OPEN DAY

Staff Briefing

Unitec

Contents

Saturday 31 August, 9:00am-2:30pm

Open Day is a one-stop shop of our offerings to prospective students. Approximately 1000 prospects and their influencers (whānau and friends) in attendance.

Attendees can talk to lecturers and school advisors in their area of interest, giving them all the information they need to make an informed decision about studying at Unitec. Support and enrolment services are also available on the day.

Objectives

- Maximise awareness and lift consideration for prospective students.
- Engage and interact with academic staff, support personnel and current students.

How

- **Greater Access** - Open Saturday, estimated 500 to 1000 attendees, scheduled tours around Te Puna, as well as school-specific tours of labs and study spaces.

- **More Targeted** - Tailored school promotions, geo-targeted digitally driven media campaign supported with radio, digital and social media campaigns.

- **More Support** - Trained ambassadors and staff to give directions and answer questions. Student Central will be open to process applications, Student Success will be available to provide answers on student support services.

- **Improved Experience** - Smooth registration, personalised guides, activation plans and engaging activities.

Leveraging Unitec's Buildings

Open Day is an opportunity to experience what it's like to be a student in Unitec's spaces - Te Puna, Mataaho, Building 108 and Waitākere campus. This is the public's opportunity to explore their future classrooms, workshop spaces, and common areas. We'll have industry experts, lecturers, and support personnels on deck to ask anything about studying at Unitec.

Roles On the Day

- Registration / Welcoming Crew
- Cater
- Guides / Ushers

Hours of Work

Hours of work are between 9:00am and 2:00pm.

Please arrive by 9:00am for a short briefing and to familiarise yourself with your space and role for the day. We expect to have our first guests arriving any time after 9:30am.

Te Puna will open at 7am to facilitate schools that need to transfer materials, collateral, or models of diverse student projects to their designated stalls or spaces in preparation for their activation.

We'll need some assistance with tidying up and packing up at the end of the day.

Catering

Lunch will be available starting at 11:30 a.m. Please coordinate with your team to take staggered 30-minute breaks. Remember to bring your own water bottle; water fountains are conveniently located throughout Te Puna to help you stay hydrated throughout the day.

Lunch rooms:
- Te Puna – Room 180-2044
- Waitakere Campus – Room 510-1037

What to Wear

If you already have a Unitec T-shirt, we kindly request that you wear it. Given the likelihood of spending a significant portion of the day on your feet, suitable footwear is advisable.

For those who have not yet obtained a Unitec T-shirt but have made a request for one through registration, rest assured that the T-shirt will be provided to you. If possible, please coordinate a time to pick up your T-shirt from the Ask Me Desk on Friday, 30 August. A team member will be there to assist you. If not we will provide for it on the day of the event as well.

Choose Your Study Path

Interested in a particular subject or area? Find out where to visit and meet our academic teams.

Schools / Discipline	Location
Bridging Education	Te Puna & Waitakere
English Language	
IELTS	
Language Teaching & Interpreting Study	
Preparation	
Supported Learning	
Architecture	Te Puna
Architecture	
Architecture Design	
Gargen Design	
Interior Design	
Landscape Architecture	
Landscape Design	
Urban Design	
Building Construction	Te Puna
Construction Management	
Quantity & Land Surveying	
Property Development	
Civil Engineering	
Architectural Technology	
Business	Te Puna
Accounting & Finance	
Digital Marketing	
Management	
Marketing	
Real Estate	

Community Studies | Te Puna & Waitakere

Community Sport & Recreation
Early Childhood
Education
Exercise
Sport Coaching

Computing & Information Technology | Te Puna

Artificial Intelligence
Cloud & Network
Cyber Security
Data Analytics
Machine Learning
Software Development

Creative Industries | Te Puna

Acting
Art and Design
Contemporary Dance
Graphic Design/UX
Photography
Contemporary Dance
Scriptwriting

Engineering | Te Puna

Automotive Engineering
Civil Engineering
Electrical Engineering
Electronics & Mechatronics
Land Surveying

Environmental & Animal Sciences | Te Puna

Animal Management and Welfare
Animal Behaviour & Management
Biosecurity
Dog Training
Ecology & Conservation
Veterinary Nursing
Zookeeping

Healthcare and Social Practice — Te Puna & Waitakere

Medical Imaging
Nursing
Community Development
Health & Wellbeing
Social Work
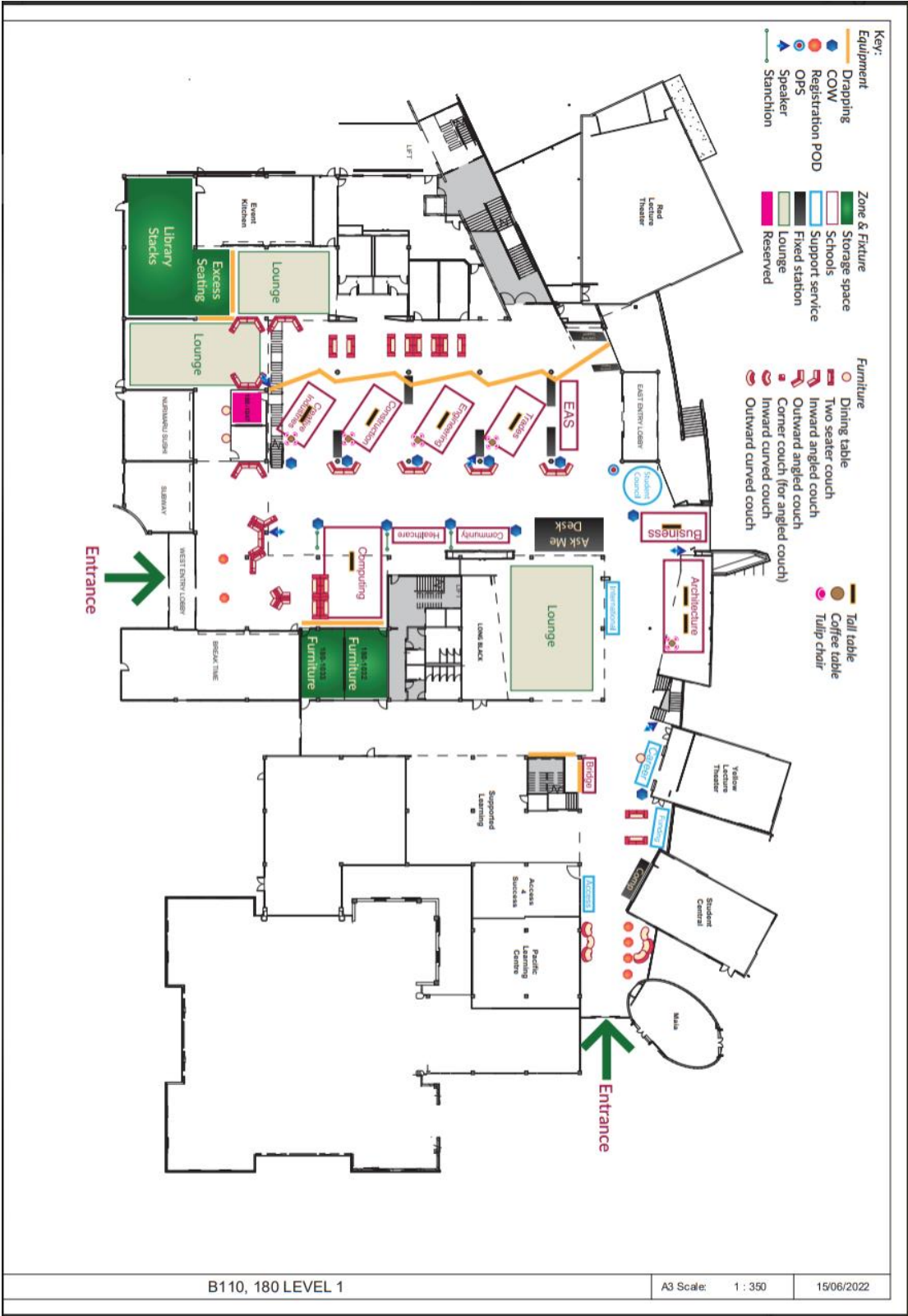
Trades and Services — Te Puna

Automotive
Carpentry
Electrical
Engineering & Welding
Plumbing, Gasfitting and Drainlaying

Mt Albert Campus Floor Plan

B110, 180 LEVEL 1   A3 Scale: 1 : 350   15/06/2022

Waitākere Campus Floor Plan

Key:

Zone & Fixture
- COW
- Registration
- Schools
- Support service
- Storage space
- Staff/volunteers catering
- Lounge

Furniture
- Two seater couch
- Inward angled couch
- Corner couch (for angled couch)
- Tall table
- Coffee table

Lounge

Furniture
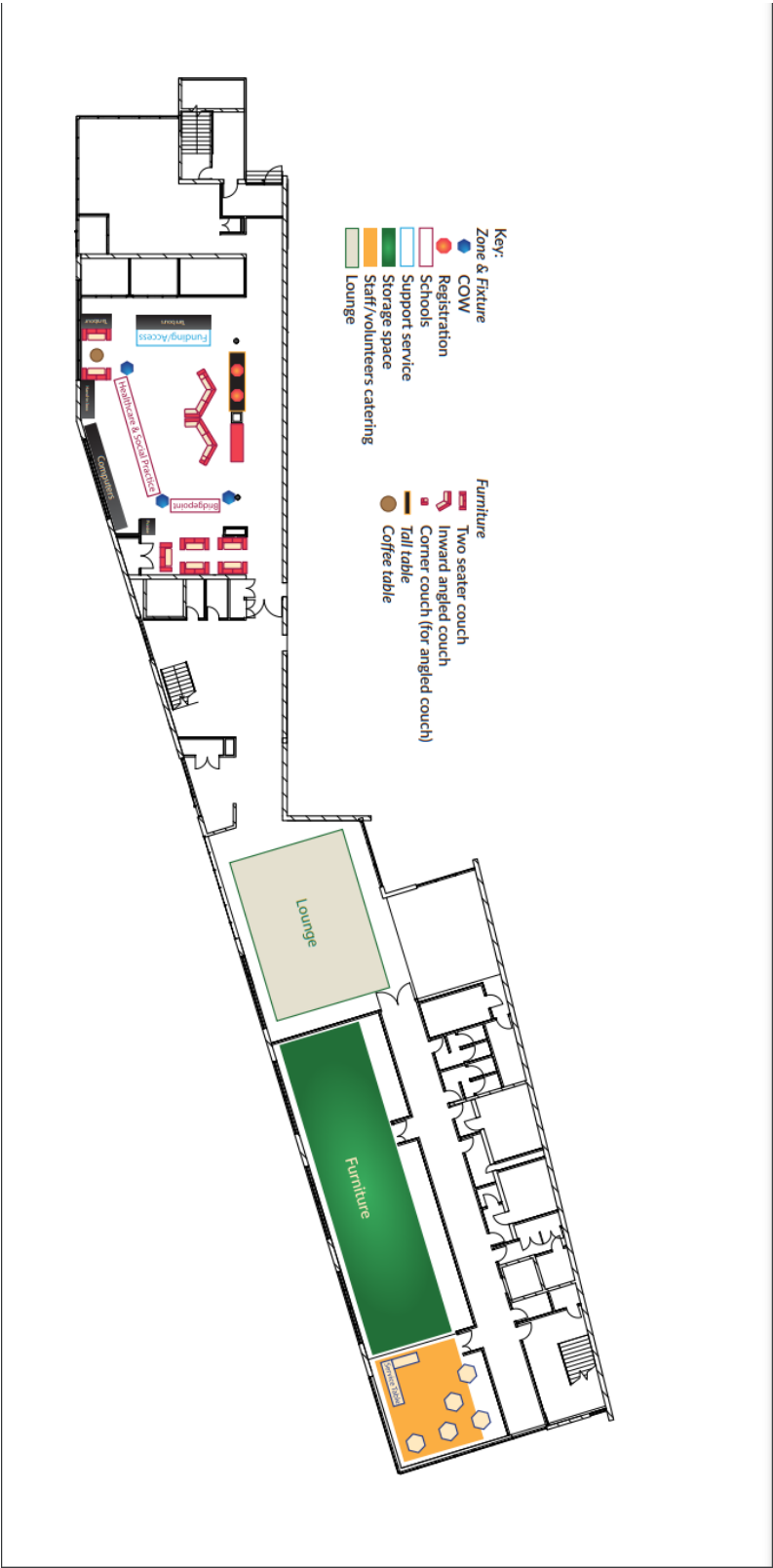
Booth Design

Registration before the day

Guests register for the day before they arrive on www.unitec.ac.nz/openday. When they register, they receive an email with a 6-digit code for the event. They are asked to bring this with them on the day, which is scanned into a form on iPads when they arrive to confirm their attendance. This will support our ability to follow-up and track their progress after Open Day.

Registration on the day

If a guest has not registered beforehand, they will be able to register by typing in their details on the iPad registration forms. Once they put in their details and submit, they will receive an email.

Transport Between Campuses

We will have shuttle bus running between the two campuses every 45 mins.

Unitec Inter-Campus Shuttle Bus Timetable

2024

MT ALBERT - WAITĀKERE

TEMPORARY TIMETABLE

BUS A (Starting Mt Albert Campus):

Depart Mt Albert	Arrive Waitakere	Depart Waitakere	Arrive Mt Albert
09:00AM	9:30AM	9:45AM	10:15AM
10:30AM	11:00AM	11:15AM	11:45PM
12:15PM	12:45PM	13:00PM	13:30PM
13:45PM	14:15PM	14:30PM	15:00PM

Please wear your seatbelt

Unitec

Unitec Inter-Campus
Shuttle Bus Timetable

MT ALBERT - WAITĀKERE

TEMPORARY TIMETABLE

BUS B (Starting Waitakere Campus):

Depart Waitakere	Arrive Mt Albert	Depart Mt Albert	Arrive Waitakere
09:00AM	9:30AM	9:45AM	10:15AM
10:30AM	11:00AM	11:15AM	11:45PM
12:15PM	12:45PM	13:00PM	13:30PM
13:45PM	14:15PM	14:30PM	15:00PM

Please wear your seatbelt

Unitec

Services

Applications

We will be having SEMs at each of the stands and Student Central will be open throughout the day to assist with application, programme advice, and field any other questions about studying at Unitec. Student Central will be open at Te Puna and Waitākere.

Student Support Services

Student Central and our Programme Advisors will be available to answer any questions about our support services at both campuses.

The Funding Your Studies team, Access4Success and Career Development team will have their own stands this year to give advice on how to make their goals a realty and to make the process of applying easier.

Bridging Education

Bridging Education will have a stand set up in each Open Day location, ready to take guests through how they can prepare for their studies.

Everyone, regardless of your role, will have a hand in dealing with queries around Unitec and Open Day, so you will still need an understanding of what we're delivering on the day.

Familiarise yourself with the maps, locations of the study disciplines, and scheduled shuttle busses between the two campuses.

Registration Team

When guests come to the desk, greet them and ask if they have pre-registered. If they have, ask them to bring up the email confirmation from Unitec with the ticket code. Put in the 6-digit code and let them in.

If they haven't registered yet, send them across to the Walk-in registration team, who will register them with walk-in webform.

Hand over their goodie bag (contained coffee voucher) and point out where it may be used (Long Black Cafe).

Finally, point them in the direction of our Guides for any further questions, so you can move on to the next person.

Guide

After the guest has registered, it's your responsibility to guide them based on their needs. You may need to escort them to the specific area or discipline they wish to visit.

When escorting guests, engage them in conversation. Ask about their current situation—whether they're in school or working, and where. Inquire about the study area they're interested in and what appeals to them about it. Encourage them to ask our lecturers any questions they might have!

Help them figure out what to look at first if they are interested in more than one area - point them in the direction of the things closest together, so they are not going back and forth all day.

Encourage them to look for the team in the Unitec shirts if they have any questions.

For All Schools

Programme Advisors

This role is much like the Student Recruitment Advisor role, primarily your role will be to support the academics and have more in-depth discussions with prospective students around courses and Unitec's offerings. Keep one prospectus on you that you can use as a reference for your conversations.

The SEMs will have laptops with them and will be located near every stand to help with enrolment. Student Ambassadors can support the Programme Advisors with helping the guest through their application, so the Programme Advisor can move on to helping others.

Schools Coordinators

You have a multi-faced role of being the first point of contact for the guests as they arrive in each location, coordinate the team of guides and be the 'go to' person for our academic staff. This will include re-stocking brochures, answering FAQs on Open Day activities, tours, shuttles, applications, student support services, and staff catering.

Activity Coordinators

Your role is to ensure the activities run on time and the right people are in the right place from the different schools to deliver these activities.

Open Day 2024 Resources

Every school will be provided with the resources below at their designated stations:
- Plug in power points
- One Computer on Wheels (COW) (x1)
- Spider Wall – Schools specific backdrop wall
- Pull Up Banners (x2)
- Pop Up Counters (x2)
- A box of School Broachers
- Notepad & Pen (x4)

Programme Brochures

Programme brochures will be available at each of the booths with extras available, if need be in:

- Te Puna – Room 180-2044
- Waitakere Campus – Room 510-1037

Thank You!

We want to express our heartfelt thanks for your enthusiasm and dedication in making 'Open Day 2024' a memorable and potentially life-changing experience for all who attend.

To everyone who has devoted their time and energy to supporting this kaupapa, your efforts are deeply appreciated— e kore e mimiti ngā mihi.

Once again, thank you for your unwavering support, and we look forward to seeing you all there!