months. It costs approximately \$80 to have a WoF test. Mechanical repairs, new tyres etc. to meet the standards can be additional costs.

Insurance

Depends on vehicle type, insurance history, owner's age, license type etc.

Fuel

Petrol is currently around \$2.20 cents a litre for 91 octane.

Road charge

There is no charge for petrol vehicles. Cars with diesel engines attract a road user charge.

Where to buy a car

There are 3 channels from which to buy a car in New Zealand.

1. Private purchase:

Usually means a lower price but tends to be quite time-consuming to find a suitable car from different sources. It is recommended that you check whether any finance is owing on the car, website: www.ppsr.govt.nz. The best means of finding privately owned cars are via:

- Notice boards in schools
- Internet forum called "Trade Me": www.trademe.co.nz

2. Licensed Motor Vehicle Dealers

Cars from such sources generally come with a warranty but you will pay a higher price than buying privately. Car dealers are easy to find and are generally located on main streets.

3. Car auction

A good source of buying used cars. You can view a number of cars at one time and depending on the cost, the car may have displayed a brief summary and check list by an independent vehicle mechanic which will alert you to any major mechanical faults with the car. You do, however, need to have good language skills to cope with the very stressful competitive auction environment. It is

recommended that you bring a 'kiwi' support person with you when purchasing a car from an auction. Turners Auctions are one of the biggest auction houses and are in all the main centres. You can check the cars to be auctioned on the website: www.turners.co.nz.

Buying a car

Before buying a car or motorbike, always check that it has no outstanding parking or traffic infringements. Ensure that the car is not stolen or still has money owing on it by phoning Autocheck: 0900 909 777 with the car's registration and chassis number details. The check will cost a few dollars. It is recommended that you have a car mechanically checked and approved by an authorised mechanic before you buy. The AA (Automobile Association – phone: 0800 500 444) will perform a full and independent assessment that will reveal any problem with the vehicle that may be of concern. There are some things you should always do, regardless of who you are buying from:

- Model, year, condition, engine and mileage. You could ask a knowledgeable kiwi friend to help you or ask a professional mechanic (will be a cost) for advice. Japanese cars, Toyota and Mazda are considered some of the more reliable second-hand cars but much will depend on their previous 'life' (e.g. has the car been serviced on a regular basis).
- Make sure the car is licensed and that the warrant of fitness (WoF) is currently valid. (No WoF may indicate some costly mechanical repairs are required).
- Choose from a wide selection of cars. One of the best ways is by going to a large car auction to get ideas of prices for different types of cars.
- Check out the cost of insuring the vehicle. Insurance is expensive for young drivers; drivers who do not have an insurance history or have a powerful car (e.g. modified sports cars).
- If you have the opportunity, get an extended warranty (offered by car auctions). Whilst modern cars are reliable, warranties are relatively inexpensive and can protect you from high costs in case of major mechanical failure.
- Vehicle insurance

N.B.:It is very important that you never leave valuables (in view) in car unless in a locked garage. If your car is broken into you will not be covered full loss by insurance.

Please note, that if your vehicle is not registered, does not have a current WoF or if you are driving without a valid licence, your insurance company will not pay out if you have an accident. There are four types of vehicle insurance:

- Full cover standard: covers accidents, theft, fire, vandalism and storm damage, plus damage to someone else's vehicle or property.
- Agreed cover: covers as above, but you and the insurance company agree when you take out the insurance on the value of your vehicle (current market or retail value) and the amount to be paid out if your vehicle is damaged beyond repair. Is a cheaper option than above.
- Third party, fire and theft: covers against fire and theft on your own car and covers against damage to someone else's vehicle or property. It will cost about \$150 per year in the first year for an adult driver and about \$100 with no-claim bonus.
- Third party: covers damage that you cause to another vehicle or another person's property but does not cover the cost of repairing your vehicle. Is the cheapest option.

Driver licence

If you have a current driver licence or international driving permit, you can drive using that for a maximum of 12 months from the date you arrive in New Zealand. This may however change in the near future and you will need to pay attention to any new rules. (N.B. If your overseas license or permit isn't in English, then you must carry an accurate translation). For further information refer to www.ltsa.govt.nz.

If you are staying for longer than one year, then you must convert to a New Zealand driver's licence before one year has passed. To do this you will have to pass a theory test only but you must have held your current licence for more than 2 years or otherwise you will need to pass the practical test as well. It is important that you carry your driver licence with you at all times when driving. If you do not have a current driver licence from your home country and you wish to drive in New Zealand you will need to sit and pass all three stages of the graduated licence:

- Learner licence application
- Restricted licence application
- Full licence application

You can apply for and sit the test in the following branches in NZ:

- New Zealand Automobile Association (AA)
- Vehicle Testing New Zealand (VTNZ)
- Vehicle Identification New Zealand (VINZ)
- On Road New Zealand Ltd.

The addresses and contact details for above can be found on www.ltsa.govt.nz/licensing/getting-license/index.html.

Driving safely

In New Zealand, we drive on the left-hand side of the road and there are a number of different road rules. It is important that you understand these differences before driving in New Zealand and you should first check rules in the New Zealand Road Code. The Road Code can be purchased from most bookshops and is also available online at www.ltsa.govt.nz/roadcode.

New Zealand roads can be deceptively hazardous. The maximum speed is 50km/h in urban areas and 100km/h on the open road. There are four main reasons why people crash or die on New Zealand roads:

- Driving too fast
- Driving after drinking alcohol
- Not wearing seat belts
- Not giving way at intersections.

What happens if you have a car accident

If you have a crash whilst driving and are not badly hurt, you must stop and check to see if anyone else is hurt. If someone is hurt, dial 111 for emergency services (e.g. an ambulance). You will also need to protect the scene (e.g. put on warning lights) to ensure that other crashes do not occur. The accident must be reported to the police no later than 24 hours after occurring. If no one is hurt, you will need to give your name and address to the owner or driver of the any other damaged vehicle and the owner of any damaged property. Record what happened, get names and contact details of all those involved. Ask them to sign it, then forward the details with your claim form to your insurance company. If you purchase a car, it is also recommended that you consider joining the AA (Automobile Association) who provide prompt assistance with breakdowns, free maps on NZ etc. Their website is www.aa.co.nz.

Air travel

The main airlines offering domestic air services are Air New Zealand, and JetStar. Flights, especially between the main centres are frequent. Special low-priced tickets are available, although seats are limited and you will need to book early (up to 10 weeks at peak travel times) to take advantage of the cheap seats. You should also check out 'grabseat' that has various heavily discounted air travel.

Alternatively keep a look out for the advertised special prices that the main airlines offer at different times of the year on domestic travel. Bookings can be made online (you will need a credit card) and the websites are as follows:

www.airnz.co.nz, www.jetstar.co.nz

Sea, train and bus travel

For crossing the Cook Strait by ferry (from Wellington to Picton) refer to www.interislander.co.nz. The KiwiRail Scenic railroad network covers most of NZ and provides for a more scenic and economical travelling experience. See www.kiwirailscenic.co.nz/?gclid=CLG91cX14bUCFYoipQodPD4A0A.

If you plan to do extensive bus travel throughout NZ then the following two sites will be helpful www.intercity.co.nz or www.nakedbus.com/nz/bus/.

Suburban bus transport

Bus fares normally start at \$2 per zone and increase with each zone you travel. You can also purchase concession cards and monthly bus passes. Your host school will be able provide you with further details of the local public transport services. To catch a bus in New Zealand you need to raise your arm to signal for the driver to stop. When you are on the bus you will need to push the red button or pull a chord to signal for the driver to stop. Busses do not stop unless you ask the driver. For information on public transport in Auckland go to www.maxx.co.nz.

Cycling

Many cities have now installed cycle lanes around city routes. It is compulsory to wear a cycle helmet. To explore New Zealand trails and plan your rides please visit the following website: www.nzcycletrail.com.

Climate

Situated in the Southern Hemisphere, New Zealand's seasons are the opposite of those in the Northern Hemisphere. The climate is temperate with cool, wet winters and warm, dry summers. New Zealand's climate is temperate with a sunshine average of about 2,000 hours annually. Rainfall is spread evenly throughout the year and for most of the country ranges between 65 and 155 cm annually. The country has a typical island climate with no major seasonal temperate variations but the weather can be unpredictable.

Summer maximum temperatures are usually in the range of 25-30 C., while in winter frosts are common, except in areas north of Auckland. In general, the further south one goes the more severe the winter, but snow is uncommon except in mountain areas. The weather in New Zealand is changeable, even during one day. It is a good idea to have a raincoat or umbrella with you at all times in Auckland. Sometimes we have four seasons in one day! You need to be prepared for sun and rain, hot and cold. If you feel cold, do put on some warmer clothes. If you feel cold in bed at night, ask your home stay parent for another blanket.

Sun Protection

The NZ sun is very intense. NZ has one of the highest skin cancer rates in the world. It is important that you reduce the risks of sun damage by using sunscreen with SPF of >30.

- Apply sunscreen 15 minutes before going out in the sun to all skin that will be exposed to sun e.g. face; top of feet and every 30 minutes if swimming.
- Wear a hat.

- You will need sunglasses with UV protection

Seasons

The seasons are as follows:

- Summer: December to February: 20-25C
- Autumn: March to May: 15-20C
- Winter: June to August: 10-15C
- Spring: September to November: 15-20C

The following website provides frequent updated weather forecasts www.metservice.co.nz.

Clothing

You will need warm clothing such as woollens and warm shoes or boots for the winter, as well as light clothing and shoes for the summer. Rainwear is essential. For further information on New Zealand refer to www.wikitravel.org/en/New_Zealand.

Communication

Internet

You can purchase a modem connection for about \$40-\$60 NZD per month. Please refer to the following webpage for an overview on the New Zealand Internet Service Providers www.ispreviews.co.nz.

Mobile Phones

There are three main telephone companies and it is easy to purchase a sim card to put in your phone from the airport or at one of their retail outlets in the city. If your phone does not have a SIM card it is possible to buy a cheap phone in Auckland.

- Vodafone www.vodafone.co.nz
- Spark www.spark.co.nz
- 2 Degrees www.2degreesmobile.co.nz

Post

International Postcard = \$1.80 NZD. International Letter = \$2.30 NZD up to \$5.00 NZD depending on the size of the envelope. Prices for parcels depend on their weight and it is best to go in to an NZ Post Shop to ask how much your package costs.

Electricity

New Zealand uses 240 volt three phase electricity and plugs are 3-pin. If you can't find an adapter at home, don't worry because many shops sell adapter plugs that students can buy when they arrive to New Zealand so they can use their own appliances (cameras/hair dryers etc.).

Shopping & Restaurants

Malls in New Zealand are normally open from 9:00 am to 5:30 pm during the weekdays. Most shops are open weekends but may close earlier in the afternoon on Sundays. Supermarkets and service stations open seven days a week, some 24 hours per day and you can buy groceries and many other items. Most supermarkets also stock a range of international foods, especially noodles and sauces, and there are a lot of small ethnic grocers selling foods from Asia, India, and (in some areas) also from

the Middle East. There are many types of restaurants and cafes and international food is popular in New Zealand, including Chinese, Korean, Japanese, Indian, Thai and Mediterranean foods.

New Zealand Law

Drinking

Unless you are aged 18 and over, it is illegal to buy and drink any beer, wine or alcohol.

Gambling

Gambling is legal in New Zealand, but it is illegal for people aged under 20 to enter a casino.

Driving

Unlike most other countries, driving in New Zealand is on the left hand side of the road. It is **compulsory to wear a seatbelt**. Drink-driving laws are very strictly enforced; people who drink and drive will be seriously punished.

Other Important Customs

- New Zealand has strong anti-smoking laws and in most buildings and public places smoking is banned. When with other people, it is polite to ask if they mind if you smoke before 'lighting up'. Do not "roll-your-own" in front of pupils. Many homes and vehicles are smoke-free as well. Always ask permission before you light a cigarette in anyone's home or car.
- It is illegal to sell cigarettes to anyone under 18 years of age.
- New Zealanders like to keep their country clean and tidy. They do not like people to drop rubbish in the street, in parks or schools.
- New Zealanders find spitting or urinating in public very offensive.
- A queuing system is used for shopping, going to the post office, buying tickets or at any other place where people are waiting for service. People stand in a line and wait for their turn in the queue.
- New Zealanders love sport. Some popular sports include rugby, cricket and netball.
- New Zealanders are very passionate about nature and the outdoors.
- Initial home stay: when you first arrive, you may be invited to stay for the first couple of weeks with a teacher from your host school. Whilst you may not be asked to pay rent for this initial temporary accommodation, it is important that you make some form of payment to help contribute to the food costs.
- First names are used with just about everybody. With principals and other people who hold positions of authority, you should wait until they introduce themselves using their first names, or they invite you to call them by their first names.
- When being introduced for the first time, it is common to shake hands although you may still find that some women will decline to shake hands.
- If you are staying with a family or sharing a house/flat, be sensitive to the time that you spend in the bath/shower in the morning. Do take care that you are not in there for more than 15 minutes unless you arrange a time previously with your house/flat mate.
- It is part of New Zealand culture to 'share the burden'. For example, when you are being offered a lift in a car on a regular basis or going on a trip in someone else's car, you should always offer to contribute to the petrol costs.
- Taking your turn to 'shout' (pay) for a round of drinks in a bar or pub is common practice. This means that if you go out for a drink with two or more people, then it is expected that everyone takes their turn to pay for a round of drinks.

- When invited to someone's home for lunch or dinner, always ask your host if you could bring anything with you. Often you will be asked to bring something to drink e.g. a bottle of wine/or a few bottles of beer. Otherwise a bunch of flowers or chocolates would also be appropriate.
- Sometimes, when invited to a function, you will be asked to bring a plate. This means a plate full of food, not an empty plate.
- A BYO restaurant means that you are allowed to bring your own wine or beer into the restaurant and consume it there. A small corkage charge may apply. BYO stands for Bring Your Own.
- It is not the custom to tip in New Zealand.

