



WHERE TO FROM SCHOOL?

How to get into employment,
education or training

careers.govt.nz

KIA ORA

Welcome to your guide to making smart career decisions when you leave school.

You'll find out where your NCEA results can take you, what training, work and course options are available, and how to create a plan to make finishing school easier.

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WHAT TO THINK ABOUT BEFORE YOU CHOOSE A CAREER

Know yourself

To choose your career, your first step is to understand what you want from your work and life.

Consider your interests, work values, skills and talents, and ask yourself:

- What am I good at?
- What do I like to do in my spare time?
- What am I passionate about?
- What skills do I have already?
- What is important to me in a job?

Get career ideas

To research your career options you can:

- Ask your school or parents for advice.
- Take our [CareerQuest](#) and [Subject Matcher](#) online tools.
- Explore over 400 jobs in our [Jobs Database](#).
- Talk to family, friends or other people that you know well (e.g. teacher, coach) about suitable careers.



Check our range of tools to help you explore your options - visit careers.govt.nz/tools →

“ Talking to my career advisor was really helpful. We discussed my interests, favourite subjects, and job ideas and created a plan for leaving school. ”

Aroha, Student

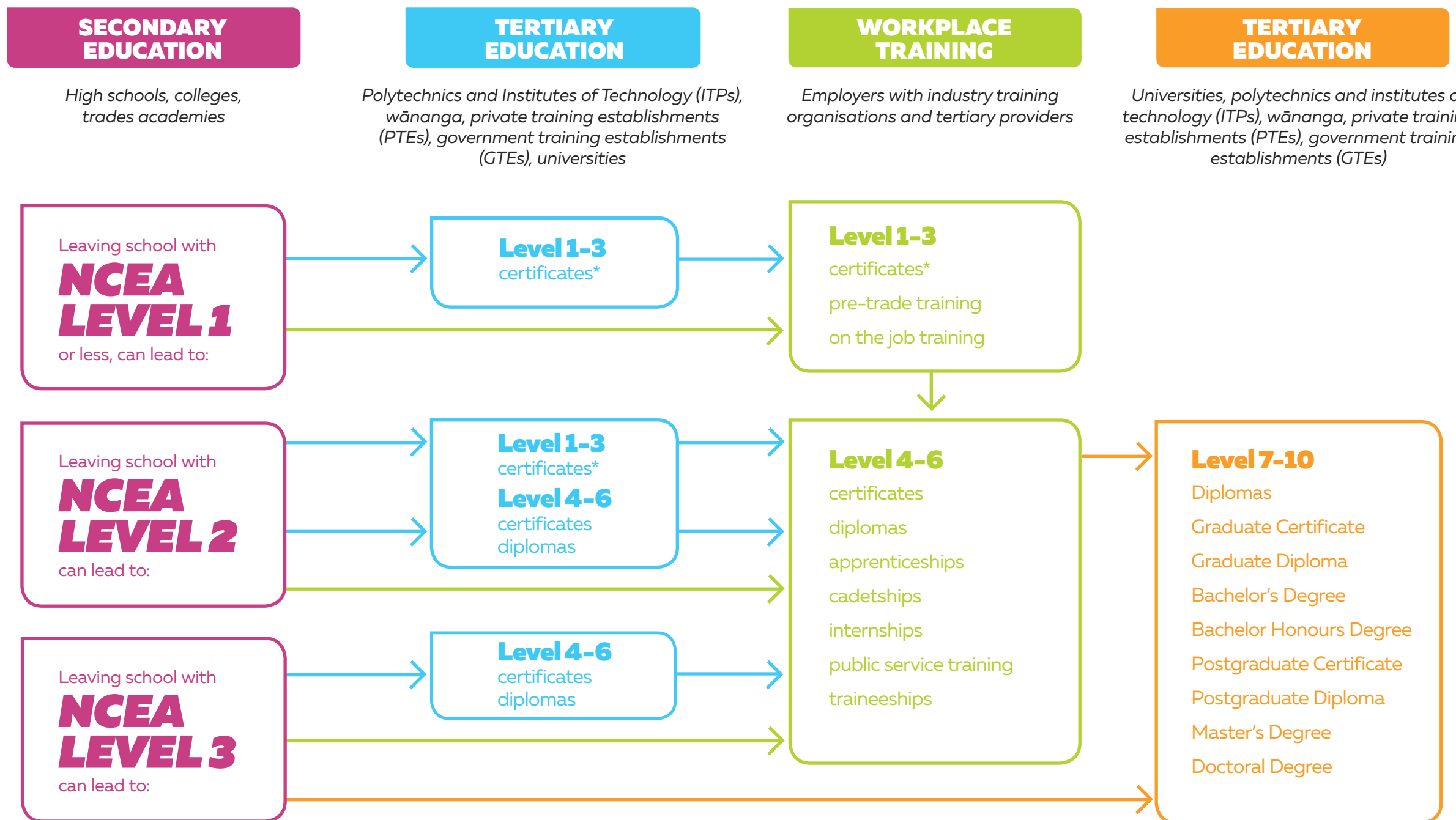


Search over 400 New Zealand job profiles visit careers.govt.nz/jobs-database →

EXPLORE YOUR PATHWAYS

to education and training

Everyone can continue learning after they leave school. This diagram shows some **next steps** if you choose to go into workplace training or tertiary education.



Note: NCEA is the National Certificate of Educational Achievement.

* includes Vocational Pathways awards



To find out more about how NCEA can get you into training and work – visit careers.govt.nz →

Leaving school with

NCEA LEVEL 1

or less



Want to increase your chances of getting work, an apprenticeship or a traineeship?

One option is to study for a certificate at Levels 1 to 3.

A certificate can take 12 weeks to one year of full-time study.

Where you can study

You can train at your local private training establishment (PTE), polytechnic, institute of technology or wānanga.

You may be able to do an apprenticeship and train for a Level 2 or 3 qualification with the help of an employer and an industry training organisation.

Cost

You may be eligible for tertiary education fees free. To check your eligibility, visit www.feesfree.govt.nz.

Youth Guarantee

If you are 16 to 19 years old and want to study full time for up to two years at Levels 1 to 3.

Foundation education

If you are under 25 years old and don't have NCEA Level 1 or 2.

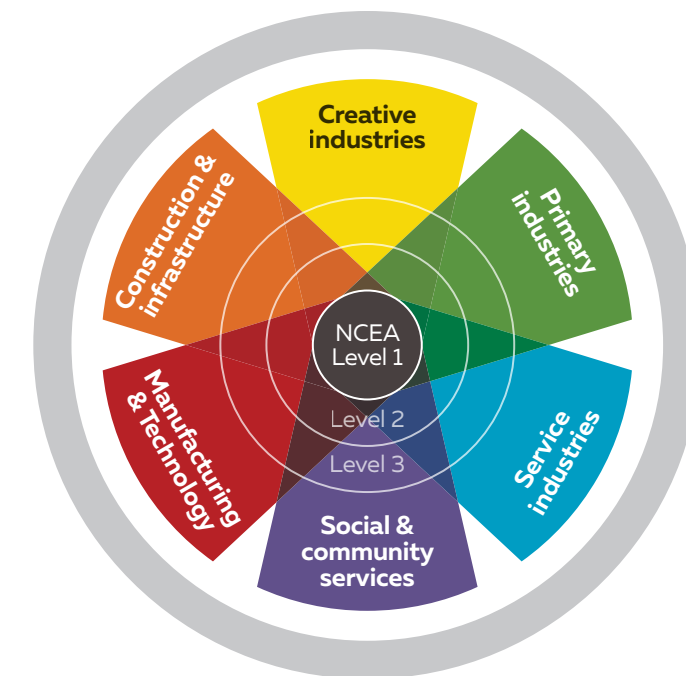
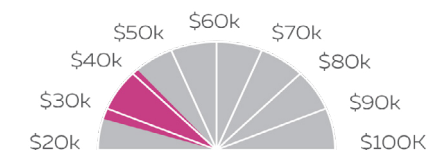
Māori and Pasifika Trades Training

If you are 18 to 34 years old and want to gain trade qualifications and an apprenticeship.

What do people with Level 1 – 3 qualifications usually earn?*

\$28,000 to \$41,000 full-time wage in NZ (5 years after study)

* Source: The Ministry of Education



What do people with Level 1 – 3 qualifications do for a job?

Here are some examples:

- Flight attendant
- Amenity horticulture
- Nursery worker
- Contact centre worker
- Retail sales assistant
- Nanny
- Nursing support worker
- Painter
- Tiler
- Welder



Search for a course or training provider on our courses database - visit careers.govt.nz/courses →



Search over 400 New Zealand job profiles visit careers.govt.nz/jobs-database →

Leaving school with

NCEA LEVEL 2



Want to prepare for work in a **trade**, **technical role** or other **skilled occupation**?

One option is to study for a certificate or a diploma at **Levels 4 to 6**.

Certificates and diplomas can take one to three years of full-time study.

Image courtesy of BCITO



Search for a course or training provider on our courses database - visit careers.govt.nz/courses →

Where you can study

You can train at a local polytechnic, institute of technology, university or wānanga. You can do an apprenticeship with an employer who will train and support you to get a qualification while you work.

Cost

You may be eligible for tertiary education fees free. To check your eligibility, visit www.feesfree.govt.nz.

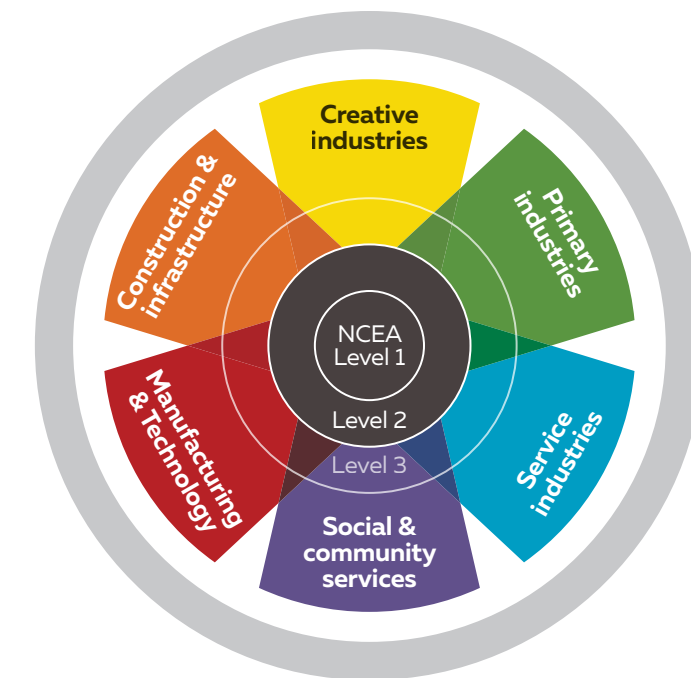
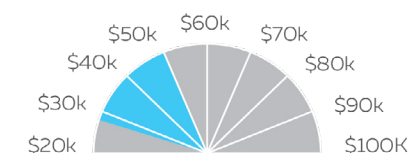
New Zealand Apprenticeships

Available to a range of trades through industry training organisations (ITOs), apprenticeships give you the opportunity to earn money while you gain your qualification. ITOs can help you find an employer willing to train you, where you will study and work towards your qualification. The ITO will support you and your employer throughout the three to four years it takes to complete your apprenticeship.

What do people with Level 4 – 6 qualifications usually earn?*

\$28,000 to \$50,000 full-time wage in NZ (5 years after study)

* Source: The Ministry of Education



What do people with Level 4 – 6 qualifications do for a job?

Here are some examples:

- ● Event manager
- ● Florist
- ● Hairdresser
- ● Community worker
- ● Baker
- ● Computer technician
- ● Engineering trades worker
- ● Telecoms technician
- ● Civil engineering technician
- ● Electrician



Learn more about apprenticeships visit careers.govt.nz →

Leaving school with **NCEA LEVEL 3** and university entrance



Want to prepare for work in a **trade, technical role** or other **skilled job**?

One option is to study for a certificate or diploma at **Levels 4 to 6**.

Want to prepare for work in a professional role or other highly skilled occupation?

One option is to study for a degree at **Levels 7 to 10**. A Bachelor's degree takes three to four years of full-time study.

Where you can study

You can train at your local private training establishment (PTE), polytechnic, institute of technology, university or wānanga.

Cost

You may be eligible for tertiary education fees free. To check your eligibility, visit www.feesfree.govt.nz.

Entry requirements

To enroll for a degree you need to have university entrance and meet any specific requirements for your chosen course.

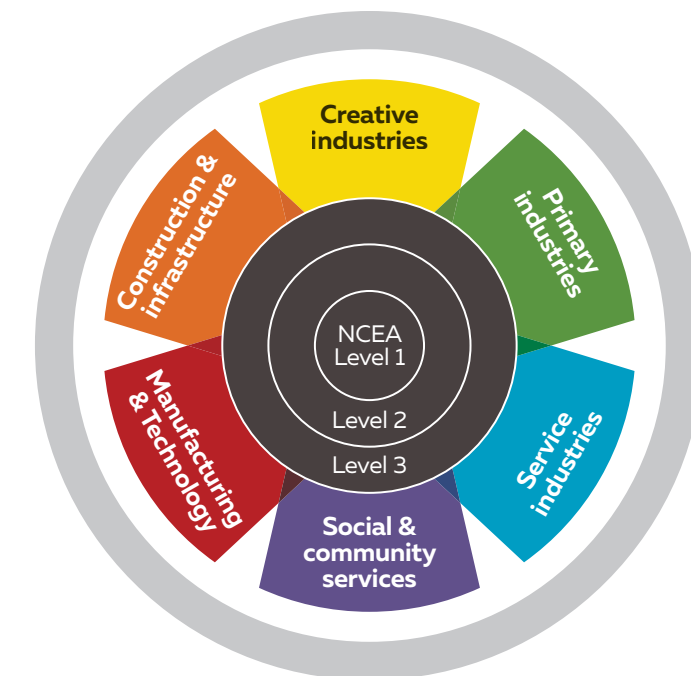
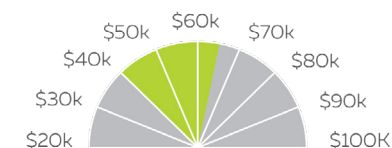
Scholarships

All tertiary education providers offer scholarships – and not just to the top students. Talk to them about what's available.

What do people with Level 7 – 10 qualifications usually earn?*

\$40,000 to \$65,000 full-time wage in NZ (5 years after study)

* Source: The Ministry of Education



What do people with Level 7 – 10 qualifications do for a job?

Here are some examples:

- ● ● Industrial designer
- ● Environmental engineer
- ● Food technologist
- ● Science technician
- ● Medical radiation technologist
- ● Social worker
- ● Teacher
- ● Brewer
- ● Business analyst
- ● Programmer



Search for a course or training provider on our courses database - visit careers.govt.nz/courses →



Check whether you're eligible for tertiary education fees free - visit feesfree.govt.nz →

EXPLORE YOUR WORKPLACE TRAINING OPTIONS

Earn while you learn with workplace training

Learn your trade on the job and study for a qualification through an industry training organisation or course provider with workplace training. Workplace training can be an apprenticeship, cadetship, internship, public service training or traineeship.

Apprenticeships

Earn while you learn with an apprenticeship. Get real skills in a trade, such as cheffing or building, and gain a Level 4 New Zealand Certificate.



Cadetships

Complete a diploma or degree, such as a degree in engineering, while working in the industry for a fixed term. Get paid, get valuable work experience and the possibility of a permanent position.



Internships

Get solid work experience and training in an industry with unpaid internships. Network and have the chance to turn your experience into permanent work.



Search over 400 New Zealand job profiles
visit careers.govt.nz/jobs-database →



Create a CV with our CV Builder tool
visit careers.govt.nz/cvbuilder →

Public service training

Train while getting paid when you enter the police, fire service, government community service or the defence force. Once recruited you will undergo weeks of initial training.



Traineeships

Learn the job while you earn and complete a certificate, diploma or degree, such as a diploma in anaesthetic technology, from a course provider or through the workplace's own qualification system.



5 step guide to becoming a New Zealand Apprentice

Steps to training in the trade of your choice

Step 1. Choose the career and industry you wish to work in

For example, you may want to be a carpenter in the building industry.

Step 2. Contact the relevant industry training organisation

Industry training organisations (ITOs) advise you on how to get an apprenticeship and what the fees are, help you find an employer to train you, and provide you with the paperwork you need to get your Level 4 certificate.

Step 3. Find a job

Find a job through the ITO or by checking vacancies online, speaking to your Gateway coordinator at school, or talking to family and friends. When you find a job, check that they are willing to train you as a New Zealand apprentice.

Step 4. Sign up for a New Zealand Apprenticeship

When you have found an employer who wants to take you on as a New Zealand Apprentice you need to sign two agreements with them:

1. Your employment agreement – this covers your working conditions such as salary, holidays and breaks.
2. Your industry training agreement – this is an agreement that your employer will train you. You develop this with your employer and ITO.

Step 5. Develop a training plan

Once you have signed your agreements, your ITO and employer will develop a training plan. This will outline what certificate you will study, when you will train, and how you will be tested on your skills and knowledge.



Find out more about workplace training and apprenticeships – visit careers.govt.nz →



Find an ITO provider
visit careers.govt.nz →

EXPLORE YOUR TERTIARY STUDY OPTIONS

Study a tertiary course to get into a trade or professional career.

Choosing a course provider

Choose a course provider that provides you with the exact course you need to get into the career you want.

Here are eight questions to ask before choosing a course provider:

1. Does this course get me into the career I want?
2. Do I have to move to another city?
Can I do this course by distance learning?
3. What does it cost to study there: fees, rent, transport, food?

4. How long does the course take?
5. Does the course provider have a good careers centre?
6. Does the course provider have good student support, such as Māori whānau groups?
7. Does the course provider help me get work experience during my course?
8. Does the course provider help me find work when I graduate?

Check profiles of graduates and current students on the course provider's website to learn what it's like to study there.

“I did a bit of research, talking to a few mates and people that are already in the industry and they suggested that maybe this course is for me.”

Zac, Diploma in Contemporary Music student



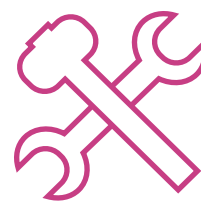
Search for a course or training provider on our courses database - visit careers.govt.nz/courses →



Check whether you're eligible for Fees Free visit feesfree.govt.nz →

WHERE YOU CAN STUDY

The course provider you choose depends on what you need to study to get into your career.



Polytechnics, institutes of technology, universities of technology and wānanga

What: Gain New Zealand certificates, diplomas, degrees and postgraduate diplomas in an industry-related qualification.

Example: New Zealand Diploma in Surveying, Level 6.

Fees: You may be eligible for tertiary education fees free. Visit feesfree.govt.nz.

Alternatively, you may be eligible for a student loan for tuition fees. Visit studylink.govt.nz.

Duration: From one to three years. Courses may be part time.

Entry requirements: Varies from NCEA Level 1 to NCEA Level 3 depending on the level of course.



Search for a course or training provider on our courses database - visit careers.govt.nz/courses →

“If you’re studying something you’re passionate about, you’re going to meet friends instantly.”

Amy, Bachelor of Commerce student



Universities

What: Gain degrees and postgraduate diplomas in a general course, such as a Bachelor of Arts, or an industry-related qualification, such as a Bachelor of Nursing.

Example: Bachelor of Applied Science, Level 7.

Duration: Usually three to four years for a Bachelor degree. Courses may be part time.

Entry requirements: University entrance is required.

Fees: You may be eligible for tertiary education fees free. Visit feesfree.govt.nz.

Alternatively, you may be eligible for a student loan for tuition fees. Visit studylink.govt.nz.



To compare your study options visit careers.govt.nz →

“ I needed Youth Guarantee as secondary school was not working for me. I enjoy the campus life. ”

Raymond, Hospitality student

“ I found that studying at the acupuncture school was a different but positive experience from university. It's very hands-on and you know everyone. ”

Kim, Acupuncturist



Youth Guarantee

What: Gain NCEA Level 2 or 3 in an industry-related qualification, or improve your numeracy and literacy.

Example: New Zealand Certificate in Automotive Engineering (Level 3).

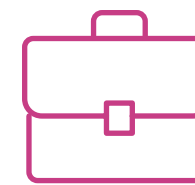
Fees: Tuition fees are free.

Duration: Up to one year full-time study.

Entry requirements: NCEA Level 1, need to be 16–19 years old.

After study: You can find a job, enter a Level 3 course or start an apprenticeship.

Note: Youth Guarantee is available at PTEs, trade academies, polytechnics, institutes of technology or wānanga.



Private training establishments and trade academies

What: Gain anything from NCEA Level 2 or 3 to a degree in an industry-related qualification, or learn skills for a specific industry task, such as learning how to make coffee.

Example: Web Development Bootcamp.

Fees: Some tuition fees may be free through Youth Guarantee or Fees Free. Other providers charge tuition fees that are sometimes not eligible for student loans.

Duration: From one day to four years.

Entry requirements: Varies from no qualifications to NCEA Level 3.



To compare your study options

visit careers.govt.nz →



Search for a course or training provider

visit careers.govt.nz/courses →

LEAVING SCHOOL TO START WORK

If you want to start work when you leave school you'll need to do these five things.

1. Find out where the jobs are

Check online job vacancy websites, sign up to organisation's career websites, research where jobs are in your region through online newspapers and social media, talk to family and friends.

2. Write your CV

Use our CV Builder to write a CV that highlights your skills and work experience.

3. Clean up your social media profile

Set your social media to private or make sure that it looks sensible to an employer.

4. Apply for jobs

Keep a record of your jobs and tell your referees about your applications. Make sure you send a great cover letter with your applications.

5. Prepare and practise for interviews

Think about questions employers might ask, and write possible answers. Prepare some clothes that are suitable to wear at an interview.



Taking a gap year

A gap year is working in New Zealand or in another country before you study. It's a good way to save money for study and gain work experience. It may suit you if you want to study, but aren't sure exactly what you want to study yet.



Create a CV with our CV Builder tool
visit careers.govt.nz/cvbuilder →



Polish your interview skills
visit careers.govt.nz →

LEAVING SCHOOL CHECKLIST

Now that you know your options after school, use this checklist to make sure you have everything you need for the next step in your career journey.

To leave school you'll need to:

- be 16 years old or nearing your 16th birthday
- have chosen what you'll do next
- have spoken to your parents, teachers, career adviser or dean about your plans to leave school.



“Whenever I was having problems with navigating enrolments, student loans, living costs and student accommodation, contacting the university or StudyLink via phone or chat was really helpful.”

Ariana, Massey University student

Leaving school?

Check that you have:

- your record of achievement, NCEA results notice and NSN (national student number)
- school reports and portfolios of work
- evidence of work experience
- school certificates, medals or awards
- references or testimonials from current teachers, deans or the principal
- paid any school fees
- handed in school textbooks.

Preparing for work-based training or apprenticeships

Check that you have:

- completed the NCEA credits you need to get into your training
- contacted the relevant industry training organisation (ITO)
- an up-to-date CV
- an IRD number (tax number)
- a bank account
- interview and work clothes
- a driver's licence (restricted is usually OK)
- a plan for transport to and from work.

Preparing for study

Check that you have:

- completed the NCEA credits you need to get into your course
- enrolled for your course
- looked into scholarships to cover your study costs
- applied for fees-free tuition, a student loan and/or allowance (if you need it)
- applied for a hostel or found a room in a flat or boarding house (if you need it)
- a bank account
- a budget for study costs, food, rent, travel and entertainment
- an up-to-date CV
- registered with Student [Job Search](#) if you want to do part-time work
- noted orientation and course start dates.



Preparing for work

Check that you have:

- an up-to-date CV
- an IRD number (tax number)
- a driver's licence (restricted is usually OK)
- a bank account
- a birth certificate
- interview and work clothes
- a plan for transport to and from work.

“So many more job opportunities came up just because I had my licence. Now I have access to the work van and digger.”

Tama,
Building apprentice



Create a CV with our CV Builder tool
visit careers.govt.nz/cvbuilder →



Find workplace and industry training contacts
visit careers.govt.nz →



Organise support to help reach your goals

Support will help you to reach your goals. Get support from your family and friends, your school's career adviser and teachers, and our Advice Line career advisers.

With ideas, planning, organisation and a little help, you'll be well on your way to building an exciting future!

Whāia te iti kahurangi ki te tūohu koe,
me he maunga teitei.

*Pursue excellence – should you stumble,
let it be to a lofty mountain.*



Get advice on planning your career
visit careers.govt.nz →



Contact our career experts for advice
visit careers.govt.nz →

GET IN TOUCH AND FIND OUT MORE



Chat online with a career adviser
at careers.govt.nz



On Facebook @careersnz



Email us careers@tec.govt.nz



On Twitter @careersnz



Call us 0800 222 733



On YouTube careersnz

Useful websites

newcops.co.nz

Information about becoming
a police officer.

defencecareers.mil.nz

Information about joining the NZ
Defence Force.

tpk.govt.nz

Information about cadetships.

NXTSTEP.co.nz

Information about internships and
graduate employers.

feesfree.govt.nz

Find out if you're eligible

nzqa.govt.nz

Information on how NCEA works.

studylink.govt.nz

Tools and advice about student loans
and allowances.

gotatrade.co.nz

Information on on-the-job training for
NZ trades and services.

youthguarantee.net.nz

Post-school education providers
offering fees-free study.