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CHAIRPERSON'S FOREWORD

Chris Kirk-Burnnand

The 2003 year has been one in which we have maintained the growth and development of the past years. With student numbers once again growing faster than sector growth we are now amongst the largest of the medium sized polytechnics.

One of the mainstays of our growth has been our willingness to develop new initiatives and to focus on the needs of the community that we are the heart of. While others talk about the need to meet Māori and Pasifika representation targets we are surpassing Charter objectives and concentrating on providing leadership and best practice education opportunities to these and other groups that have in several instances slipped behind modern educational needs.

To further advance education needs within our community we have provided a substantial sum of money in 2004 to make foundation courses more accessible. This illustrates our continuing effort to provide essential community courses to students at a minimal cost. Experience shows that once we can get people into such courses we can take them on to further education opportunities that will have positive employment outcomes.

The Tertiary Education Commission has created a potential risk to our ability to meet community education needs. I am pleased that the Polytechnic sector has acted with reason and substance to correct many of the ill-considered ideas that were initially mooted. Substantial progress has been made in gaining alignment and understanding of the value our sector adds to economic development within our many communities and I am confident that so long as TEC listens to our sector we will achieve further student success.

Our long-term commitment to tight financial control has allowed us to proceed with our campus development plan and the start of our first major rebuilding during 2003. As a direct result of financial performance in 2003 we will be able to proceed with the next stage during 2004. This will bring a significant improvement to student facilities with the new library and learning centre development being the next scheduled stage. Without our financial success we would not be able to provide such facilities for our students and staff to share.

Our commitment to International Students has enhanced and added to campus life, and our skills in meeting education needs, of the many varied groups that together form our student body. The manner in which we welcome these students to our campus is further reflection of the great "spirit" that is at the heart of Whitireia Community Polytechnic. To the students who graduated during 2003 my best wishes for future success.

A special thankyou to my fellow Councillors, to Chief Executive Deirdre Dale, and to our many staff and those members of the community who together contribute in so many ways to the success of Whitireia Community Polytechnic and its students.

Chris Kirk-Burnnand



CHIEF EXECUTIVE'S REPORT

Deirdre Dale

Tena koutou katoa, Talofa lava, Kia orana, Faka lofa lahi atu, Taloha ni, Bula vinaka, Malo e lelei, Namasti, Nihau, Konichiwa, Greetings.

The year 2003 was another excellent year for Whitireia Community Polytechnic with continued strong performance on all key indicators giving evidence of the value delivered to our communities.

This value is most clearly displayed at our graduations where people celebrate the difference that their success has made to their lives.

An increasingly important contribution is also being made to economic development, for Porirua City and for the Wellington region. That contribution is both direct, in the funds brought into the community by Whitireia's activities, and in ensuring the availability of appropriately qualified and skilled staff for growth and development in industry and other businesses.

It is particularly noteworthy that this excellent result was achieved despite the pressure of uncertainties about processes and decision-making as the Tertiary Education Commission (TEC) began to develop its role in implementing the Tertiary Education Strategy.

KEY PERFORMANCE INDICATORS

Student enrolments were over the 4,000 EFTS (Equivalent Full Time Students) mark for the first time with substantial increases in international enrolments, and in short introductory courses in community computing and te reo Māori. It is good to note that local enrolments in core programmes have also continued to grow.

More than 70% of those who enrolled successfully completed their study which demonstrates the value of the outcomes for students. This is particularly pleasing as numbers of our students are second chance learners, who need more support to succeed, who are likely to take more time to succeed and who often have other competing demands in their personal lives.

A very healthy operating surplus of \$6.2 million results from prudent financial management from all staff and the development of innovative, cost-effective learning delivery options.

Four new degree programmes have been approved and accredited by the New Zealand Qualifications Authority (NZQA) for delivery in 2004. These are Bachelor of Applied Business Studies, Bachelor of Nursing (Pacific), Bachelor of Social Work and Bachelor of Health Science (Paramedic). Four post-graduate programmes in nursing clinical specialties have also been approved and accredited by NZQA.

QUALITY LEARNING AND TEACHING

Whitireia's quality assured status was maintained in 2003 and quality assurance processes, such as monitoring student satisfaction and success, have continued to operate systematically to ensure the very best learning opportunities for students.

These developments substantially raise the level of programmes offered at Whitireia.

INTERNATIONALISATION One of our main strategic directions is to move towards internationalisation of the curriculum so that our students are better prepared to live and work in a global world. Most programmes now include relevant aspects.

We also wish to integrate and highlight the contribution of international students into all activities at Whitireia. A highlight of the year is International Day with students in traditional dress demonstrating the dances and providing the food from their countries. Sports activities such as table tennis competitions structure opportunities for interaction between local and international students.

RISK MANAGEMENT There are two key areas of risk which require careful attention and management.

The first is the vulnerability of the international student market where the actions of other players can jeopardise New Zealand's reputation and impact on continuing enrolments. Endeavours to mitigate this risk include diversifying source countries rather than relying on a single market and developing diverse modes of delivery, for example, supporting the development of in-country beginner programmes which then lead on to study in New Zealand.

The second major risk, as always, is potential changes in government funding as the government moves towards steering the system to better meet identified needs.

The wisest safeguard is to ensure that the programmes we offer are educationally sound and meet real needs in our communities.

In addition, to lessen any negative impacts from either of the identified risk areas, we should keep the costs of core activities in line with usual practice, hold contingency money to cope with any sudden downturn, and use operating surpluses to build capital infrastructure which is operationally cost-effective.

COLLABORATIVE PARTNERSHIPS Whitireia continues to focus on working closely in collaborative partnerships regionally, nationally and internationally.

Our work with other tertiary education institutions in the ITP e-learning forum and with E-Learnz received a boost from substantial government funding of a number of major e-learning initiatives. Whitireia students will benefit from these developments into the future.

Regional collaborations have included the establishment of a joint prospectus web-site which gives useful access to information on all tertiary education programmes in the Wellington region. Other initiatives have focused on collaborative developments for Information and Communications Technology, Creative Industries and Optics.

CAMPUS DEVELOPMENTS Following the acceptance by Council of the Campus Development Plan, we embarked on the first major new building which has now been completed. The Business and Computing Centre is a two-storied building of 2,000 square metres for classrooms, offices and computer suites and substantially raises the standard of buildings at Whitireia. It makes a significant difference to the campus as being substantial and permanent, as well as providing an additional sizeable glassed-over socialisation space for students.

That the development has been achieved on time and under budget is a great credit to the project managers, architects and staff who have worked so well to ensure the success of the project.

Much preliminary planning work has been carried out for other major building developments which will come to fruition during 2004.

Another highlight during the year was the blessing of the carved tomokanga at the entrance to Mātauranga Māori and the renaming of the building as *Iti rea* which is part of a whakatauki much quoted by Ihakara Arthur, Whitireia's first kaumatua.

INSTITUTES OF TECHNOLOGY AND POLYTECHNICS (ITPNZ)

My year as ITPNZ President has meant a much greater involvement in national activities. It has been a time for both ITPNZ and for Whitireia to take stock, to plan strategically and to move forward positively to meet the challenges and opportunities offered by the new tertiary education environment.

The Associate Minister of Education also officially launched the ITP Charter; associated branding that demonstrates an unprecedented unanimity of purpose for ITPs in New Zealand and marks a real maturing of the ITP sector. It was particularly pleasing to see the signing of an agreed set of collaboration protocols for chief executives to work positively together; another sign of maturity of the ITP sector.

My year as President presented a number of exciting and interesting experiences such as attending the Knowledge Wave Conference, being part of an Education Trade Mission to the Middle East lead by the Minister of Education and hosting a number of overseas visiting tertiary education experts.

The Tertiary Education Strategy generally is positive for the kinds of education commitments made by Whitireia. The emphasis on Information and Communications Technology (ICT) and the Creative Industries fits well with two of our main areas of focus. Three of the six strategies are about Foundation education and about working with both Māori and Pacific people to enhance education outcomes and economic development for them.

CONCLUSION

While my term as ITPNZ President benefited Whitireia through my understanding of new developments, it was often difficult to find the time for all the required activities.

I appreciate the extra efforts from numbers of people who picked up additional work over that time but I particularly want to recognise and thank Whitireia senior managers – Paul Bryant, Susan Cauchi, Val Collins, Kara Cribb and Bruce Miller for their extra work and personal support.

Appreciation also to Council Chair, Chris Kirk-Burnnand, Deputy Chair, Dennis Sharman and other Council members.

The quality of students' experience at Whitireia depends on the commitment of all staff to ensure that every student has the best possible chance of success. The achievements of Whitireia are reliant on the work of staff. Thank you to you all for your wonderful efforts which have made such a difference and resulted in so many important gains over the past year.

Kia ora koutou katoa

Deirdre Dale
Chief Executive

COUNCIL COMPOSITION

Aka Arthur
Ngāti Toa

Mere Bailey
New Zealand Council of Trade Unions

Deirdre Dale
Chief Executive at Whitireia Community Polytechnic

Ken Douglas
Ministerial Appointee

Flash Dunkerton
Independent Students' Association at Whitireia Community Polytechnic

Chris Kirk-Burnnand (Chair)
Ministerial Appointee

Mary Manderson
Academic Staff at Whitireia Community Polytechnic (from April 2003)

Allan Nichols
New Zealand Employer and Manufacturers Association

Janet Radley
Allied Staff at Whitireia Community Polytechnic

Dennis Sharman
Ministerial Appointee

Suzanne Snively
Co-opted Member

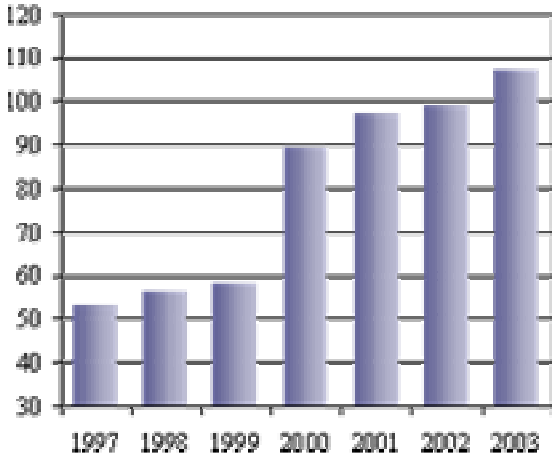
George Tongariro
Academic Staff at Whitireia Community Polytechnic (to April 2003)

Ron Wilkinson
Ministerial Appointee

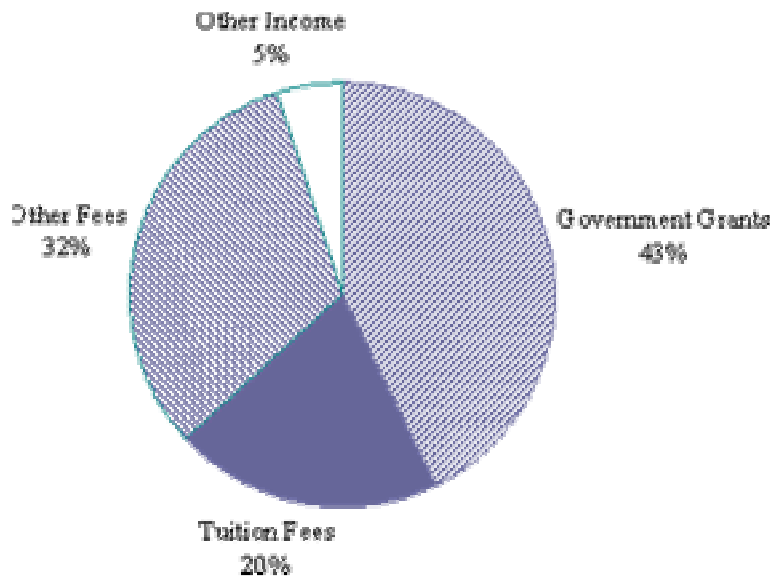
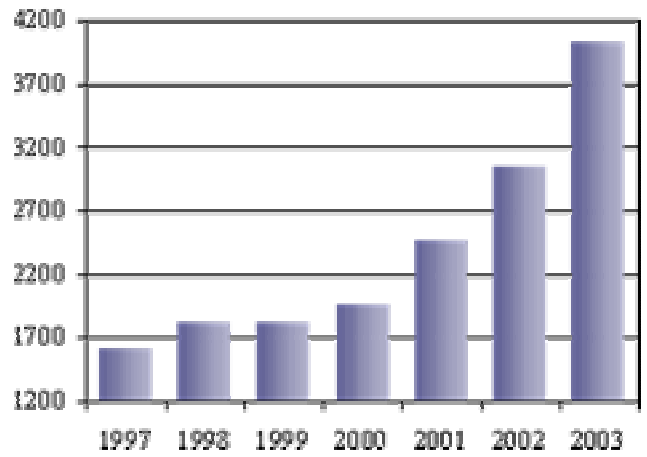
SUMMARY OF KEY ACHIEVEMENTS - 2003

INSTITUTIONAL GROWTH

Number of Full-Time Programmes
SOURCE OF FUNDS



Equivalent Full-Time Students



GRADUATE PERFORMANCE

Student Success Rate:

Target	70%
Actual	70%

Graduate Destination:

Moved to Employment	61%
Further Education	18%
Other Outcomes	21%

Employer Satisfaction with Graduates:

Level of Skills	91%
Level of Knowledge	88%
Relevance of Qualification	91%

PROGRAMME QUALITY

Student Satisfaction with:

Overall Programme	87%
Standard of Teaching	85%
Useful Content	90%

All programmes have NZQA/NZPPC/ Academic Board approval / accreditation.

All programmes are guided and advised by Industry Advisory Committees

STATEMENT OF SERVICE PERFORMANCE

OVER-RIDING GOAL

As a Crown Agent, Whitireia Community Polytechnic will action the partnership between Tangata Whenua and the Crown.

OBJECTIVE 1

PERFORMANCE

That the Treaty of Waitangi partnership will be represented in the membership of every decision-making body.

Membership of Council, Directorate, Management Forum, Academic Board and staff selection panels all include at least one Tangata Whenua member.

Council	3	members
Directorate	1	member
Management Forum	3	members
Academic Board	3	members
Staff Selection Panels	1	member

GOAL 1

To extend the range, relevance and quality of learning opportunities offered to students to enhance their potential, particularly for employment locally, nationally and internationally.

OBJECTIVE 1

PERFORMANCE

That 86% of students are satisfied or very satisfied with the quality of their overall learning experience.

The 2003 Student Satisfaction Survey was carried out across the polytechnic and included 91 programmes. Students who attended class on the specific day that the programme was surveyed completed forms. A total of 1669 students responded.

A student satisfaction rating protocol was used giving response choices ranging from “very satisfied” to “very dissatisfied”. A set target of 86% satisfaction was set to measure each area evaluated.

A total of 87% of surveyed students reported that they were “very satisfied” or “satisfied” with their overall learning experience. This exceeded the target of 86% for overall satisfaction rates.

	<i>Satisfied or Very Satisfied</i>				
	2003	2002	2001	2000	1999
Well Organised	82%	81%	82%	80%	81%
Content Useful	90%	91%	92%	90%	92%
Way of Teaching (Made me keen to learn)	83%	85%	84%	83%	84%
Clear Content Information	83%	85%	84%	83%	86%
Work Assignments (Made me keen to learn)	82%	82%	82%	79%	81%
Helpful Feedback on Work	85%	87%	87%	82%	85%
Standard of Teaching	85%	87%	84%	82%	86%
Overall Programme	87%	88%	88%	86%	88%
Overall Learning Experience	87%	88%	88%	86%	88%
<i>(Target 2003 – 86%)</i>					

Table 1: Student Satisfaction with Programmes

OBJECTIVE 2

PERFORMANCE

That 86% of students are satisfied or very satisfied with the quality of the standard of teaching.

Eighty-five percent of students across the polytechnic reported that they were “very satisfied” or “satisfied” with the quality of teaching in their specific programme.

OBJECTIVE 3

PERFORMANCE

That 86% of students are satisfied or very satisfied with the quality of their overall programme.

Eighty-seven percent of Whitireia students stated that they were “very satisfied” or “satisfied” with their programmes overall. This exceeds the goal of 86%.

Written comments from students were used to gain clarity and to direct possible corrective action. Where targets were not met for particular programmes, the Head of School was required to prepare an action plan for improving student satisfaction with the programme.

OBJECTIVE 4

PERFORMANCE

That a research culture is fostered among staff and that research activity is undertaken to support relevant programmes, as evidenced by publication of at least five research articles.

A research culture is well established at Whitireia. A total of 30 new research applications were approved through the Research and Ethics Committee in 2003. Staff completed a total of 19 research projects in 2003. In addition, 6 research workshops and seminars were held at Whitireia to assist researchers.

Research publications in 2003 included 10 papers which were published as articles in reviewed conference proceedings. Two articles were published in the Whitireia Community Polytechnic Nursing Journal, an annual peer reviewed publication. A further four articles were published in other peer reviewed journals.

The Pacific Health Research Centre, situated at Whitireia, undertakes research projects on Pacific health related issues. In 2003 one project was completed, with a further three projects continuing, and staff presented papers at two conferences.

Creative installations	4
New research projects	7
Publications	16
Staff undertaking research in degree programmes	9
Staff new to research	7

Table 2: Summary of Research Initiatives in 2003

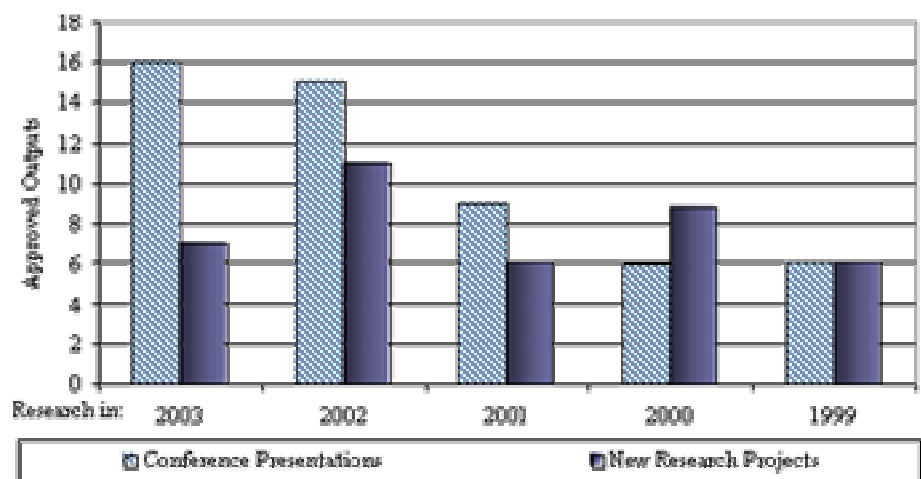


Figure 1: Research Output 1999 - 2003

OBJECTIVE 5

PERFORMANCE

That 100% of programmes are completed at the times specified to students at the beginning of the programme.

All but 6 programmes were completed by the dates specified at commencement of the programme. A delay in the delivery of 2 programmes was due to staff illness, with another 2 programmes deferred until enrolments met the viability target. One programme received an extension on its completion date as a result of late accreditation approval. Another programme's completion date was extended to provide for a guest speaker to address students. In all cases, students were able to complete their programmes and gain valid results.

OBJECTIVE 6

PERFORMANCE

That quality assurance is provided by ensuring that all programmes offered have appropriate approval and accreditation, eg Academic Board, New Zealand Polytechnic Programmes Committee (NZPPC) and New Zealand Qualifications Authority (NZQA), and are subject to regular review.

All qualifications offered have the relevant NZQA/NZPPC/Academic Board approval and accreditation and are reviewed every five years.

The following new qualifications received approval/accreditation from NZPPC and/or NZQA and/or Academic Board in 2003:

Certificate in Sports Studies
 Certificate in Sport Performance (Basketball)
 Certificate in Public Sector Knowledge
 Certificate in Youth Work (Christian Youth Workers)
 National Certificate in Business Administration and Computing (Level 2)
 Bachelor of Health Science (Paramedic)
 Graduate Diploma for Psychiatric Registration
 Foundation Certificate in Music
 DJ Music Certificate
 Diploma in Stage and Screen Arts
 Diploma in Applied Stage and Screen Arts
 Certificate in Aviation (Helicopter Turbine)
 Certificate in Adult Learning and Teaching
 Diploma in Adult Learning and Teaching
 Early Childhood Studies (inc. National Certificate in Early Childhood Education and Care)
 Pre-Entry Course to the Bachelor of Information Technology
 Bridging Course to Diploma in Information and Communications Technology Level 6
 City & Guilds Diploma in International Tourism

Programmes that underwent programme review in 2003 were:

Graduate Diploma of Psychiatric Mental Health Nursing
 Certificate in Travel
 Advanced Certificate in Travel
 Certificate in Tourism
 Certificate in Sports Studies
 Diploma in Sport and Coaching
 Certificate in Sport Performance (Basketball)
 Diploma in Sport (Sport Performance) - Basketball
 Introduction to Computers
 Certificate in Cookery (incorporating City & Guilds International Certificate)
 Certificate in Cookery (incorporating City & Guilds International Diploma)
 Certificate in Café Bar Service
 Certificate in Professional Wine and Bar Services
 Diploma in Creative Writing
 Advanced Diploma in Creative Writing
 Graduate Diploma in Creative Writing
 Te Huakirangi 1 (National Certificate in Computing with Te Reo Māori)
 Te Huakirangi 2 (National Diploma in Computing)

OBJECTIVE 7

PERFORMANCE

That academic and administrative policies provided assurance of prudent management and maximisation of learning opportunities for students.

In 2001 the New Zealand Polytechnic Programmes Committee (NZPPC) undertook an academic audit for institutional accreditation. This provided the polytechnic with external quality assurance status of prudent management and maximisation of learning opportunities for students. The NZPPC quality assured status was maintained in 2003. NZPPC will be undertaking a mid-term review of the polytechnic's internal audit processes in 2004.

OBJECTIVE 8

PERFORMANCE

That graduates gain employment or continue on to further education and training.

A postal graduate survey was undertaken six months after the completion of 2002 student programmes. The number of respondents in paid employment was 61% and those undertaking further study was 18%, giving a combined total of 79% (target 82%). The response rate to the survey was 25%.

In addition, when students were asked to reflect on the programmes they had studied at Whitireia, 91% of respondents were satisfied with the teaching of their programmes, 88% were satisfied with the programme's organisation and 81% were satisfied with the value for money of their programmes.

	2003	2002	2001	2000	1999
Employment	61%	67%	61%	67%	63%
Further Education	18%	16%	19%	16%	20%
Total in Employment or Further Education	79%	83%	80%	83%	83%
<i>(Target 2003 – 82%)</i>					

Table 3: Level of Employment and Further Education of 2002 Graduates

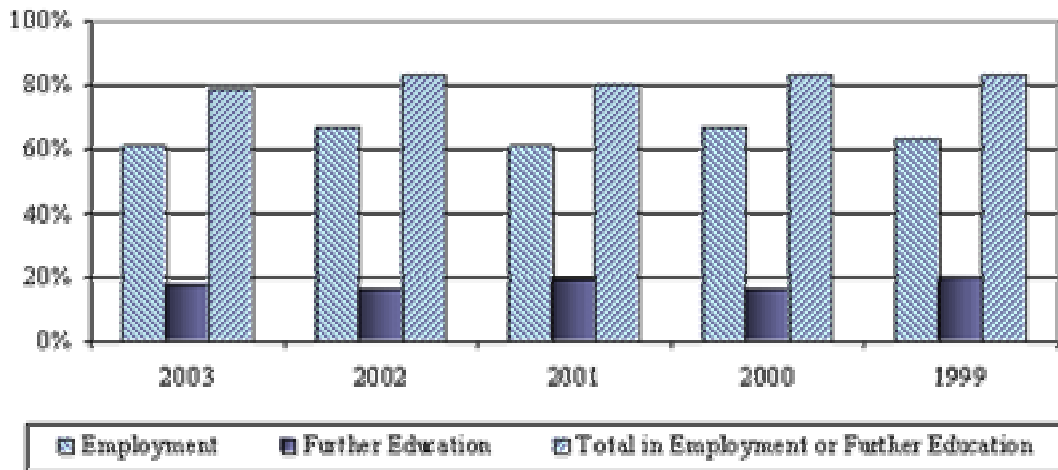


Figure 2: Graduates Employed or Undertaking Further Study

OBJECTIVE 9

PERFORMANCE

That employers are satisfied with graduate skills.

In August 2003 a postal survey sought employers' views regarding the suitability of Whitireia Community Polytechnic graduate skills. An employer satisfaction rating protocol was used with response choices ranging from "very satisfied" to "very dissatisfied". A total of 77 questionnaires were mailed to those employers identified by 2002 graduates, of which 45 (58%) responses were returned.

Employers were asked for their views on work related factors. Feedback indicated a high level of satisfaction with Whitireia graduates' proficiency, with the target of 90% met in all but one case.

	2003	2002	2001	2000	1999
Relevance of Qualification	91%	90%	98%	89%	93%
Level of Skills	91%	91%	98%	92%	93%
Level of Knowledge	88%	94%	95%	95%	93%
Ability to do the work	91%	90%	96%	95%	100%
Attitude to the job	93%	97%	96%	100%	100%
Work Ethics	93%	100%	90%	97%	95%
Work with Minimal Supervision	91%	87%	91%	97%	100%
Work Well as Team Member	91%	87%	90%	98%	95%

(Target 2003 - 90%)

Table 4: Employers' Satisfaction with 2002 Graduate Skills

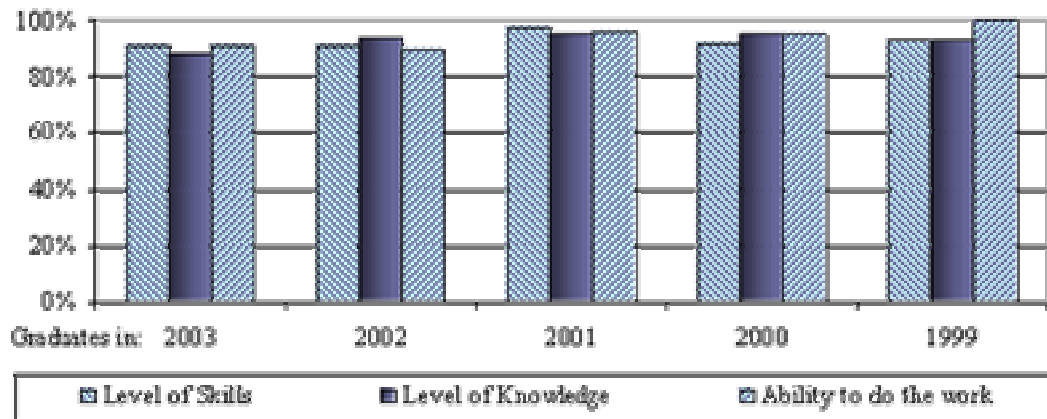


Figure 3: Employers' Satisfied with 2002 Graduate Skills

GOAL 2

To focus on the success of every student through flexible learning delivery, technology supported learning and quality educational support services.

OBJECTIVE 1

That a minimum of 70% of students enrolled will successfully complete their programme.

PERFORMANCE

The target of 70% for successful completion of courses was achieved in 2003.

As in previous Annual Reports, the 2003 data was based on enrolments in courses leading to assessed qualifications. When analysing the data, the following three performance measures were considered:

Course completion rates: i.e. students who completed the courses in which they enrolled, regardless of whether they passed the courses or not. In 2003, a total of 88.7% of students completed their courses.

Achievement rates: i.e. students who passed courses successfully as a percentage of those who completed courses. In 2003, a total of 79.3% of students who completed their courses passed those courses successfully.

Success rates: i.e. students who passed courses successfully as a percentage of all those who enrolled. In 2003, a total of 70.3% of all enrolled students passed their courses successfully. This exceeded the target of 70% for 2003.

Note: Previous Annual Reports reported only on the first two of these performance measures.

	2003	2002	2001	2000	1999
Student Completion Rate	88.7%	87.9%	81.9%	82.9%	77.4%
Student Achievement Rate	79.3%	80.1%	88.3%	84.8%	90.2%
Student Success Rate	70.3%	70.4%	72.3%	70.1%	69.8%

(Target 2003 – 70%)

Table 5: Student Completion, Achievement and Success Rate

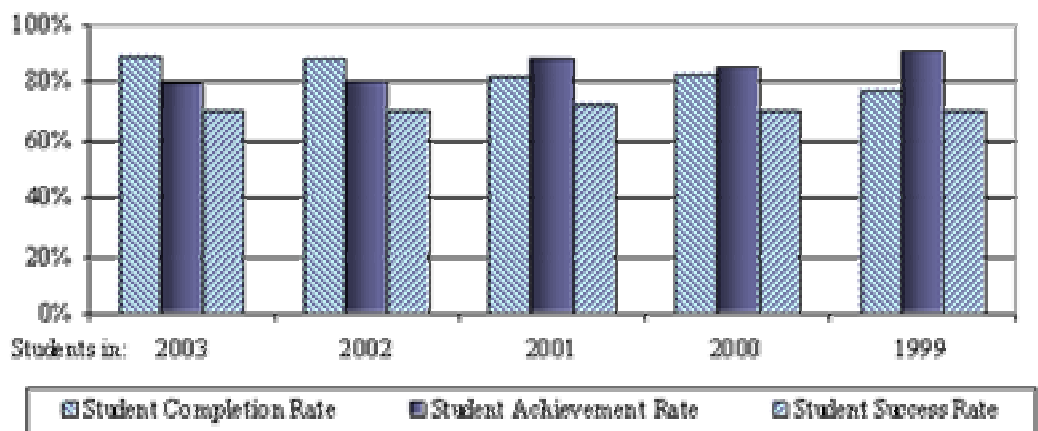


Figure 4: Student Completion, Achievement & Success Rates

OBJECTIVE 2

PERFORMANCE

That 86% of students are 'satisfied' or 'very satisfied' with the learning services provided.

In 2003 a total of 18 services were available to students as outlined in Table 6.

As part of the Student Satisfaction Survey held in May and June 2003, questions gauged students' awareness, usage and satisfaction with the services provided to students. High student awareness and usage rates for services were measured.

The overall satisfaction levels of student services offered at the polytechnic were rated highly, although only three services, Polyshop (book shop), Library and Customer Services, met the target of 86%.

In service areas where the satisfaction target was not met, managers were requested to provide explanations, and action plans were set in place to improve service levels.

	2003	2002	2001	2000	1999
Cafeteria	69%	62%	77%	72%	73%
Bookshop	86%	88%	90%	89%	92%
Library	87%	90%	90%	91%	91%
Health Service	82%	84%	88%	91%	89%
Counselling Service	79%	79%	84%	91%	84%
Students' Association	76%	79%	85%	82%	85%
Customer Services (Enrolments)	87%	91%	92%	79%	71%
Financial Advisor	73%	75%	71%	77%	74%
Learning Skills	80%	83%	88%	90%	89%
Language Skills	73%	69%	83%	85%	80%
Disability Co-ordination	61%	76%	76%	93%	80%
Māori Liaison	82%	66%	70%	77%	86%
Pacific Liaison	82%	71%	62%	69%	70%
Conflict Resolution	72%	63%	47%	77%	83%
Child Care Centre	62%	75%	81%	85%	78%
International Homestay Placement	48%	59%	64%	70%	74%
International Support	55%	50%	63%	63%	78%
International Applications and enrolments	66%	64%	77%	67%	90%

(Target 2003 - 86%)

Table 6: Student Satisfaction with Services

OBJECTIVE 3

PERFORMANCE

That all staff will undergo an annual performance development review and at least 95% of staff will undertake professional development activities for a minimum of ten days for academic staff and two days for allied staff.

An established annual performance development review process, based on negotiated job descriptions, continued to be used for all full-time and proportional staff in 2003. This annual performance review was used to negotiate individual professional development plans for the coming year.

All full-time staff have completed an annual performance appraisal, except for one staff member in the School of Arts, and 2 staff members in Mātauranga Māori.

All tutorial staff (100%) completed at least 10 days professional and staff development in 2003. This exceeded the target of 95%.

All allied staff (100%) completed at least 2 days professional and staff development in 2003. This exceeded the target of 95%.

OBJECTIVE 4

PERFORMANCE

That relevant strategic developments are incorporated into business plans.

In 2003 all Schools of Study included at least one strategic development objective in their business plans. The 2003 business plans of eight Schools of Study included objectives in all the 4 following areas: flexible delivery, technology supported learning, internationalisation and programme development (refer Table 7).

Schools	Flexible Delivery	Technology Supported Learning	Internationalisation	Programme Development
Arts	3	1	1	3
Business & Management	1	1	1	1
Catering & Hospitality	1	1	1	2
Computing	-	1	1	3
Further Education	1	1	1	1
Mātauranga Māori	-	-	-	1
Nursing & Health Studies	1	1	1	3
Office Systems & Tourism	1	1	1	5
Pacific Health, Education & Research	-	-	-	2
Teacher Education & Training	1	1	1	3
Technology	1	1	1	2

Table 7: Strategic Development Objectives in 2003 School Business Plans

GOAL 3

To be recognised as a leading provider of tertiary education for multicultural communities and in achieving equity of educational and equal employment opportunities.

OBJECTIVE 1

That the gender and ethnicity profiles of enrolled students reflect those profiles in our communities, or show greater participation by traditionally under-represented groups such as Māori and Pacific people.

Community profile of Porirua/Kapiti

as per Department of Statistics – Census 2001

Female	52%
Male	48%
Māori	16%
Pacific	15%

PERFORMANCE

The participation rates of traditionally under-represented groups are judged by the degree to which the student profile reflects the ethnic and gender profiles of our community.

In 2003, the participation rate of female students was 60.0% (target 52%), Māori students 16.4% (target 16%) and Pacific students 24.3% (target 15%). See Table 8. These participation rates all exceeded the target rates.

	2003		2002	2001	2000	1999
	Actual	Target	Actual			
Female	60%	52%	58.0%	58.2%	60.0%	61.0%
Male	40%	48%	42.0%	41.8%	40.0%	39.0%
Māori	16.4%	16%	18.7%	20.8%	21.8%	24.8%
Pacific	24.3%	15%	22.8%	21.5%	25.3%	28.0%

Table 8: Gender and Ethnicity Profile for Student Enrolments

OBJECTIVE 2

That the completion rates for gender and ethnicity groupings of students will move towards matching the completion rates achieved for the total number of students.

PERFORMANCE

This objective was exceeded in 2003. As Table 9 shows, in 2003 the completion rates of female, male, Māori and Pacific students were all higher than the target rate of 83%.

	2003	2002	2001	2000	1999
All students	88.7%	87.9%	81.9%	82.9%	77.4%
Female	88.7%	87.7%	83.3%	86.5%	81.5%
Male	88.6%	88.1%	79.9%	77.5%	71.0%
Māori	85.2%	82.5%	73.1%	75.9%	74.3%
Pacific	86.5%	87.3%	77.2%	79.2%	71.0%

(Target 2003 – 83%)

Table 9: Gender and Ethnicity Profile for Student Completion Rates

OBJECTIVE 3

PERFORMANCE

That the success rates for gender and ethnicity groupings of students will move towards matching the success rates achieved for the total number of students.

Table 10 provides the gender and ethnicity profiles of students who successfully passed their courses, measured as a percentage of all enrolled students. Male, Māori and Pacific students did not achieve the target of 70% in 2003.

	2003	2002	2001	2000	1999
All students	70.3%	70.4%	72.3%	70.1%	69.8%
Female	73.5%	73.7%	75.6%	73.2%	74.8%
Male	65.5%	65.8%	67.7%	66.0%	62.1%
Māori	64.2%	63.1%	62.8%	63.5%	65.9%
Pacific	61.3%	56.9%	64.5%	60.9%	61.5%

(Target 2003 – 70%)

Table 10: Gender and Ethnicity Profile for Student Success Rates

OBJECTIVE 4

PERFORMANCE

That the gender and ethnicity profile of staff moves towards matching the profile of enrolled students.

Gender and ethnicity profiles of polytechnic staff for the last five years are given in Table 11. As this table shows, the polytechnic has a relatively high proportion of female staff, and this proportion has not changed significantly over the last five years.

Increasing numbers of Māori and Pacific staff have been recruited in recent years. The proportion of staff who identify as Pacific has increased gradually over the last five years. However, the proportion of Māori staff has not increased in the last two years.

	2003	2002	2001	2000	1999	2003
			Staff			Students
Total numbers	301	265	228	202	198	
Female	74%	76%	75%	73%	74%	60%
Male	26%	24%	25%	27%	26%	40%
Māori	13%	12%	16%	16%	14%	16%
Pacific	8%	8%	7%	6%	4%	24%

Table 11: Gender and Ethnicity Staffing Rates

OBJECTIVE 5

PERFORMANCE

That demonstrable progress is made towards achieving equal employment opportunities.

During 2003 particular emphasis was placed on ensuring that all interview panels were representative in terms of ethnicity, gender and other requirements which were unique to the vacancy being interviewed for.

A critical analysis has been underway in assessing the objectivity and appropriateness of the standard interview questions currently used. It was concluded that these questions required revision. A project will be undertaken in 2004 to upgrade standard interview questions used at interview with particular emphasis on ensuring continuing good practice in this area.

A questionnaire was mailed to all employment applicants in 2003. This questionnaire sought information on whether language used in advertisements was neutral in terms of age, gender and ethnic background, and whether the advertising medium was accessible. This questionnaire was discontinued on the basis that returns were low. No adverse information was being reflected back to the polytechnic.

OBJECTIVE 6

PERFORMANCE

That demonstrable progress is made towards achieving equal educational opportunities.

The Equal Educational Opportunities Committee promoted and monitored initiatives in equal education opportunities in 2003. See Appendix 3.

GOAL 4

To enhance the long-term financial viability of the polytechnic through sound financial management, effective administrative systems and managed entrepreneurial activities.

OBJECTIVE 1

PERFORMANCE

That Council and Management have assurance that effective administrative systems are in place.

Each year a plan of internal/external audits of activities/services is set up and implemented.

In 2003, the following internal/external audits were undertaken and completed:

- Human Resources Policy Review
- Content of Annual Report Review
- Audit of Code of Practice for Pastoral Care of International Students

OBJECTIVE 2

PERFORMANCE

That the number of equivalent full-time students is maintained or increased over 2002 levels.

In 2003, the number of Ministry of Education Equivalent Full Time Students (EFTS) achieved was 2,824.35. This represented an increase of 641.65 (29.4%) EFTS over the 2002 Ministry of Education funded figures.

The overall EFTS achieved by the polytechnic was 4,022.75 which has represented an increase of 974.47 (31.9%) EFTS over 2002 figures.

	2003	2002	2001	2000	1999
			Actual		
Science & Applied Science	41.54	42.95	40.98	41.91	39.86
Arts & Humanities	1633.59	1,076.24	1,051.62	682.95	552.62
Technology	31.80	12.10	2.93	3.60	7.37
Health Professions	191.50	188.50	209.86	186.44	173.67
Business & Law	667.77	602.14	560.02	526.87	565.38
Trades Training	170.66	183.56	131.18	98.47	110.47
Teacher Education	87.50	77.21	79.66	71.77	89.97
Sub Total (MOE)	2,824.35	2,182.70	2,076.25	1,612.01	1539.34
STAR	28.86	10.51	8.62	12.38	17.13
TEC	86.03	82.97	50.55	72.00	69.9
International	989.25	624.06	203.85	128.01	84.45
Other	94.26	148.04	142.55	145.53	107.74
Total	4,022.75	3,048.28	2,481.82	1,969.93	1818.56

Table 12: Actual Equivalent Full-time students (EFTS)

OBJECTIVE 3

PERFORMANCE

That sound and prudential financial management is exercised.

	2003	Actual	2002
Revenue (millions)	\$38.8		\$28.8
Surplus (\$ in Millions)	\$6.2		\$4.1
Surplus (% Income)	15.9%		14.3%
Return on Assets (%)	19.1%		15.2%
Revenue from TEC (\$ of Total Revenue)	\$16.5		\$12.8
Revenue from TEC (% of Revenue)	42.7%		44.4%
Cost per EFTS	\$8,112		\$8,064
Working Capital Ratio	1.10		1.72
Assets per EFTS	\$8,028		\$8,514
Net Operating Cash Flow (\$ in Millions)	8.7		8.4

OBJECTIVE 4

PERFORMANCE

That the funding base is diversified.

EFTS from funding contracts other than Tertiary Education Commission achieved a target of 29.8% of the total EFTS.

OBJECTIVE 5

PERFORMANCE

That revenue from international students' fees increases by 8% on the 2002 actual revenue.

The revenue increased by 76.2% over the 2002 actual due to the increase in international students.

EDUCATION PROGRAMMES PERFORMANCE

Summary of Whitireia Community Polytechnic performance for the 2003 Academic Year

(Refer to Performance Measures Definitions)

ARTS	Location	Approval Status	Completion Rate %	Achievement Rate %	Success Rate %	Student Satisfaction Rate %	Number of Graduates 2003
			Target 83%	Target 85%	Target 70%	Target 86%	
Programme							
National Certificate in Film and Television	P	3	88.2%	88.0%	77.6%	44%	13
National Certificate in Visual Arts (Level 4)	P/K	3	91.6%	67.2%	61.6%	89%	12
National Diploma in Visual Arts (Level 5/6)	P/K	3	98.7%	75.9%	74.9%	88%	8
Advanced National Diploma in Visual Arts (Level 7)	P	3	100.0%	93.2%	93.2%	100%	11
Diploma in Jewellery Design	P	2	92.3%	87.5%	80.8%	100%	9
MasterCrafts Certificate	P/K	2	100.0%	100.0%	100.0%	100%	7
Certificate in Desktop Publishing for Print & the Web	P/W	2	93.6%	70.5%	66.0%	92%	13
National Certificate in Design (Technician) (Level 4)	P	3	100.0%	75.6%	75.6%	89%	16
National Certificate in Electronic Multimedia	P	3	100.0%	83.3%	83.3%	88%	15
National Certificate in Electronic Multimedia (Advanced)	P	3	100.0%	79.5%	79.5%	78%	20
National Diploma in Journalism	P	3	88.0%	65.9%	58.0%	85%	14
Diploma in Publishing	W/A/O	2	92.6%	100.0%	92.6%	67%	31
Diploma in Creative Writing	P/O	2	97.4%	89.5%	87.2%	94%	13
Advanced Diploma in Creative Writing	P	2	85.0%	100.0%	85.0%	100%	10
Graduate Diploma in Creative Writing	P	2	100.0%	75.0%	75.0%	100%	4
Certificate in Practical Photography	K	2	96.4%	85.2%	82.1%	78%	27
Certificate in Advanced Photography	K	2	100.0%	87.8%	87.8%	80%	14

BUSINESS & MANAGEMENT	Location	Approval Status	Completion Rate %	Achievement Rate %	Success Rate %	Student Satisfaction Rate %	Number of Graduates 2003
			Target 83%	Target 85%	Target 70%	Target 86%	
Programme							
New Zealand Diploma in Business	P/K/W/T/A/S	3	87.4%	85.0%	74.3%	89%	31
NZIM Certificate in Supervisory Management	P/K/T	3	87.8%	79.0%	69.4%	76%	20
Certificate in Public Sector Knowledge	P	2	100.0%	100.0%	100.0%	-	3

CATERING & HOSPITALITY	Location	Approval Status	Completion Rate %	Achievement Rate %	Success Rate %	Student Satisfaction Rate %	Number of Graduates 2003
			Target 83%	Target 85%	Target 70%	Target 86%	
Programme							
National Certificate in Hospitality (Front Office) (Level 3)	P	3	94.0%	96.3%	90.5%	58%	21
National Certificate in Hospitality (Operations Supervision) (Level 3)	P	3	16.7%	90.9%	15.2%	-	-
Certificate in Café Bar Service	P	2	94.3%	47.6%	44.9%	76%	11
Certificate in Cookery including City & Guilds Certificate (Level 3)	P/K	4	Overseas results	Overseas results	Overseas results	-	Overseas results
Certificate in Cookery including City & Guilds Certificate/Diploma (Level 4)	P/K	4	Overseas results	Overseas results	Overseas results	98%	Overseas results
Certificate in Professional Restaurant Wine & Bar Service	P	2	86.7%	35.3%	30.6%	67%	3
City & Guilds Diploma in Patisserie	P	4	Overseas results	Overseas results	Overseas results	-	Overseas results
City & Guilds International Advanced Diploma in Culinary Arts	p	4	Overseas results	Overseas results	Overseas results	-	Overseas results

COMPUTING	Location	Approval Status	Completion Rate %	Achievement Rate %	Success Rate %	Student Satisfaction Rate %	Number of Graduates 2003
Programme			Target 83%	Target 85%	Target 70%	Target 86%	
Certificate in Computing (CIC) (Level 3)	P/K	2	77.0%	90.8%	69.9%	95%	53
Diploma in Information & Communications Technology (Level 5)	P/K/T	3	69.8%	89.3%	62.3%	90%	59
Diploma in Information & Communications Technology (Level 6)	P/K	3	83.9%	80.3%	67.4%	88%	23
Diploma in Business Computing to Year 3 – Bachelor of Information Technology (Transition)	P	2	100.0%	85.7%	85.7%	-	-
Bachelor of Information Technology (Years 1-3)	P	2	92.7%	81.5%	75.6%	91%	23

FURTHER EDUCATION	Location	Approval Status	Completion Rate %	Achievement Rate %	Success Rate %	Student Satisfaction Rate %	Number of Graduates 2003
Programme			Target 83%	Target 85%	Target 70%	Target 86%	
Foundation Education (Health, Business & Social Science)	P	1/3	95.2%	64.3%	61.2%	83%	54
English for Further Study	P	2	96.9%	74.6%	72.3%	73%	4
English Skills (Basic & Intermediate)	P	2	87.0%	44.8%	39.0%	100%	15
English Language School Vacation Programme (International Students)	P	1	100.0%	100.0%	100.0%	-	-
Introduction to Computers	P/M	2/3	91.8%	66.4%	61.0%	92%	13
New Directions & Work Skills	P	1	100.0%	100.0%	100.0%	86%	12

MĀTAURANGA MĀORI	Location	Approval Status	Completion Rate %	Achievement Rate %	Success Rate %	Student Satisfaction Rate %	Number of Graduates 2003
Programme			Target 83%	Target 85%	Target 70%	Target 86%	
National Certificate in Whakairo (Tūturu) (Level 4)	P	3	90.9%	70.0%	63.6%	79%	7
National Diploma in Whakairo (Level 5)	P	3	100.0%	80.0%	80.0%	100%	4
National Diploma Te Reo Māori (Te Aratiatia) (Level 6)	P	3	100.0%	100.0%	100.0%	50%	4
Diploma in Te Reo Māori (Te Ara Rarau) (Level 5)	P	1	86.2%	68.0%	58.6%	50%	7
Te Ara Piko	P	3	93.8%	58.7%	55.1%	89%	11
National Certificate in Computing (Te Huakirangi I) (Level 4) with Te Reo Māori (Level 2)	P	3	70.6%	42.7%	30.1%	80%	5
National Diploma in Computing (Te Huakirangi II) (Level 5)	P	3	91.4%	68.8%	62.9%	80%	6
Certificate in Journalism (Te Kete Hautaka)	P	3	100.0%	33.3%	33.3%	90%	2
Kia Tū Maia	P	1	100.0%	100.0%	100.0%	90%	16
Certificate in Performing Arts (Level 4)	P	2	95.5%	61.9%	59.1%	82%	12
Diploma in Performing Arts (Level 6)	P	2	100.0%	82.1%	82.1%	92%	11
Advanced Diploma in Performing Arts (Level 7)	P	2	100.0%	90.0%	90.0%	83%	5
Certificate in Rock & Commercial Music (Level 4)	P	2	63.7%	90.7%	57.8%	100%	12
Diploma in Rock, Jazz & Commercial Music (Level 5 & 6)	P	2	73.6%	95.0%	69.9%	100%	3

NURSING & HEALTH STUDIES	Location	Approval Status	Completion Rate %	Achievement Rate %	Success Rate %	Student Satisfaction Rate %	Number of Graduates 2003
Programme			Target 83%	Target 85%	Target 70%	Target 86%	
Bachelor of Nursing <i>including RN/BN</i>	P	4	91.7%	93.9%	86.1%	85% 100%	43
Postgraduate Certificate Forensic Psychiatric Care	P/O	2	87.5%	85.7%	75.0%	100%	8
Diploma in Psychiatric Mental Health Nursing	P/S	2	100.0%	100.0%	100.0%	60%	1
Graduate Diploma of Psychiatric Mental Health Nursing	P/S	2	96.8%	100.0%	96.8%	96%	-
Post Graduate Certificate in Primary Health Care Specialty Nursing	S	4	78.2%	100.0%	78.2%	93%	-
Post Graduate Certificate in Hospice Palliative Care	S	4	73.6%	100.0%	73.6%	-	-
Graduate Certificate in Cardiac Rehabilitation	S	4	61.5%	100.0%	61.5%	-	-

OFFICE SYSTEMS & TOURISM	Location	Approval Status	Completion Rate %	Achievement Rate %	Success Rate %	Student Satisfaction Rate %	Number of Graduates 2003
Programme			Target 83%	Target 85%	Target 70%	Target 86%	
National Certificate in Hairdressing (Salon Support) (Level 2)	P/K	3	100.0%	83.2%	83.2%	100%	6
Certificate in Beauty Services	P	2/3	100.0%	100.0%	100.0%	-	6
Certificate in Beauty Therapy	P	2	100.0%	91.3%	91.3%	69%	16
Certificate in Beauty & Hairdressing		2	100.0%	73.2%	73.2%	100%	6
Certificate in Business Administration /Computer Applications	P/W	3	91.3%	79.5%	72.6%	90%	12
Certificate in Business Administration with Secretarial/Computing Strand (Executive Secretary)	P/K	3	94.5%	75.4%	71.3%	100%	23
National Certificate in Business Administration & Computing	P/W	3	93.4%	77.6%	72.5%	-	13
Certificate in Administration (Scholarship)	W	3	98.7%	97.4%	96.1%	-	14
Certificate in Retail Management	P	3	100.0%	100.0%	100.0%	-	-
Call Centre Certificate	P/K/W	3	95.4%	76.4%	72.9%	90%	34
Office Skills/Computing	P	3	95.0%	59.6%	56.6%	100%	6
Certificate in Tourism	P	1/3	95.2%	78.2%	74.4%	100%	14
Certificate in Travel	P/K	3	96.7%	67.6%	65.4%	92%	15
Advanced Certificate in Travel	P	3	90.6%	48.3%	43.8%	100%	-
Certificate in Outdoor Leadership	K	1/3	100.0%	93.8%	93.8%	100%	3
Diploma in Outdoor Leadership	K	2/3	100.0%	88.7%	88.7%	82%	19

PACIFIC HEALTH, EDUCATION & RESEARCH	Location	Approval Status	Completion Rate %	Achievement Rate %	Success Rate %	Student Satisfaction Rate %	Number of Graduates 2003
Programme			Target 83%	Target 85%	Target 70%	Target 86%	
National Certificate in Youth Work (Youth Worker Assistant)	P	2	78.0%	78.1%	60.9%	100%	6
National Certificate in Mental Health (Support Work)	P	2	81.6%	100.0%	81.6%	100%	16
Certificate in Youth Work (Christian Youth Workers)	S	2	88.3%	100.0%	88.3%	100%	28
National Diploma in Social Services/Social Work	P	3	81.8%	97.2%	79.5%	93%	14

TEACHER EDUCATION & TRAINING	Location	Approval Status	Completion Rate %	Achievement Rate %	Success Rate %	Student Satisfaction Rate %	Number of Graduates 2003
	Programme		Target 83%	Target 85%	Target 70%	Target 86%	
New Zealand National Nanny Certificate	P	2	100.0%	100.0%	100.0%	100%	5
Transition from New Zealand National Nanny Certificate to Diploma ECE	P/O	4	100.0%	100.0%	100.0%	-	-
Early Childhood Bridging Programme	P	2/4	58.3%	100.0%	58.3%	100%	7
Diploma in Pacific Islands Early Childhood Education (including Auckland)	P/S	4	76.5%	100.0%	76.5%	100%	19
Diploma of Teaching – (ECE)	P	2/4	73.0%	100.0%	73.0%	96%	21
Graduate Diploma of Teaching – (Secondary)	P	2/4	90.0%	100.0%	90.0%	100%	18
Certificate in Sport Studies	P	3	67.0%	100.0%	67.0%	83%	7
Diploma in Sport & Coaching	P	3	53.6%	100.0%	53.6%	100%	2
Certificate in Sport (Sport Performance) - Basketball	P	3	100.0%	100.0%	100.0%	100%	4

TECHNOLOGY	Location	Approval Status	Completion Rate %	Achievement Rate %	Success Rate %	Student Satisfaction Rate %	Number of Graduates 2003
	Programme		Target 83%	Target 85%	Target 70%	Target 86%	
Introduction to Trade Skills	M	1	100.0%	18.7%	18.7%	100%	-
National Diploma in Computing (Support)	M/K	3	91.7%	54.8%	50.3%	67%	14
Certificate in Horticulture & Landscaping	P	2/3	100.0%	65.2%	65.2%	50%	10
Certificate in Automotive Engineering	PR/K	2/3	95.1%	55.5%	52.8%	97%	20
Advanced Certificate in Automotive Engineering	PR	2/3	100.0%	96.9%	96.9%	100%	4
Certificate in Electrical Engineering	M	2	88.3%	54.7%	48.3%	100%	3
Certificate in Signmaking	PR	2	100.0%	95.6%	95.6%	83%	7
Certificate in Carpentry	M	1/3	95.6%	50.0%	47.8%	89%	6
Certificate in Floristry	PS	2	95.5%	96.8%	92.4%	71%	20
Certificate in Commercial Road Transport	M	1/3	94.8%	69.1%	65.5%	93%	18
Certificate in Aviation (Helicopter)	S	4	100.0%	89.6%	89.6%	84%	-
Diploma in Aviation	S	4	95.9%	85.1%	81.6%	100%	-

PERFORMANCE MEASURES DEFINITIONS

Performance measures that the Council considers will enable the preparation of a Statement of Service Performance for the purposes of Section 41.2 (e) of the Public Finance Act are listed below.

Students enrolled expressed as EFTS for the Polytechnic.

Completion Rate

$$\text{Completion rate \%} = \frac{\text{number of students who complete course}}{\text{number of students who enrolled in that course}} \times 100$$

Achievement Rate

$$\text{Achievement rate \%} = \frac{\text{number of students who meet course requirements}}{\text{number of students who completed course}} \times 100$$

Success Rate

$$\text{Success rate \%} = \frac{\text{number of students who meet course requirements}}{\text{number of students who enrolled in that course}} \times 100$$

("Success" is as defined in the programme approved by the Academic Board and as indicated in information provided for students.)

Student Satisfaction Rating

$$\text{Satisfaction rating \%} = \frac{\text{number of responses of satisfactory or better}}{\text{total number of responses}} \times 100$$

Approval Status. A code number indicates the qualification status of each programme at the time of compilation of this Statement of Objectives.

- 1 These are programmes developed by Whitireia Community Polytechnic, which have been approved by its Academic Board.
- 2 These are programmes developed by Whitireia Community Polytechnic, which the New Zealand Qualifications Authority (NZQA) or the New Zealand Polytechnic Programmes Committee (NZPPC) has approved, and the New Zealand Polytechnic Programmes Committee (NZPPC) has accredited Whitireia Community Polytechnic to teach.
- 3 These are national programmes or programmes made up of Unit Standards, which the New Zealand Qualifications Authority has approved, and New Zealand Polytechnic Programmes Committee has accredited Whitireia Community Polytechnic to teach.
- 4 These programmes are provided by Whitireia Community Polytechnic to the requirements of an external authority other than/as well as New Zealand Qualifications Authority or New Zealand Polytechnic Programmes Committee, eg University or an Industry Training Organisation.

Timelines measure percentage of programmes completed by dates specified to students in pre-programme information.

Location - Programmes will run at Porirua (P), Kapiti (K), Wellington (W), Auckland (A), Mohuia Crescent (M), Prosser Street (P), Tonga (T), Online (O) and offsite (S).

Costs per EFTS for each School and for the Polytechnic.

Quantity Measures are EFTS Target as indicated for the Polytechnic.

Quality Measures are completion rates, achievement rates, success rates, student satisfaction rates and approval status.

STATEMENT OF ACCOUNTING POLICIES

for the year ended 31 December 2003

THE REPORTING ENTITY

Whitireia Community Polytechnic was established as a tertiary education provider under the Education Act 1989.

The group consists of Whitireia Community Polytechnic and Whitireia Foundation.

These financial statements have been prepared in accordance with Section 41 of the Public Finance Act 1989 and Section 203 of the Education Act 1989, which includes the requirement to comply with generally accepted accounting practice.

MEASUREMENT BASE

The financial statements have been prepared on a historical cost basis, modified by the revaluation of certain fixed assets.

ACCOUNTING POLICIES

The following accounting policies that materially affect the measurement of results and financial position have been applied:

Basis of Consolidation

The consolidated financial statements include Whitireia Community Polytechnic and Whitireia Foundation. The consolidated financial statements have been prepared by aggregating like items of assets, liabilities, revenues, expenses and cash flows on a line-by-line basis. All significant inter-entity transactions are eliminated on consolidation.

Budget Figures

The budget figures are those approved by the Council at the beginning of the financial year.

The budget figures have been prepared in accordance with generally accepted accounting practice and are consistent with the accounting policies adopted by the Council for the preparation of the financial statements.

Revenues

Government grants are recognised as income on a course percentage of completion basis.

Donations to Whitireia Community Polytechnic are recognised as income when the donation or asset is received, recorded at fair value.

Accounts Receivable

Accounts Receivable is stated at the estimated realisable value after providing for doubtful and uncollectable debts.

Investments

Investments are stated at the lower of cost or net realisable value.

Any decreases in value are recognised in the Statement of Financial Performance.

Inventories

Inventories available for resale are valued at the lower of cost (determined on a first-in first-out basis) and net realisable value. This valuation includes allowances for slow moving and obsolete inventories. All consumables are charged direct to expenditure.

Employee Entitlements

Provision is made in respect of Whitireia Community Polytechnic's liability for annual leave, tutorial discretionary leave and long service leave. Wages and salaries, annual leave and other entitlements that are expected to be settled within 12 months of reporting date are measured at nominal values on entitlement basis at current rate of pay.

Entitlements that are payable beyond 12 months, such as long service leave, have been calculated on an actuarial basis. The calculations are based on:

likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlements information, and

the present value of the estimated future cash flows. A discount rate of 5%, and an inflation factor of 2% were used. The discount rate is based on the weighted average of Government interest rates for stock with terms to maturity similar to those of the relevant liabilities. The inflation factor is based on the expected long-term increase in remuneration for employees.

Fixed Assets

Land and Buildings are recorded at a market valuation carried out by Adrian J Brady FNZIV, FNZPI, MBA of Telfer Young (Wellington) Ltd in December 2001. In accordance with FRS3, depreciated replacement cost has been used to value buildings, as fair value cannot be determined using market based evidence.

Whitireia Community Polytechnic has adopted a three year revaluation cycle in accordance with FRS 3.

Crown owned Land and Buildings that Whitireia Community Polytechnic has a right to occupy are included as part of Whitireia Community Polytechnic's fixed assets. Although legal title has not been transferred, Whitireia Community Polytechnic has assumed all the normal risks and rewards of ownership.

Teaching Equipment, Library Collections and other Fixed Assets are recorded at original cost less depreciation.

Depreciation is provided on a straight line basis on all fixed assets other than land, at rates which will write off the cost (or valuation) of the assets to their estimated residual values over their useful life. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Asset Category	2003	
	Life	Rate
Land	N/A	N/A
Buildings	30 and 50 years	3.3% and 2%
Plant and Machinery	10 years	10%
Furniture and Fittings	10 years	10%
Motor Vehicles	5 years	20%
Computer Equipment	4 years	25%
Communications	5 years	20%
Office Equipment	10 years	10%
Teaching Equipment	5 years	20%
Library Collections	8 years	12½%
Minor Equipment	8 years	12½%
Roads	50 years	2%
Leasehold Improvements	3 years	33.3%
Signs	4 years	25%

Course Development Costs

Course Development costs are expensed in the year the liability is incurred.

Goods and Services Tax (GST)

The Financial Statements are prepared on a GST exclusive basis, with the exception of Accounts Receivable and Accounts Payable, which are stated GST inclusive. When GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

Income Tax

Tertiary institutions are exempt from the payment of income tax as they are treated by IRD as charitable organisations. Accordingly, no provision for income tax has been made.

Leases

Operating Leases

Leases where the lessor effectively retains substantially all the risks and benefits of ownership of the leased items are classified as operating leases. Payments under these leases are charged as expenses in the periods in which they are incurred.

Statement of Cash Flows

Cash means cash balances on hand, held in bank accounts, demand deposits and other highly liquid investments in which Whitireia Community Polytechnic invests as part of its day-to-day cash management.

Operating activities include cash received from all income sources of the group and record the cash payments made for the supply of goods and services. Agency transactions are recognised as receipts and payments in the Statement of Cash Flows given that they flow through Whitireia Community Polytechnic's main bank account.

Investing activities are those activities relating to the acquisition and disposal of non-current assets.

Financing activities comprise activities that change the equity and debt capital structure of Whitireia Community Polytechnic.

Financial Instruments

Whitireia Community Polytechnic is party to financial instruments as part of its normal operations. These financial instruments include bank accounts, investments, debtors, creditors and loans. All financial instruments are recognised in the Statement of Financial Position and all revenues and expenses in relation to financial instruments are recognised in the Statement of Financial Performance.

All financial instruments are shown at their fair value.

Cost of Service Statements

The Cost of Service Statements, report the cost of services for significant activities of Whitireia Community Polytechnic and are represented by the costs of providing the service that can be allocated to these activities.

CHANGES IN ACCOUNTING POLICY

Course Development costs are now expensed in the year that the liability is incurred. All costs not amortised at 31 December 2002 were expensed in the year ended 31 December 2003. The effect of this change increased expenses in the year ended 31 December 2003 by \$23,458.86. The reason for this change was that it was difficult to ensure that all direct and indirect costs of Course Development were being accurately recorded as such.

There were no other changes in accounting policies.

STATEMENT OF FINANCIAL PERFORMANCE

as at 31 DECEMBER 2003

	Notes	Parent			Consolidated	
		Actual	Budget	Actual	Actual	Actual
		2003	2003	2002	2003	2002
		\$	\$	\$	\$	\$
Government Grants	1	16,561,213	14,858,262	12,778,966	16,561,213	12,778,966
Student Tuition Fees		7,871,989	7,549,499	6,225,964	7,871,989	6,225,964
Other Fees and Charges	2	12,470,112	11,732,341	8,375,253	12,470,112	8,375,253
Interest Income		786,079	245,000	477,726	801,661	478,970
Donations		2,000	0	2,400	11,900	9,900
Poly shop		322,894	270,000	290,688	322,894	290,688
Sundry Income	3	783,310	648,348	644,568	783,310	644,568
Total Operating Revenue		38,797,597	35,303,450	28,795,565	38,823,079	28,804,309
Cost of Services		32,359,401	32,873,101	24,411,379	32,377,407	24,267,031
Poly shop		273,462	242,390	266,288	273,462	266,288
Total Cost of Operations		32,632,863	33,115,491	24,677,667	32,650,869	24,533,319
NET SURPLUS FOR THE PERIOD	4	6,164,734	2,187,959	4,117,898	6,172,210	4,270,990

Net Surplus is 15.9% Operating Revenue

STATEMENT OF MOVEMENTS IN EQUITY

as at 31 DECEMBER 2003

	Parent			Consolidated	
	Actual	Budget	Actual	Actual	Actual
	2003	2003	2002	2003	2002
	\$	\$	\$	\$	\$
Net Surplus for the period	6,164,734	2,187,959	4,117,898	6,172,210	4,270,990
Revaluation Adjustment to Institution Assets	0	0	(162,809)	0	(162,809)
Revaluation Adjustment to Crown Assets	0	0	(168,541)	0	(168,541)
Capital Injection	0	0	107,000	0	107,000
Total Recognised Revenues and Expenses for the Period	6,164,734	2,187,959	3,893,547	6,172,210	4,046,640
Public Equity as at 1 January	26,131,069	24,814,041	22,237,522	26,284,162	22,237,522
PUBLIC EQUITY AS AT 31 DECEMBER	32,295,803	27,002,000	26,131,069	32,456,372	26,284,162

STATEMENT OF FINANCIAL POSITION

as at 31 DECEMBER 2003

	Notes	Parent			Consolidated	
		Actual 2003 \$	Budget 2003 \$	Actual 2002 \$	Actual 2003 \$	Actual 2002 \$
PUBLIC EQUITY						
General Equity	5	31,917,299	26,461,000	25,752,565	32,077,868	25,905,658
Asset Revaluation Reserve	6	378,504	541,000	378,504	378,504	378,504
Total Public Equity		32,295,803	27,002,000	26,131,069	32,456,372	26,284,162
CURRENT ASSETS						
Cash and Bank		2,801,157	432,498	527,996	2,817,422	803,785
Accounts Receivable	7	989,382	750,000	698,735	989,382	698,735
Prepayments		141,152	45,000	476,755	141,152	476,755
Short Term Investments	8	10,300,000	7,800,000	9,250,000	10,569,000	9,250,000
Inventories	9	82,925	60,000	64,969	82,925	64,969
Total Current Assets		14,314,616	9,087,498	11,018,455	14,599,881	11,294,244
LESS CURRENT LIABILITIES						
Fees in Advance		3,046,179	1,600,000	3,656,748	3,046,179	3,656,748
Accounts Payable	10	2,869,901	1,300,000	1,769,608	2,871,901	1,769,608
Provision for Employee Entitlements	11	662,504	750,000	520,128	662,504	520,128
Special Accounts	12	232,901	155,000	263,839	355,597	386,535
Total Current Liabilities		6,811,485	3,805,000	6,210,323	6,936,181	6,333,019
WORKING CAPITAL		7,503,131	5,282,498	4,808,132	7,663,700	4,961,225
NON-CURRENT ASSETS						
Fixed Assets	13	24,808,527	21,700,000	21,319,451	24,808,527	21,319,451
Shares		10,002	10,002	10,002	10,002	10,002
Development Costs	14	0	25,000	11,245	0	11,245
Total Non-Current Assets		24,818,529	21,735,002	21,340,698	24,818,529	21,340,698
NON-CURRENT LIABILITIES						
Provision for Employee Entitlements	11	25,857	15,500	17,761	25,857	17,761
NET ASSETS		32,295,803	27,002,000	26,131,069	32,456,372	26,284,162

The accompanying accounting policies and notes form an integral part of these financial statements.

STATEMENT OF CASH FLOWS

for the year ended 31 December 2003

	Parent			Consolidated	
	Actual	Budget	Actual	Actual	Actual
	2003	2003	2002	2003	2002
	\$	\$	\$	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES					
Cash was provided from:					
Government Grants	16,166,967	14,858,262	12,553,804	16,166,967	12,553,804
Tuition Fees	19,381,257	10,249,499	14,231,874	19,381,257	14,231,874
Revenues from Services Provided	1,512,304	8,215,861	4,064,218	1,522,204	4,194,415
Interest Received	791,990	245,000	411,510	807,572	412,754
GST	0	15,000	23,890	0	23,890
	37,852,518	33,583,622	31,285,296	37,878,000	31,416,737
Cash was applied to:					
Payments to Employees	15,291,619	15,715,090	12,680,687	15,291,619	12,680,687
Payments to Suppliers	13,398,500	13,116,034	10,168,176	13,414,506	10,015,828
GST	293,897	0	0	293,897	0
	28,984,016	28,831,124	22,840,863	29,000,022	22,696,515
Net Cash Flows from Operating Activities	8,868,502	4,752,498	8,444,433	8,877,978	8,720,222
CASH FLOWS FROM INVESTING ACTIVITIES					
Cash was applied to:					
Purchase of Fixed Assets	5,545,341	2,250,000	2,445,315	5,545,341	2,445,315
	5,545,341	2,250,000	2,445,315	5,545,341	2,445,315
NET CASH FLOWS FROM INVESTING ACTIVITIES	(5,545,341)	(2,250,000)	(2,445,315)	(5,545,341)	(2,445,315)
CASH FLOWS FROM FINANCING ACTIVITIES					
Cash was provided from:					
Capital Injection	0	0	107,000	0	107,000
Net Cash Flows from Financing Activities	0	0	107,000	0	107,000
Net increase (decrease) in cash held	3,323,161	2,502,498	6,106,118	3,332,637	6,381,907
Plus Opening Cash	9,777,996	5,730,000	3,671,878	10,053,785	3,671,878
Closing Cash Balance	13,101,157	8,232,498	9,777,996	13,386,422	10,053,785
Cash and Bank	2,801,157	432,498	527,996	2,817,422	803,785
Short Term Investments	10,300,000	7,800,000	9,250,000	10,569,000	9,250,000
CLOSING CASH BALANCE	13,101,157	8,232,498	9,777,996	13,386,422	10,053,785

The accompanying accounting policies and notes form an integral part of these financial statements.

RECONCILIATION OF THE NET SURPLUS ON OPERATIONS WITH THE NET CASH FLOWS FROM OPERATING ACTIVITIES

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Net Surplus for the period	6,164,734	4,117,898	6,172,210	4,270,990
Add (Less) Non Cash Items:				
Depreciation	2,040,062	1,901,616	2,040,062	1,901,616
Amortisation of Course Development Costs	11,245	17,666	11,245	17,666
Revaluation Loss	0	8,223	0	8,223
Loss on Sale of Fixed Assets	16,203	0	16,203	0
Add (Less) Movements in Working Capital Items:				
(Increase) Decrease in Receivables	(290,647)	(87,349)	(290,647)	(87,349)
(Increase) Decrease in Prepayments	335,603	(437,497)	335,603	(437,497)
(Increase) in Inventory	(17,956)	(9,230)	(17,956)	(9,230)
(Decrease) Increase in Payables	1,394,190	472,038	1,396,190	472,038
(Decrease) Increase in Employee Entitlements	150,472	(107,301)	150,472	(107,301)
(Decrease) Increase in Fees in Advance	(610,569)	2,588,470	(610,569)	2,588,470
(Decrease) Increase in GST	(293,897)	23,890	(293,897)	23,890
(Decrease) Increase in Special Accounts	(30,938)	(43,991)	(30,938)	78,706
Net Cash Flow from Operating Activities	8,868,502	8,444,433	8,877,978	8,720,222

STATEMENT OF COMMITMENTS

as at 31 December 2003

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
CAPITAL COMMITMENTS APPROVED AND CONTRACTED				
Not later than one year	4,659,156	111,001	4,659,156	111,001
OTHER NON-CANCELLABLE OPERATING LEASES				
Not later than one year	871,123	783,714	871,123	783,714
1 to 2 years	616,139	759,472	616,139	759,472
2 to 5 years	512,323	134,457	512,323	134,457
OTHER NON-CANCELLABLE CONTRACTS				
Not later than one year	348,687	460,018	348,687	460,018
1 to 2 years	5,600	6,174	5,600	6,174
2 to 5 years	16,800	16,800	16,800	16,800
Over 5 years	82,600	88,200	82,600	88,200
TOTAL COMMITMENTS	7,112,428	2,359,836	7,112,428	2,359,836

STATEMENT OF CONTINGENT LIABILITIES

as at 31 December 2003

There are no known contingent liabilities at this date. (2002: Nil)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

as at 31 December 2003

1 Government Grants

This includes monies received from Government by way of an Operational Bulk Grant, which is based on equivalent full-time student (EFTS) levels and the funding category levels of these EFTS, and specific purpose related grants.

2 Other Fees and Charges

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
International Students	9,784,206	5,553,680	9,784,206	5,553,680
Education Service Contracts	2,111,298	2,288,986	2,111,298	2,288,986
Special Fees	296,465	253,231	296,465	253,231
Child Care	237,073	233,311	237,073	233,311
STAR	41,070	46,045	41,070	46,045
TOTAL OTHER FEES AND CHARGES	12,470,112	8,375,253	12,470,112	8,375,253

3 Sundry Income

The significant items within this revenue item are:

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
The Learning Shop	116,816	0	116,816	0
Rent	85,651	134,986	85,651	134,986
Student Health Service	54,325	39,038	54,325	39,038
Administration Fees	52,782	31,740	52,782	31,740
Homestay Admin Fees	133,862	92,245	133,862	92,245

4 Statement of Financial Performance

The net surplus is after charging:

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Fees paid to external auditors	41,035	37,000	47,659	37,000
Other fees paid to external auditors	9,750	0	9,750	0
Councillors Fees	40,720	44,660	40,720	44,660
Bad Debts written off	86,409	4,168	86,409	4,168
Change in provision for doubtful debts	99,612	75,279	99,612	75,279
Loss on Disposal of Assets	16,203	499	16,203	499
Loss on Revaluation	0	8,223	0	8,223
Amortisation of Capitalised development costs	11,245	17,666	11,245	17,666
Depreciation	2,040,062	1,901,616	2,040,062	1,901,616
Buildings	374,097	373,404	374,097	373,404
Teaching Equipment	150,304	122,907	150,304	122,907
Computers	979,872	959,460	979,872	959,460
Furniture & Fittings	100,457	84,116	100,457	84,116
Office Equipment	23,123	15,726	23,123	15,726
Library	135,064	122,658	135,064	122,658
Motor Vehicles	22,540	14,425	22,540	14,425
Plant & Machinery	26,038	23,682	26,038	23,682
Roads	11,261	11,245	11,261	11,245
Leasehold Improvements	127,420	88,620	127,420	88,620
Minor Equipment	65,205	61,985	65,205	61,985
Communications	17,186	17,357	17,186	17,357
Signs	7,495	6,031	7,495	6,031

5 General Equity

a Retained Earnings

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Balance 1 January	15,505,523	11,280,625	15,658,616	11,280,625
Capital Injection	0	107,000	0	107,000
Surplus Transferred	6,164,734	4,117,898	6,172,210	4,270,990
BALANCE 31 DECEMBER	21,670,257	15,505,523	21,830,826	15,658,616

b Crown Assets Reserve

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Balance 1 January	10,247,042	10,415,584	10,247,042	10,415,584
Revaluation	0	(168,542)	0	(168,542)
BALANCE 31 DECEMBER	10,247,042	10,247,042	10,247,042	10,247,042
BALANCE OF GENERAL EQUITY				
31 DECEMBER	31,917,299	25,752,565	32,077,868	25,905,658

6 Asset Revaluation Reserve

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Balance 1 January	378,504	541,313	378,504	541,313
Net Revaluation of Assets	0	(162,809)	0	(162,809)
BALANCE 31 DECEMBER	378,504	378,504	378,504	378,504

The reserve comprises revaluations in the following classes of assets:

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Land	335,296	335,296	335,296	335,296
Improvements	43,208	43,208	43,208	43,208
BALANCE 31 DECEMBER	378,504	378,504	378,504	378,504

7 Accounts Receivable

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Trade Debtors	1,166,403	902,437	1,166,403	902,437
Less Provision for Doubtful Debts	(318,397)	(218,785)	(318,397)	(218,785)
	848,006	683,652	848,005	683,652
Other Amounts Receivable	141,376	15,083	141,376	15,083
TOTAL	989,382	698,735	989,382	698,735

8 Investments

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Short Term	10,300,000	9,250,000	10,569,000	9,250,000
TOTAL	10,300,000	9,250,000	10,569,000	9,250,000

a Current Portion

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Westpac	4,000,000	0	4,000,000	0
National Bank of New Zealand	2,500,000	3,250,000	2,769,000	3,250,000
ASB Bank	0	4,000,000	0	4,000,000
ANZ Bank	2,500,000	500,000	2,500,000	500,000
BNZ	1,300,000	1,500,000	1,300,000	1,500,000
TOTAL	10,300,000	9,250,000	10,569,000	9,250,000

b Interest Rates

The weighted average effective interest rates on current investments were:

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Weighted average effective interest rate				
Short Term Deposits	5.20%	5.64%	5.20%	5.64%

c Repricing Maturities

	Less Than 6 Months	Less Than 6 Months
Short Term Deposits	10,300,000	10,569,000

9 Inventories

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Materials and Stores	12,384	10,858	12,384	10,858
Goods for Resale	70,541	54,111	70,541	54,111
TOTAL	82,925	64,969	82,925	64,969

10 Accounts Payable

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Trade Creditors	2,670,635	1,719,671	2,672,635	1,719,671
Other Accounts Payable	199,266	49,937	199,266	49,937
TOTAL	2,869,901	1,769,608	2,871,901	1,769,608

11 Employee Entitlements

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Annual Leave	662,504	520,128	662,504	520,128
Long Service Leave	25,857	17,761	25,857	17,761
TOTAL	688,361	537,889	688,361	537,889
Current	662,504	520,128	662,504	520,128

12 Special Accounts

Special Accounts represents funds held by Whitireia Community Polytechnic on behalf of others and funds provided to Whitireia Community Polytechnic by various organisations for specific projects.

	Parent			Consolidated		
	2003 Receipts	2003 Payments	2003 Balance	2002 Balance	2003 Balance	2002 Balance
	\$	\$	\$	\$	\$	\$
Homestay Trust	157,649	171,655	25,037	39,043	25,037	39,043
Whitireia International Homestay Trust	445,522	468,796	149,397	172,671	149,397	172,671
Study Skills Booklet	3,112	0	20,729	17,617	20,729	17,617
Activities Account	15,523	15,388	6,222	6,087	6,222	6,087
Diploma Commissions	0	500	4,033	4,533	4,033	4,533
Whitireia Foundation				0	122,696	122,696
Other Accounts	31,787	28,192	27,483	23,888	27,483	23,888
TOTAL	653,593	684,531	232,901	263,839	355,597	386,535

13 Fixed Assets

	Parent and Consolidated					
	2003			2002		
	Cost / Valuation	Accumulated Depreciation	Net Book Value	Cost / Valuation	Accumulated Depreciation	Net Book Value
\$	\$	\$	\$	\$	\$	
Land:						
Crown	2,723,765	0	2,723,765	2,723,765	0	2,723,765
Institution	832,000	0	832,000	832,000	0	832,000
Buildings:						
Crown	6,443,938	415,877	6,028,061	6,444,889	207,968	6,236,921
Institution	6,905,127	331,622	6,573,505	6,850,646	165,434	6,685,212
Artwork	7,485	0	7,485	7,485	0	7,485
Computers	6,711,032	4,151,090	2,559,942	5,619,574	3,466,330	2,153,244
Furniture & Fittings	1,131,554	456,346	675,208	969,631	355,889	613,743
Library Collection	1,251,671	863,209	388,462	1,065,390	728,145	337,245
Minor Equipment	541,434	353,599	187,835	507,664	288,436	219,228
Motor Vehicles	239,197	150,002	89,195	189,589	127,462	62,127
Office Equipment	232,629	157,158	75,471	227,656	148,723	78,933
Teaching Equipment	1,568,366	1,112,247	456,119	1,392,232	1,005,606	386,627
Leasehold Improvements	417,695	256,404	161,291	384,393	128,984	255,409
Communications System	459,462	448,380	11,082	459,461	431,193	28,268
Plant & Machinery	394,107	219,630	174,477	331,476	202,973	128,503
Roads	564,406	22,040	542,366	561,382	11,245	550,137
Landscaping	2,916	0	2,916	0	0	0
Signs	30,928	15,536	15,392	28,646	8,042	20,604
Work in Progress	3,303,955	0	3,303,955	0	0	0
Total	33,761,667	8,953,140	24,808,527	28,595,879	7,276,430	21,319,449

14 Development Costs

	Parent		Consolidated	
	2003	2002	2003	2002
	\$	\$	\$	\$
Opening Balance	11,245	24,467	11,245	24,467
Plus Costs Capitalised	0	4,444	0	4,444
Less Costs Expensed	11,245	17,666	11,245	17,666
TOTAL	0	11,245	0	11,245

15 Related Party Information

Crown/Government

Whitireia Community Polytechnic is a wholly owned entity of the Crown. The Government influences the roles of Whitireia Community Polytechnic as well as being a significant source of revenue.

Whitireia Community Polytechnic enters into transactions with Government Departments and Crown agencies on an arm's length basis and where those parties are only acting in the course of their normal dealings with the institution. These transactions are not separately disclosed because of the volume of the transactions and because the transactions are conducted on an arm's length basis in the normal course of business.

Inter-Group

All members of the group are considered to be related parties of Whitireia Community Polytechnic. This includes Whitireia Foundation.

There are no other related party transactions.

16 Financial Instruments

Whitireia Community Polytechnic is party to financial instrument arrangements as part of its every day operations. These financial instruments include Bank Accounts, Bank Deposits, Accounts Receivable, Accounts Payable and Term Borrowings, and are recognised in the Statement of Financial Position.

Credit Risk

Whitireia Community Polytechnic has a minimal credit risk in its holdings of various financial instruments. These instruments include cash, bank deposits and accounts receivable.

The institution places its investments with institutions that have a high credit rating. It also reduces its exposure to risk by limiting the amount that can be invested in any one institution. Whitireia Community Polytechnic believes that these policies reduce the risk of any loss that would arise from its investment activities.

Accounts receivable are stated at the estimated realisable value after providing for amounts not considered recoverable. There is no significant concentration of credit risk for accounts receivable.

Currency Risk and Interest Rate Risk

The interest rate on a bank overdraft is 25.2% per annum (2002: 25.45%). This is a floating rate set by the bank. Apart from this Whitireia Community Polytechnic has no significant exposure to currency risk and interest rate risk on its remaining financial assets and liabilities.

17 Segmental Information

Whitireia Community Polytechnic operates predominantly in one industry (tertiary education) and in four geographical areas with a campus in Porirua City, Kapiti Campus at Paraparaumu, Wellington City Campus in Wellington and Whitireia International in Auckland

18 Councillors' Fees and Benefits

	2003	2002
	\$	\$
Arthur T	2,200	2,200
Bailey K	1,200	1,610
Douglas K G	600	200
Dunkerton M S	1,600	2,200
Faulkner M	0	4,375
Hilliard M	0	1,200
Holland M	0	800
Kirk-Burnnand C	17,500	17,500
Nichols A D	2,200	2,000
Radley J M	2,200	1,000
Reid S J D	0	2,000
Sharman D R	8,750	5,375
Snively S	2,070	200
Thomason T	0	1,600
Tongariro G W	600	2,200
Wilkinson R K	1,800	200

19 Major Budget Variances

Explanations for major variations from the Council budget figures are as follows:

Statement of Financial Performance

There was a significant increase in enrolled student numbers for 2003. International student numbers also were significantly in excess of that anticipated.

Interest Revenue has significantly increased due to the large cash inflow associated with the increase in international students and higher surpluses than projected in 2001, 2002 and 2003.

Statement of Financial Position

Cash and investments were significantly higher due to increased student numbers whereas there was no corresponding increase in costs of operation due to stringent controls placed over incurring liability.

MANAGEMENT STATEMENT

In terms of section 42 of the Public Finance Act 1989, we hereby certify that:


- 1 We have been responsible for the preparation of these financial statements and the judgements used therein: and
- 2 We have been responsible for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting, and
- 3 We are of the opinion that these financial statements fairly reflect the financial position and operations of this Polytechnic for the year ended 31 December 2003.



Chairperson of Council



Chief Executive



Director, Business and Corporate Services



AUDIT REPORT
TO THE READERS OF
WHITIREIA COMMUNITY POLYTECHNIC AND GROUP
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003

The Auditor-General is the auditor of Whitireia Community Polytechnic and Group (the Polytechnic and group). The Auditor-General has appointed me, Rudie Tomlinson, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements of the Polytechnic and group, on his behalf, for the year ended 31 December 2003.

Unqualified opinion

In our opinion:

- ▲ The financial statements of the Polytechnic and group on pages 9 to 43.
 - comply with generally accepted accounting practice in New Zealand; and
 - fairly reflect:
 - the Polytechnic and group's financial position as at 31 December 2003;
 - the results of its operations and cash flows for the year ended on that date; and
 - its service performance achievements measured against the performance targets adopted for the year ended on that date.

The audit was completed on 31 March 2004, and is the date at which our opinion is expressed.

The basis of the opinion is explained below. In addition, we outline the responsibilities of the Council and the Auditor, and explain our independence.

Basis of opinion

We carried out the audit in accordance with the Auditor-General's Auditing Standards, which incorporate the New Zealand Auditing Standards.

We planned and performed our audit to obtain all the information and explanations we considered necessary in order to obtain reasonable assurance that the financial statements did not have material misstatements whether caused by fraud or error.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in the opinion.

Our audit involved performing procedures to test the information presented in the financial statements. We assessed the results of those procedures in forming our opinion.

Audit procedures generally include:

- ▲ determining whether significant financial and management controls are working and can be relied on to produce complete and accurate data;
- ▲ verifying samples of transactions and account balances;
- ▲ performing analyses to identify anomalies in the reported data;
- ▲ reviewing significant estimates and judgements made by the Council;
- ▲ confirming year-end balances;
- ▲ determining whether accounting policies are appropriate and consistently applied; and
- ▲ determining whether all financial statement disclosures are adequate.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements.

We evaluated the overall adequacy of the presentation of information in the financial statements. We obtained all the information and explanations we required to support the opinion above.

Responsibilities of the Council and the auditor

The Council is responsible for preparing financial statements in accordance with generally accepted accounting practice in New Zealand. Those financial statements must fairly reflect the financial position of the Council as at 31 December 2003. They must also fairly reflect the results of its operations and cash flows and service performance achievements for the year ended on that date. This responsibility is specified in the Public Finance Act 1989.

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you. This responsibility is specified in section 15 of the Public Audit Act 2001 and section 43(1) of the Public Finance Act 1989.

Independence

When carrying out the audit we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the Institute of Chartered Accountants of New Zealand.

During the year, in addition to the audit, we performed a review of the non-financial content of the Polytechnic and group's annual report, which is compatible with those independence requirements.

Other than the audit and this assignment, we have no relationship with or interests in the Polytechnic and group.



R.L. Tomlinson
Audit New Zealand
On behalf of the Auditor-General
WELLINGTON, New Zealand

SPECIAL SUPPLEMENTARY GRANTS

Statement of Revenue and Expenditure for the period 1 January to 31 December 2003

TAUTOKO EDUCATION CENTRE	2003		2002		2001	
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
	\$	\$	\$	\$	\$	\$
	53,778		53,778		53,777	
Personnel		51,737		50,723		49,728
Operating		11,689		11,820		11,662
Admin Overheads		2,000		2,000		2,000

SPECIAL EDUCATION	2003		2002		2001	
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
	\$	\$	\$	\$	\$	\$
	48,581		48,581		48,579	
Personnel		75,824		74,337		72,879
Operating		-		-		-
Admin Overheads		2,000		2,000		2,000

STUDENTS WITH DISABILITIES	2003		2002		2001	
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
	\$	\$	\$	\$	\$	\$
	65,741		53,888		59,557	
Personnel		61,424		60,252		59,038
Operating		3,208		3,167		3,211
Admin Overheads		-		-		-

PROGRAMME ADVISORY COMMITTEES 2003

SCHOOL OF ARTS

Desktop Publishing

Katherine Fitzgerald
Producer, Blueskin Films Ltd.

Andy Karl
Nojack Digital Media, Wellington

Dickon Lentell
Wakefields Digital Colour Solutions Ltd, Wellington

Caroline McGrath
Film & Television

Rex McIntosh
ClickSuite, Wellington

Lynn Peck
Central Media Wellington

May Sheppard
May Sheppard Graphics Ltd Wellington

Jack Yan
Jack Yan & Associates Wellington

Journalism

Peter Bartlett
Capital Community Newspapers Johnsonville

Clive Conland
Radio/Broadcasting

Geoff Davis
Army News, Wellington

Diane Joyce
Kapiti Newspapers

Queenie Rikihana-Hyland
Otaki

Bill Southworth
NZ Journalists Training Organisation Wellington

Fa'amatuainu Tino Pereira
Radio/Pacific Journalist

Marita Vandenberg
'Contact' Wellington

Practical Photography

Stephen A'Court
Stephen A'Court Photography, Wellington

Esther Bunning
Nenarbe Photography, Wellington

Murray Lloyd
Photographer

Grant McNabb
HOD Art, Paraparaumu College

Robert Patterson
Photographer

Trish Pointon
Photographer, Mana

Mel Phillips
Mel Phillips Photography, Raumati

Simon Woolf
Photography by Woolf Ltd, Wellington

Publishing

Robyn Bargh
Huia Publishers, Wellington

Fergus Barrowman
Victoria University Press, Wellington

Daphne Brasell
Daphne Brasell Associates, Wellington

Linda Henderson
Booksellers NZ, Wellington

Ann Mallinson
Mallinson-Rendel Publishers, Wellington

Wanda Peck
The Open Polytechnic of New Zealand, Hutt City

Trevor Rose
Whitcoulls

Visual Arts

Bev Joan
Pātaka, Porirua Museum of Arts & Cultures

Kivani Moriarty
Pātaka, Porirua Museum of Arts & Cultures

Eric Ngan
Artist/Events Co-ordinator Tu Wa Tasi

Julie Obren
Porirua Community Arts Council

Gary Shuker
HOD Art, Bishop Viard College

Helen Smith
Porirua City Council

Julian Winston
Art Educator, Tawa

Writing

Tusiata Avia
Writer, Wellington

Briar Grace-Smith
Writer, Wellington

Mandy Hager
Writer, Wellington

John Huria
Huia Publishers, Wellington

Alison Langdon
Documentary Film Maker/Production Manager

Janine McVeagh
Northland Polytechnic, Rawene

Karen Ross
NZ Book Council, Wellington

SCHOOL OF BUSINESS & MANAGEMENT

**Certificate in Public Sector Knowledge
New Zealand Diploma in Business
NZIM Certificate Supervisory Management**

Fitu Ah Young
Business Porirua

Batch Hales
NZIM, Wellington

Mandy Natusch
Business Porirua

Michelle Robinson
Partners NZ, Wellington

Willie Taurima
Health Links, Porirua

SCHOOL OF CATERING AND HOSPITALITY

**Certificate in Café Bar Service
Certificate in Professional Restaurant, Wine & Bar Service
Certificate in Cookery including the City & Guilds International Certificate
Certificate in Cookery including the City & Guilds International Diploma
City & Guilds International Diploma in Patisserie
City & Guilds International Advanced Diploma in Culinary Arts
National Certificate in Hospitality (Front Office)
National Certificate in Hospitality (Operations Supervision)**

Lorraine Boonen
The Rushes, Pauatahanui Inlet, Porirua

Harvey Bourne
Massey University, Wellington

Tony King
Shiphay Restaurant, Raumati Beach

Herwig Lanzerstorfer
Café Pika, Porirua

Sue McGillvray
Kaizen Cafe, Porirua

Pat Mattinson
*Hospitably Standards Committee,
Wellington*

Rob Rangī
Mungavin Blues Restaurant, Porirua

Murray Reeve
Bucket Tree Restaurant, Tawa

David Richards
Management Training Consultant

Tania Riddiford
Searanke Caterers, Linden (ex-The Rockz)

Sarah Searanke
Searanke Caterers, Linden

SCHOOL OF COMPUTING

Certificate in Computing
Diploma in Business Computing
**Diploma in Information &
Communications Technology**
National Certificate in Computing
**National Diploma in Computing
(Support)**
Bachelor of Information Technology

Tony Aratema
Consultant, Wellington

Mel Birch
NZ Defence Computer Services Bureau

Rick Hook
Gen-1 Ltd, Wellington

Jade Johnson
*NZ Totalisator Agency Board (NZTAB),
Petone*

Cliff Pratt
CAP Consulting, Tawa

Brian Rowe
121 Agent Com Ltd, Johnsonville

Dennis Sharman
Sharman Consulting Ltd, Wellington

Michael Stevens
*Michael Stevens & Associates,
Wellington*

SCHOOL OF FURTHER EDUCATION

Awhina

Claire Dowdall
IHC Vocational Services, Mana

Nicola Dunleavy
Disabled Peoples Assembly

Lisa Forbes
Emerge Supported Employment Trust

Abby Govier
Workmates Trust

Susan Gray
CCS

Bernadette Holden
Special Education

Alistair Jordī
Ignite Kapiti/Mana

Jutta Jones
Mana Community Enterprises

Cheryl McFadyen
Emerge Supported Employment Trust

Graeme Nye
Former Student

Deirdre O'Connor
IHC Vocational Services

Rex Parker
Mana College

English as a Second Language

Ariadne Fountain
Porirua Language Project

Christine Sharp
*Wellington Institute of Technology,
Lower Hutt*

Bouny ang Thiphakone
*Local Ethnic Community
Representative*

Helen Webber
Aotea College, Porirua

Foundation Education

Jocelyn Anton
Mana College

Juliette Bellingham
Co-ordinator He Huarahi Tamariki

SCHOOL OF MĀTAURANGA MĀORI

Kia Tū Maia

Margaret Dawson
Child, Youth & Family

Performing Arts

Bob Cater
Former Head of School, Arts

Te Rongo Ki'i
Performer

Frances Rangihuna
Victoria University, Wellington

Deidre Tarrant
Footnote Dance Company

Poutama

Mark Kopua
*Master Carver, Te Aitanga Hauiti Te
Rawherero, Tologa Bay*

Hua kirangi

Matt Crawshaw
Policy Analyst, Porirua City Council

William Edwards
*School of Māori Studies, Palmerston
North*

Terry Govenlock
Moderator Waikanae

John Simpson
Ministry of Health

Te Kete Hautaka

Peter Bartlett
Capital Community Newspaper

Fiona Cassidy
Meat and Wool Innovation

Paul Diamond
Radio NZ

Bill Southworth
NZ Journalists Training Organisation

Ana Tapiata
Independent Consultant, Wellington

Te Reo Māori

Yvonne Shephard
Pouako, Awatope

Thomas Tawhiri
Pouako, Mana College

Tama Coker
Ngāti Toa Representative

Rock, Jazz & Commercial Music

Paul Baines
Business Consultant Wellington

Roger Booth
New Zealand Qualifications Authority

Paul Dyne
Massey University Wellington

Neil Maddever
Sound Engineer, Wellington

Ray Mercer
Musician, Wellington

SCHOOL OF NURSING AND HEALTH STUDIES

Bachelor of Nursing

Anne Allan-Moetaua
Ministry of Health

Dianne Callinicos
Regional Public Health, Lower Hutt

Kaye Carncross
Professional Nurse Advisor, Porirua Hospital

Shirley Daniels
Kenepuru Medical Unit

Margaret Faulkner
Independent Advisor

Theresa Fowler
Regional Public Health, Lower Hutt

Beryl Harris
Occupational Health Nurses

Margaret Kay
Massey University Wellington

Rhonda Knox
Hutt Valley District Health Board

Margi Martin
Victoria University, Wellington

Lesley McCullough
Capital & Coast District Health Board

Mari Morgan
Kenepuru Hospital

Cheryl Moss
Victoria University, Wellington

Dr Jan Pearson
Plunket National Office, Wellington

Rachel Searle
Capital & Coast District Health Board

Rachel Taylor
Hutt Valley District Health Board

Chris Wilson
Hutt Valley District Health Board

Graduate Certificate in Hospice Palliative Care

Ann Denton
Hospice New Zealand

Helen Costello
Victoria University, Wellington

Suzanne Hammond
Te Omanga Hospice

Ann Martin
Hospice New Zealand

Julie Maher
Te Omanga Hospice

Monica O'Reilly
Capital & Coast District Health Board

Kate Reid
Hospice Education Trust of Canterbury

Gayle Robertson
Mary Potter Hospice

Tamara Royse
Mary Potter Hospice

Graduate Diploma Community Child & Family Health Promotion

Megan Cameron
Midland Regional Clinical Educator

Professor Jan Duke
Victoria University, Wellington

Michelle Halford
Hutt Valley District Health Board

Chris Miller
Professional Nursing Advisor

Sharon Morunga
Wellington Regional Educator

Pam Murray
Plunket President, New Zealand

Jenni Olivia
Practice Nurse, Upper Hutt

Dr Jan Pearson
Plunket National Office, Wellington

Linda Polaschek
National Clinical Educator, Plunket Society

Martha Rice
Regional Public Health, Lower Hutt

Chris Wilson
Hutt Valley District Health Board

Kawa Whakaruruha u

Di Das
Tiriti o Waitangi Educator

Flo Gardiner
Te Whare o Rangituhi, Kenepuru Hospital

Sipia Kupa
Assessment Team, Porirua Hospital

Huhanna Maddock
Former Student

Tia Minnoch-Singh
Kokiri Marae Health & Social Services

Wayne Mitu
Porirua Community Mental Health

John Ngātai
Cultural Advisor Forensic Services, Porirua Hospital

Sharlene Olsen
Ministry of Health

Carmen Parata
Independent Māori Nurse Advisor

Sharon Reid
Kokiri Marae Health & Social Services

Fran Richardson
Massey University Wellington

Maitera Tutahi
Diabetes Nurse Educator, Wellington

Denise Wilson
Massey University Wellington

Mental Health

**Diploma in Psychiatric Mental Health Nursing
Graduate Diploma of Psychiatric Mental Health Nursing
New Zealand Post-Graduate Certificate in Forensic Psychiatric Care
National Certificate in Mental Health Support Work**

Dr Helen Bichan
Porirua City Health Committee

Monica Cartner
Capital & Coast District Health Board

Lew Cate
Capital & Coast District Health Board

Tony Dal Din
Hutt Valley District Health Board

Nigel Fairley
Forensic Service, Capital & Coast District Health Board

Liz Fenton
Forensic Service, Capital & Coast District Health Board

Henry Field
Pacific Mental Health, Capital & Coast District Health Board

Deirdre Florence
Te Whare o Rangiora, Capital & Coast District Health Board

Sarah Gordon
Case Consulting, Wellington

Sharyl Innes
Mental Health Service, Taranaki Hospital

Chris McCoard
Mental Health Service, Good Health Wanganui

Rita McEwan
Community Mental Health Resource Person

John Ngati
Forensic Service, Capital & Coast District Health Board

Greg Olsen
Purehurehu, Capital & Coast District Health Board

Gary Platz
Case Consulting, Wellington

Vincent Russell
Mid Central District Health Board, Palmerston North

Dianne Sadler
Capital & Coast District Health Board

Rochelle Stewart-Withers
Mid Central District Health Board, Palmerston North

Eileen Weekly
Capital & Coast District Health Board

Paramedic

Tamati Cairns
Kamatua, Te Rauru Tere

Jackie Davis
Māori Health Unit, Wellington

Sarah Hopley
Wellington Free Ambulance

Mary Pecekajus
NZ Ambulance Education Council

Peter Roberts
Wellington Free Ambulance

Ross Wilson
Māori Advisor

Steve Yanko
St John Central

Perioperative Nursing

Amanda Arnold
Hutt Valley District Health Board

Collette Breton
Southern Cross Hospital

Ellie Byrne
Hutt Valley District Health Board

Di Davies
Wakefield Hospital

Julie Hood
Wakefield Hospital

Mary Ann Johnson
Medtra NZ Ltd

Chrissy Neilsen
Care Direct

Helen Polglase
Hutt Valley District Health Board

Dorothy Shaw
Bowen Hospital

Myra Wilson
Medtra NZ Ltd

SCHOOL OF OFFICE SYSTEMS AND TOURISM

Hairdressing/Beauty Services

Jo Hall
Mystique Beauty Clinic

Petherick Noel
*Hairdressing Industry Training
Organisation*

Sandy Pearce
Head Waves

Angelique Simmonds
Beauty Therapist

Larissa Sulzberger
Blue Cactus Hairdressing Ltd

Shona Tangney
Essentially for You

Office Systems

Call Centre Office Systems Retail

Karen Bleachwood
*Electro Technology Industry Trading
Organisation, Wellington*

Angela Cameron
*Health Plan, New Zealand Police
Association*

Lara Deans
Call Centre, Contact

Colin Drew
Positively Wellington Business

Jasmine Hammond
New Zealand Childcare Association

Dale Hartle
Porirua City Council

Chris Hickey
BNZ Credit Cards

Jeanette Hourigan
Wellington Institute of Technology

Hilary Nuttall
Coastal Fasteners Ltd

Sharon Rowell
Corporate Call Centre, Hutt City

Anne Taylor
*Association of Administration
Professionals of New Zealand*

Val Tough
Operations Trainer, Contact

Kim Weatherley
Kiwibank

Outdoor Leadership

Rachel Bastings
Project K/Former Student

Joe Green
NZ Mountain Safety Council

Phil Henry
Riverslea Lodge, Otaki Gorge

David Julius
Outthere Adventures

Dusty Miller
Kapiti 4X4

Travel & Tourism

Sally Kennedy-Clark
Trilogy Travel

Peter Manderson
Kapiti Holiday Shoppe

Gloria Reynolds
Harvey World Travel

Rachel Thomas
Porirua Visitor Shop

SCHOOL OF PACIFIC HEALTH, EDUCATION & RESEARCH

Pacific

Anne Allan-Moetaua
Cook Islands Community, Wellington

Lupe Anamani
Samoan Community, Porirua

Henry Field
Samoan Community, Paremata

Toe Fiu
Samoan Community, Porirua

Lisa Fruean
Samoan Community, Porirua

Rev Fifita Hukehuke
Tongan Community, Porirua

Vaeluaga Iosefa
Tuvaluan Community, Porirua

Ida Isaako
Pacific Health Service, Porirua

Loimata Iupati
Tokelauan Community, Porirua

Susana Kilioni
Fijian Community, Porirua

Tino Meleisea
Samoan Community, Porirua

Hiueni Nuku
Tongan Community, Wellington

Amy Osborne
Fijian Community, Porirua

Wally Ranfurly
Niuean Community, Porirua

Sila Taupe
Tokelauan Community, Porirua Rev

Teremōana
Cook Islands Community, Porirua

Erena Tiraa
Cook Islands Community, Porirua

Penina Vaekā'au
Samoan Community, Porirua

Social Services & Social Work

National Diploma in Social Services Pacific Community Health Workers Certificate

Joyce Fallon
Barnados Practice Manager

Carol Herewini
*Salvation Army Social Services,
Porirua*

Ella Kauri-Davis
Raukawa Social Services, Levin

Natalie Kini
Toa Ora Whanau, Porirua

Tricia Laing
Department of Child, Youth & Family Service, Wellington

Roslyn Lousie
Department of Corrections, Porirua

Paula Masoe
Taeoamanino Trust, Porirua

Margaret Pew
Accidents Compensation Corporation, Wellington

Pauline Ramsey
Department of Corrections, Porirua

Tracy Robinson
Raukawa Social Services, Levin

Margaret Saunders
Social Work Advisor, Wellington Hospital

Patricia Walker
Department of Child, Youth & Family Service, Wellington

Youth Work & Community Education

Certificate in Youth Work (Christian Youth Workers)
National Certificate in Youth Work (Youth Worker Assistant)

Margaret Brooker
Kapiti Coast District Council

Donald Hunter
Wesley Mission, Porirua

Jenny Lester
Porirua Healthy Cities

Dinah Ostler-Malaulau
Youth Development Co-ordinator, Porirua City Council

Lloyd Martin
Praxis, Porirua

Ross McCracken
Safer Community Council, Kapiti Coast District Council

Emma Sanderson
Kapiti Youth Support, Paraparaumu

Paul Solt
Kapiti Coast District Council, Paraparaumu

Leona Tiraa
Wesley Mission, Porirua

SCHOOL OF TEACHER EDUCATION AND TRAINING

Certificate in Adult Teaching
Certificate in Sport (Performance)
Certificate in Sport Studies
Diploma in Pacific Islands Early Childhood Education
Diploma in Sport & Coaching
Diploma in Sport (Sport Performance)
Diploma of Teaching (ECE)
Graduate Diploma of Teaching (Secondary)
National Certificate in Early Childhood Education & Care
New Zealand National Nanny Certificate

Karen Anderson
Massey University, Palmerston North

Jackie Awa
Wainuiomata

Marie Bell
Wellington

David Bowles
Plimmerton

Pam Cubey
Wellington

Gillian Dobson
Wellington Region Free Kindergarten Association

Kirsten Malpas
Recreation Porirua

Kenny Mcfadden
Hoop Club

Tolo Pereira
S.E.E.D.S. Childcare Centre Supervisor

Linda Polaschek
National Clinical Educator, Plunket Society

Mary Purdy
Wellington

Wally Ranfurly
Niuean Community, Porirua

Dominic Rogerson
Porirua City Fitness

Kathy Ross
Harbour City Nanny & Home Help Agency

Jacques Rousseau
Massey University, Wellington

Willie Taurima
Hoop Club

Veronica Thompson
Sport Wellington Region

Joe Vakaloloma
Wellington

Mike Webster
Mana College

Ron Wood
Porirua Park, Porirua

Desley Wrathall
Physical Education NZ Police

SCHOOL OF TECHNOLOGY

Automotive

Grant Allerby
Avery Ford, Johnsonville

David Bowler
Bowler Motors, Porirua

Ian Capewell
Plimmerton Motors

Wayne Dorgan
Wayne Dorgan Auto Repairs

Greg Maraku
Porirua

Bill Moffat
Wainuiomata

Robert Pauletic
Land Transport & Safety Authority

Grant Quin
Motor Industry Training Organisation

Eoin Stuart
North City Motors, Porirua

Carpentry

Daryl Bradford
Building & Construction ITO, Wellington

Henry Nepia
Nepia Construction, Titahi Bay

Peter Murton
Murton Timbercraft

Graham Paton
Building & Construction ITO, Wellington

Brent Tuohy
Tuohy Homes Ltd, Plimmerton

Commercial Road Transport

Mike Dennehy
Central Area Road Transport Association, Wellington

Alan Eager
Porirua City Towing

Craig Ewans
Central Regional Road Transport Association, Wellington

Kerry Waddell
Mana Coach Services

Russel Walsh
NZ Road Transport & Logistics ITO

Ainsley Watson
Road Transport Logistics ITO

Electrotechnology

Paul Craven
*Electro Technology Industry Trading
Organisation, Wellington*

Terry Govenlock
Waikanae

Chris Jones
*Telecommunications Education Skills
Standards Organisation, Wellington*

Manu Katene
NZICE, Tawa

Stephen Watson
Sinclair Knight Merz Ltd

Horticulture & Landscaping

Graham Bruce
Porirua City Council Nursery

John Callahan
Tiahi Bay

Claire Clark
Camp Elsdon

Nigel Homan
Landscaper, Papakowhai

Ben Hoyle
Bluegeko, Paraparaumu

Paul Martin
Powergro Products, Porirua

Jon Muller
Landscape Designer/Writer

Murray Opie
Festival Hire, Porirua

Turoa Royal
Paremata

Signmaking

Wendy Beyers
Lower Hutt

Andrew Braddock
Signwise Industries, Johnsonville

Ross Freeman
De Neefe Sign Systems Ltd, Tawa

Jim Martin
Martin Signs, Lower Hutt

Ian Smythe
*Ian Smythe Signmaker/ Signmaking
ITO*

Phil & Anne Swain
Fine Signs, Lower Hutt

EQUAL EDUCATIONAL OPPORTUNITIES ACTIVITIES

Enhance opportunities for progress and success of all students

<p>A Curriculum Alignment Project was implemented, involving interaction with secondary schools within the Wellington/Porirua/Kapiti area, to provide clear pathways for secondary students into tertiary study. This project aims to encourage school leavers to enrol at the polytechnic.</p>	<p>The Certificate in Adult Teaching and Learning was developed and approved by the Academic Board, for delivery in 2004. The new Certificate included a focus on providing quality teaching to a diverse range of students.</p>	<p>Special initiatives to provide support to Māori and Pacific students included: Ako Pai student preparation seminars; the Mana Tangata student mentoring programme; 2 Te Whare Manaaki hui; a Te Whakapumau lecture series and the Mahi-a-ringā cultural symposium.</p>
<p>Promotion and strengthening of community and cultural links is continued.</p>	<p>Māori and Pacific student guidance in career pathways is provided</p>	<p>Nine Wānanga on academic and cultural development for nursing students was held.</p>
<p>Regular satellite campus visits undertaken by Māori and Pacific Support staff.</p>	<p>Pacific student forums met regularly.</p>	<p>A Whanau Information Day/evening is hosted in many Schools of Study across the polytechnic.</p>
<p>Additional tutors and a mentoring programme were provided to support Māori and Pacific students to complete and succeed in their learning.</p>	<p>A <i>Culture of Excellence and Achievement</i> amongst Māori and Pacific students is promoted.</p>	<p>An increasing number of programmes/modules run late afternoon/early evening to enable up skilling of those currently employed in industry.</p>
<p>Additional teaching times and support groups made available to students of different ethnicities.</p>	<p>Information literacy programme (WILO) maintained. Online process developed for student accessibility. A variety of Online programmes developed and offered.</p>	<p>Distance service librarian appointed and service developed.</p>
<p>Learning support for students continued to assist students with learning difficulties.</p>	<p>Kawa Whakaruruhau committee convened regularly to support Bachelor of Nursing programme.</p>	<p>Manaaki Tangata mentoring programmes implemented for all Māori students to ensure greater support.</p>
<p>Tutorial assistants appointed to aid students experiencing barriers to progress in their learning.</p>	<p>Monthly hui held to support Māori and Pacific students.</p>	<p>Continuation of self directed community computing courses.</p>
<p>Pre-entry nursing programme continued to increase people's chances of acceptance into the nursing degree.</p>	<p>Continued support for Māori nursing students to attend annual Māori nurses hui.</p>	<p>The code of rights and responsibilities developed jointly by polytechnic staff and Students' Association continues to be used.</p>
<p>An increasing number of foundation programmes run to prepare students with low secondary level success for entry to higher level programmes.</p>	<p>Continued providing free hearing tests for staff and students.</p>	<p>Programme advisory committees continued to ensure community and industry perspectives are considered and implemented into programmes.</p>
<p>Programmes that attract students with responsibility for young children are run as much as possible within primary schools terms.</p>	<p>Identify and review funding availability for students from all ethnicities.</p>	<p>Quality Management System continually revised to ensure all students receive high quality learning opportunities.</p>
<p>Mātauranga Māori continue to offer courses that are of interest to Māori, and that target Māori.</p>	<p>Policy implemented to enable Māori to undertake assessments in Māori.</p>	<p>Education Development Centre provide continued support and training to staff in the practice of Equal Educational Opportunities by offering:</p>
<p>Study groups within programmes in Schools established to assist students' learning continued.</p>	<p>Low fee programmes implemented to enable students from all economic groups to partake in programmes of study.</p>	<ul style="list-style-type: none"> • Certificate in Adult Teaching programme • Te Tiriti o Waitangi (stage 1) course • Best Practice Management seminars • Advanced Teaching Skill Training • Assessment Training • Computer Training.
<p>Procedures are set in place to ensure that all students are given appropriate information and support.</p>		

Ensure equitable access to the polytechnic educational opportunities for all students

Under-represented in the institution student body

Staff in the School of Office Systems & Tourism provided support and guidance to ensure younger students are fully catered for within the School.	Establishment of an industry training centre at premises of a Pacific PTE (private training establishment) to staircase Pacific students into trade and technician programmes.	Pacific Islands Early Childhood Education (PIECE) Bridging programme continued to staircase people from two-year PIECE programme through to Diploma in Teaching (ECE).
Continued employment of designated Kaiarahi for Ngāti Toa, to implement Ngāti Toatanga.	Whitireia Community Polytechnic has subcontracted delivery of courses to a Pacific provider (TOPIL).	Employment of both Māori and Pacific liaison officers continued to support students.
An increasing number of programmes run to appeal to young males – an under represented group at Whitireia Community Polytechnic.	An increasing number of programmes adapted on-line for flexible delivery to include distant students.	Implemented the mentoring and support services of a Māori and Pacific Support Group.
Retention of the School of Mātauranga Māori to encourage Māori to attend and succeed.	Continued promotion of programmes with a Māori and Pacific focus.	Steps have been taken to employ Māori and Pacific tutors to provide role models in Visual Arts programmes.
Māori and Pacific Support Services provided to ensure that students are supported and encouraged to complete and succeed in their studies.	Māori and Pacific Support Services aim to promote success profiles of Māori and Pacific staff and students.	A peer system has been implemented to encourage and support students.

Disadvantaged in terms of their ability to attend the institution.

Council approval was granted to offer free fees for foundation programmes in 2004.	A Student Financial Advisor is employed to foster student welfare.	Students receive assistance through Special Supplementary Grants that provide funding to meet the high level of students needs.
Funds designated for reader/writers and for the purchasing of special equipment to support student learning continued.	Continuation of re-entry to tertiary education courses and community courses.	STAR programmes run to assist secondary school students to engage in further education.
Disabled car parks designated at all campuses.	Wheelchair access at all entrances and pathways.	A Disabilities Co-ordinator was employed to assist students with disabilities.
Continuation of specifically targeted programmes for people with: <u>Disabilities</u> -New Directions, Workskills and Tautoko Centre <u>English as a Second Language</u> – English Skills and ESOL.	Regular consultation with staff by the Disability Co-ordinator regarding disability and accommodation matters, and providing advice on more complex issues.	Assistance was provided by the Disabilities Co-ordinator to over 50 students with disabilities, and regularly consulted and liaised with staff and external organisations in attaining quality support.
In collaboration with TEC, Whitireia Community Polytechnic provides training and skill improvement for eligible groups	Ensure that entry criteria are based on course related competencies, and are indicative of likely success.	Programmes adapted on-line for flexible delivery is developed to include distant learning students.