



ICAO NATIONAL INSPECTORS COURSE
(Auckland, New Zealand 29 February - 8 March 2012)

COURSE BULLETIN

1. **SCHEDULE/LOCATION OF THE TRAINING**
- 1.1 The opening session of the training course will be held at 0900 hours on Wednesday 29 February 2012, First Floor of the Aviation Security Service, Training Centre. The duration of the course is 7 days. The course will finish on Thursday 8 March 2012.
- 1.2 The workshop will be conducted in English, and all participants must be fluent in that language.
- 1.3 The National Inspectors course provides trainees with theoretical and practical knowledge of fundamental aspects of the audits and inspections as part of a national quality control system. Trainees are provided with a standard methodology as well as specific techniques.
- 1.4 There is a final exam with a **prerequisite pass mark of 80%**. Trainees who achieve this mark will receive a course certificate of completion. Those who do not attain 80% in the final exam will receive a certificate of attendance. The course is concluded by an exercise conducted at the airport
- 1.5 The Aviation Security Service Training Centre is located at 60 Aintree Avenue, Airport Oaks (Auckland International Airport Business Park). It is about 3 ½ Km away from the Auckland International Airport and about 0.5 Km from the Jet Park Hotel, Auckland Airport, the hotel recommended for course participants (refer page 4 of this bulletin for reservation details for the Jet Park Hotel).
- 1.6 Transport to the training venue and return will be arranged upon your advising our Auckland ICAO Course Administration Assistant, Mrs Victoria Usu, of the local hotel you are staying at. The Auckland ICAO Course Administration Assistant contact details as follows:
Tel: +64 (9) 255 6030 Fax: +64 (9) 255 1812 E-mail: victoria.usu@avsec.govt.nz
- 1.7 **Please note: Participants are encouraged (where possible) to bring a laptop computer with them to the course. Familiarity with ICAO documents 8973 and Annex 17 is advisable**

2. **REGISTRATION OF PARTICIPANTS AND ANY SPECIAL DIETARY REQUIREMENTS**

2.1 Participants are requested to register at the Registration Desk on the First Floor of the Training Centre from between 0830 and 0845 hours on the opening day of the course. Participants are also requested to wear the identification badge, which will be issued to them, when attending the training and other official functions. The dress code for the course is smart attire.

2.2 If you have any special dietary requirements e.g. require a vegetarian lunch, please do advise the Administration Assistant Mrs Victoria Usu, by emailing victoria.usu@avsec.govt.nz prior to your attendance on the course.

3. **PAYMENT OF COURSE FEES**

3.1 The basic course fee per participant (to cover administrative costs) is **NZ\$910.00 (equivalent to US\$700.00)**. **Please note:** If paying on the day of course registration (29 February 2012) the ASTC can accept either a bank draft as outlined below or cash **in NZ dollars only**.

We do not have the facility at the ASTC for credit card transactions or foreign currency exchange.

3.2 **Method of Course fee payments:**

By Direct Credit into our Bank Account prior to commencement of the course:

If paying by TT **the amount to pay will be NZ\$937.00** - this extra \$27.00 is to cover the cost of the bank fee relating to the TT transaction and is payable to the bank.

When paying by TT the Payer is responsible for payment of all Bank fees relating to the transaction. **Please allow for the cost of these fees as mentioned above.**

Aviation Security Service is to receive into their Bank Account the full deposit of the course fee per participant (NZ\$910.00).

Funds must be deposited **prior** to Wednesday 29 February 2012. On Wednesday 29 February 2012 the Course Manager will be notified of deposits received and receipts issued prior to course registration.

Aviation Security Service Finance section is to be advised of incoming funds by either faxing notification to fax number 64 04 4952432 or by email finance@avsec.govt.nz

Bank Account details for those wishing to pay by TT to Bank Account.

Bank: Westpac
Branch: 210 High Street, Lower Hutt, New Zealand
SWIFT Code: WPACNZ2W
Bank and Branch code: 03 0531
Account Number: 0418561 00
Account Name: Aviation Security Service

By Bank Draft:

Drafts are to be issued in **New Zealand Dollar currency amount (NZ\$910.00) for the course fee per participant.**

Our Bank will only accept a bank draft in the name of:

Aviation Security Service

or

Civil Aviation Authority of NZ Aviation Security Service

If posting the bank draft, please post to the following address:

**Aviation Security Service
Auckland ICAO ASTC
PO Box 53008
Auckland International Airport
Auckland 2150
New Zealand**

4. **SOME USEFUL TRAVEL INFORMATION**

4.1 ***Passport***

All foreign nationals entering New Zealand must possess valid passports or other valid documents for travel, valid for six months beyond the expected time of departure from New Zealand.

4.2 ***Visas***

Participants from some countries are not required to obtain visas for a temporary visit not exceeding 30 days. To ascertain whether you are required to obtain a visa, participants should contact the local NZ Embassy in their region, or obtain information on entry requirements by accessing the web page www.immigration.govt.nz/visit

For participants requiring visas to enter New Zealand, NZ Immigration Service requires 6 weeks to process the visa application. Upon receipt of your course confirmation letter, it is strongly recommended that you contact the NZ Embassy in your region immediately to commence the visa application process, in order to be able to obtain the visa in time for course attendance.

4.3 ***Ministry of Agriculture and Fisheries***

Please refrain from bringing the following items into New Zealand, as you will receive significant fines from the Ministry of Agriculture and Fisheries:

- a) Straw items (such as souvenir dolls).
- b) Animal products (such as sea shells, feather items).
- c) Wooden items (such as masks, drums).
- d) Plant material (such as seeds, dried flowers).
- e) Food items (such as fruit, honey).

5. **HOTEL RESERVATIONS, ARRIVAL AND DEPARTURE**

5.1 If you choose to stay at the Jet Park Hotel participants may contact the hotel directly by telephone/fax/e-mail for reservations. The ASTC Administration Assistant Mrs Victoria Usu will be happy to assist participants in making hotel reservations, if required. **If making a reservation at the Jet Park Hotel, participants should quote our booking code of AVIAT in order to get the special room rates as follows:**

- **Premier room NZ\$138.00 per night (inclusive of NZ taxes 15%)**
- **Standard room NZ\$123.00 per night (inclusive of NZ taxes 15%)**

Contact details of the hotel are:

Address: 63 Westney Road
Mangere
Auckland

Tel: +64 (9) 275 4100
Fax: +64 (9) 275 3291
Email: reservations@jetpark.co.nz
Website: www.jetpark.co.nz

5.2 The Jet Park Hotel offers a free 24 hour airport shuttle service.

5.3 For passengers departing on international flights. Participants are requested to ensure that their return bookings are confirmed as required.

6. **Currency, Credit Cards and Banking Services**

6.1 The unit of currency in New Zealand is the New Zealand dollar.

6.2 International credit cards such as American Express, Diners Club, Visa, MasterCard are usually accepted at major hotels, department stores and restaurants.

6.3 All commercial banks and moneychangers exchange major foreign currencies and are normally open from 0930 to 1630 hours from Monday through Friday. Foreign exchange kiosks operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sunday and on public holidays, from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

7. **Other Useful Information**

7.1 ***Time***

The time in New Zealand is 12 hours ahead of Greenwich Mean Time.

7.2 ***New Zealand Weather***

New Zealand's summer falls Dec – Feb, autumn falls Mar – May, winter falls June – Aug and spring falls Sept – Nov. Day temperatures in Auckland during late February – early March range between a low of 22 degrees Celsius and a high of 26 degrees Celsius. The temperature of the Training Centre sits at 20 degrees Celsius.

7.3 ***Shopping and Dining***

Most shops are open seven days a week. For dining various cuisines are available. We will endeavour to give you advice on dining facilities to suit all tastes and budgets.

7.4

Tap Water

Tap water in New Zealand is perfectly safe to drink; however, bottled water is available for those who prefer it.