



AVIATION SECURITY NATIONAL INSPECTORS COURSE (Auckland, New Zealand 10 – 18 October 2018)

COURSE BULLETIN

1. SCHEDULE/LOCATION OF THE TRAINING

- 1.1 The opening session of the Aviation Security (AVSEC) National Inspectors course will be held at 0900 hours on Wednesday 10 October 2018, First Floor of the Auckland Aviation Security Training Centre. The duration of the course is 7 days. The course will finish at approximately 3.30pm on Thursday 18 October 2018.
- 1.2 The course will be conducted in English, and all participants must be fluent in that language.
- 1.3 The Auckland Aviation Security 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 Sudima Hotel, which is the hotel recommended for course participants (refer page 4 of this bulletin for reservation details for the Sudima Hotel). For information about other local hotel accommodation options please refer to the separate brochure sent with this bulletin.
- 1.4 Transport to the training venue and return will be arranged upon your advising our Auckland ASTC Course Administration Officer, Ms Sharon Simpson, of the local hotel you are staying at. The Auckland ASTC Course Administration Officer contact details as follows:
Tel: +64 (9) 255 6030 Fax: +64 (9) 255 1812
E-mail: aintree.reception@avsec.govt.nz

Course Objectives

- 1.5 This AVSEC National Inspectors course is designed to provide aviation security personnel with theoretical and practical knowledge of audits and inspections as part of a national quality control system. The course is concluded by a practical audit exercise conducted at the airport. Participants who successfully complete this course will be prepared to plan, coordinate and conduct quality control measures utilizing Annex 17 and ICAO methodology in accordance with approved programmes
- 1.6 There is a final course examination with a required minimum pass mark of **80%**. The final course exam is based on Annex 17, the Security Manual Doc 8973 and materials presented during the course. Therefore, familiarity with ICAO Annex 17 and the Security Manual Doc 8973 is advisable. Participants who achieve a pass mark will receive a course certificate of successful completion. Those participants who do not



attain the minimum pass mark of 80% in the final examination will receive a certificate of attendance.

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 **08.30 and 08.45am** 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 or Halal lunch, please do advise the ASTC Administration Officer, Ms Sharon Simpson, by emailing aintree.reception@avsec.govt.nz **prior to your attendance on the course.**

3. **PAYMENT OF COURSE FEES**

The basic course fee per participant (to cover administrative costs) will be paid in NZ\$ equivalent to US\$700. Upon confirmation of the course (15 August 2018) the NZ\$ course fee amount will be set using the ANZ international currency conversion rate advised for 15 /08/18. All confirmed course participants will be advised of the NZ\$ course fee amount and issued an invoice. Please notify the ASTC Administration Officer Ms Sharon Simpson of the method you will use to pay the course fee - as outlined in section 4 of this document.

3.2 **Please note:** If paying on the day of course registration (10 October 2018) 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.**

4. **METHOD OF COURSE FEE PAYMENTS: Payment by Direct Credit into our Bank Account prior to commencement of the course.**

If paying by overseas TT, the bank will charge a transfer fee of \$27.00 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.**

4.2 Course fees paid via direct credit must be deposited **prior** to Wednesday 10 October 2018. On the opening day of the course, the Course Manager will be notified of deposits received and receipts will be issued to participants during course registration.

4.3 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 & Branch code: 03 0531
Account Number: 0418561 00
Account Name: Aviation Security Service

4.4 **Payment by Bank Draft:**

Drafts are to be issued in **New Zealand Dollar currency amount** 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 ASTC
PO Box 53008
Auckland International Airport
Auckland 2150
New Zealand

5. **SOME USEFUL TRAVEL INFORMATION**

5.1 **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.

5.2 **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 can obtain information on entry requirements by accessing the following web page:

<http://www.immigration.govt.nz/migrant/stream/visit/>

For participants who require a visa to enter New Zealand, NZ Immigration Service requires 4 - 6 weeks to process the visa application. Upon receipt of your course confirmation letter, it is strongly recommended that you complete your visa application online (using the link located on the above listed website), in order to be able to obtain the visa in time for course attendance.

5.3 **Biosecurity** - Please refrain from bringing the following items into New Zealand, as you will receive significant fines from the NZ Ministry of Primary Industries (MPI):

- 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).



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

6.1 If you choose to stay at the Sudima Auckland Airport Hotel, participants may contact the hotel directly by telephone/fax/e-mail for reservations. The ASTC Administration Office Ms Sharon Simpson would be happy to assist participants in making hotel reservations, if required.

6.2 If making a reservation at the **SUDIMA AUCKLAND AIRPORT HOTEL**, participants should quote that the booking is for **Avsec Training** in order to get the special room rates as follows:

Superior rooms	\$160.00 incl 15% GST
Executive rooms	\$190.00 incl 15% GST

Contact details of the hotel are:

Address:
18 Airpark Drive,
Mangere
Auckland 2020

email: reservations@sudimaauckland.co.nz
Phone: +64 9 551 8888, Fax: +64 9 257 1484
www.sudimahotels.com/locations/auckland-airport/

6.3 Information on alternative hotel accommodation in the vicinity of the Auckland ASTC can be found in a separate document sent with this course bulletin

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

7. **CURRENCY, Credit Cards and Banking Services**

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

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

7.3 All commercial banks and moneychangers exchange all major foreign currencies and are normally open from 0930 – 1630 hours from Monday through to Friday. Foreign exchange kiosks operated by various commercial banks are located at several places in the city and major suburban shopping malls. They are also open on Saturdays, Sundays and Public Holidays.



8. **Other Useful Information**

8.1 **Medical Insurance** – Please be advised that participants attending the NIC should be medically fit and should either have medical insurance or medical coverage to meet expenses, if any, towards sickness or a medical emergency during attendance at the course. The Auckland ASTC takes no responsibility to meet expenses in this regard.

8.2 **Time** - the time in New Zealand is 12 hours ahead of Greenwich Mean Time.

8.3 **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 mid October range from a low of 18 degrees Celsius to a high of 21 degrees Celsius.

8.4 **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.

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

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