



WHITIREIA PUBLISHING PROGRAMME

The Graduate Diploma in Publishing (Applied) is one of a suite of courses offered by the highly regarded publishing programme at Whitireia. The publishing programme is New Zealand's premier training course for publishing, teaching the whole process: from manuscript to bookstore, app or website. The programme trains for careers in the wider publications sector along with book publishing, offering a full publishing qualification and two editing courses.

For a taste of the publishing programme, you can find more on [our website](#), like [our page on Facebook](#) or sign up to [our quarterly newsletter](#), where you'll receive regular updates and get a sense of our interests and activities.

GRADUATE DIPLOMA IN PUBLISHING (APPLIED)

The Graduate Diploma in Publishing (Applied) provides the equivalent of on-the-job training. Students develop specialised publishing and editing knowledge and work-related skills in an industry-allied environment. Graduates readily find employment in the full range of fields that require publishing, production and editing skills. Many publishers see this course as an essential training route for their new staff. The course is based at the Wellington city campus in Dixon Street and runs from February to November each year.

WHAT DOES THE COURSE COVER?

This course covers all aspects of the process and business of publishing, with a focus on books but extensive coverage of publishing on the web and other media. Students learn how to plan and promote a publication, through assessment, market research, costing, scheduling, marketing and distribution. They take a publication from idea to printed or digital product, including editing, typesetting, conversion, and supervising design and print. Alongside this, students work with industry mentors to produce books, catalogues, websites, newsletters, journals and ebooks while they study.

HOW IS THE PROGRAMME TAUGHT?

The programme is taught through lectures, tutorials, guest speakers and coaching. Students undertake work experience in the book trade and government sector, and participate in industry seminars and site visits. The classroom is set up as a publishing office, where students undertake



hands-on work on real books under staff supervision. Publishing staff have broad experience in trade, educational and government publishing.

HOW MUCH WORK DOES THE COURSE ENTAIL?

This fulltime course runs for 32 weeks, from mid-February to mid-November. Students are required to attend and participate daily in a workplace environment. The course is a fulltime workload: classes are held 9.30–12.30, Monday to Friday, with project work required outside those hours.

WHAT ARE THE ENTRY REQUIREMENTS?

Undergraduate degree or equivalent, and evidence of suitability based on written application and interview. Applicants must demonstrate competencies required for a publishing role, including written communication skills, computer competency, ability to contribute to a team environment, and experience in and/or commitment to working in publishing or editing roles. A basic working knowledge of specified publishing software (currently Adobe InDesign) is also recommended – this will be discussed during the interview process.

WHAT DOES IT COST?

Fees for this programme are currently \$8,610. The programme is Ministry of Education approved for Student Loans and Allowances and NZQA accredited. All textbooks and software are provided. Contact the Information and Enrolment Centre for international fees. (Fees are subject to change and should be confirmed before enrolling.)

WHAT IS THE APPLICATION PROCESS?

Applicants are shortlisted for interview on the basis of their written application. Interviews are conducted in person at the Wellington city campus, or by Skype or conference call. Interviews for the following year are held in early December. **To ensure you are considered for interview, you should apply by 30 November for the following year.**

Late applications will be considered subject to the number of places available.

You can apply [online](#) or by post. To apply, submit the attached cover sheet plus:

- a letter of introduction explaining why you want to do the course **(2 copies)**
- a short essay on what you can contribute to the New Zealand publishing industry of the future, and telling us either about the New Zealand publisher you would like to work for and what you can offer to their business, or about a publishing-related business you would like to start **(2 copies)**
- curriculum vitae **(2 copies)**
- academic transcripts for relevant qualifications
- a completed Whitireia New Zealand [Application to Enrol](#)
- verified copy of your birth certificate, passport or other evidence of permanent residence.

If relevant, you may also submit references or a sample of publishing-related material. See also the attached hints about the application and interview process.

APPLICATION COVER SHEET

GRADUATE DIPLOMA IN PUBLISHING (APPLIED) 2017

| | |
|-----------|--|
| NAME | <input type="text"/> |
| ADDRESS | <input type="text"/> <input type="text"/> <input type="text"/> |
| TEL. (HM) | <input type="text"/> |
| TEL. (WK) | <input type="text"/> |
| MOBILE | <input type="text"/> |
| EMAIL | <input type="text"/> |

HAVE YOU INCLUDED THE FOLLOWING?

- Whitireia New Zealand application form
- Verified copy of birth certificate, passport or other evidence of permanent residence
- Letter of introduction explaining why you want to apply to do this course **(2 copies)**
- Short essay about what you can contribute to the New Zealand publishing industry **(2 copies)**
- Curriculum vitae **(2 copies)**
- Copies of academic transcripts

POST APPLICATIONS TO

Information & Enrolment Centre
Publishing Programme Application
Whitireia New Zealand
DX Mail SX33471, Wellington

OR [APPLY ONLINE](#)

HINTS FOR PREPARING YOUR APPLICATION FOR THE PUBLISHING PROGRAMME

Due to limited places there are often more applicants than places on the publishing programme. To enhance your chances of successfully getting onto the course consider the following:

Publishing is a process that requires complex project management, attention to the tiniest detail and working to tight deadlines. Most publishing jobs involve project management and require a range of skills, from sensitivity to language to handling budgets. Publishing spans the worlds of art and business, and the business side is not the least of it. People who work in the publishing industry need to have strong interpersonal skills and a curiosity and interest in the media and world in general.

Publishing is about working intensively with the written word – its structure, grammar, tone and appropriateness for different types of reader. You need to demonstrate in your application that you are capable of being trained to meet the demands of working with language at its best.

Finally, due to the competitive nature of entry, it pays to give as much attention to your application as you would preparing a job application.