



Aviation Security Service

Kaiwhakamaru Rererangi

TRAINING COURSE BULLETIN

Aviation Security Service of the Civil Aviation Authority of New Zealand.

Auckland ASTC Course Bulletin: AVSEC Instructors Course 24 – 28 February 2025
(Promulgated 22 November 2024)



AVSEC INSTRUCTORS COURSE

(Auckland, New Zealand 24 – 28 February 2025)

1. **SCHEDULE/LOCATION OF THE TRAINING**
 - 1.1 The opening session of the regional AVSEC Instructors Course will be held at 0900 hours on Monday 24 February 2025, First Floor of the Auckland Aviation Security Training Centre (ASTC). The duration of the course is 5 days. The course will finish at approximately 4pm on Friday 28 February 2025.
 - 1.2 The course will be conducted in English. All participants should be fluent in English as there are no translation or interpretation facilities.
 - 1.3 This AVSEC Instructors course has been developed to provide Aviation Security personnel who have a role in the practical training of aviation security staff and will enable instructors to present specialized aviation security training courses (in-house) to selected aviation security personnel
 - 1.4 The course objectives have been designed to enable participants to:
 - Conduct AVSEC training applying the general principles of learning and instruction
 - Correctly present validated material-dependent training courses
 - Identify, select and prepare appropriate teaching aids
 - Develop or modify training objectives and tests as appropriate to meet national requirements.
 - Identify and use various instructional methods as appropriate
 - 1.5 The Auckland Aviation Security Training Centre is located at 60 Aintree Avenue, Airport Oaks (Auckland International Airport Business Park). It is about 3 ½ Km away from the Auckland International Airport and about 0.5 Km from the Heartland Auckland Airport Hotel, which is the hotel recommended for course participants (refer section 6 on page 4 of this bulletin for reservation details for the Heartland Auckland Airport Hotel). For information about other local hotel accommodation options please contact our Administration Officer Ms Sharon Simpson aintree.reception@avsec.govt.nz



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- 1.6 Transport to the training venue and return will be arranged upon your advising our Auckland ASTC Administration Officer, Ms Sharon Simpson, of the local hotel you are staying at.

The Auckland ASTC Administration Officer contact details as follows:

Tel: +64 (9) 255 6030 E-mail: aintree.reception@avsec.govt.nz

2. REGISTRATION OF PARTICIPANTS AND ANY SPECIAL DIETARY REQUIREMENTS

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

- 2.2 If you have any special dietary requirements e.g. require Halal or vegetarian lunch, please do advise the ASTC Administration Officer, Ms Sharon Simpson, by emailing aintree.reception@avsec.govt.nz **prior to your attendance on the course.**

3. PAYMENT OF COURSE FEES

The basic course fee per participant (to cover administrative costs) is **NZ\$835.00**

Upon confirmation of attendance at the AVSEC Instructors Course, each participant will be issued an invoice for course fee payment. Please notify the ASTC Administration Officer Ms Sharon Simpson of the method you will use to pay the course fee - as outlined in section 4 of this document.

- 3.2 **Please note:** If paying on the day of course registration (24 Feb 2025) the ASTC can accept cash in **NZ dollars only**. **We do not have the facility at the ASTC for credit card transactions or foreign currency exchange.**

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

If paying by TT **the amount to pay to the bank will be NZ\$862.00** - this extra \$27.00 is to cover the cost of the bank fee relating to the TT transaction and is payable to the bank.

When paying by TT the Payer is responsible for payment of all Bank fees relating to the transaction. **Please allow for the cost of these fees as mentioned above.** The Aviation Security Service is to receive into their Bank Account the full deposit of the course fee per participant (**NZ\$835.00**).



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4.2 Course fees paid via direct credit must be deposited **prior** to Monday 24 Feb 2025. On course registration day (24 Feb 2025), the Course Manager will be notified of deposits received and receipts will be issued to participants during course registration.

4.3 Aviation Security Service Finance section is to be advised of incoming funds by email finance@avsec.govt.nz

4.4 Bank Account details for those wishing to pay by TT to Bank Account:

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

5. SOME USEFUL TRAVEL INFORMATION

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

5.2 **All Travellers to New Zealand must complete the NZ Traveller Documentation on the following link:** [Home | New Zealand Traveller Declaration](#)

5.3 **Visas** - Participants from some countries are not required to obtain visas for a temporary visit not exceeding 30 days. To ascertain whether you are required to obtain a visa, participants can obtain information on entry requirements by accessing the following web page:

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

For participants who require a visitor visa to enter New Zealand, NZ Immigration Service require 20 working days to process the visa application (applications can now be completed online). Upon receipt of your course confirmation letter, it is strongly recommended that you complete your visitor visa application online (using the link located on the above listed website), in order to be able to obtain the visa in time for course attendance.



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- 5.4 **Biosecurity** - Please refrain from bringing the following items into New Zealand, as you will receive significant fines from the NZ Ministry of Primary Industries (MPI):
- Straw items (such as souvenir dolls).
 - Animal products (such as seashells, feather items).
 - Wooden items (such as masks, drums).
 - Plant material (such as seeds, dried flowers).
 - Food items (such as fruit, honey).

6. HOTEL RESERVATIONS, ARRIVAL AND DEPARTURE

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

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

**Superior King room per night NZ\$220 incl 15% GST
(includes breakfast for 1 person)**

**Superior Twin Share room per night NZ\$245 incl 15% GST
(includes breakfast for 2 person)**

Rates are subject to availability and possible blackout periods (e.g. international shows, concerts and sports events) please contact the hotel reservation to confirm our rates haven't changed. When making a booking by email, send from your official work email address not your social personal email address.

Contact details of the hotel are:

Phone: **+64 9 275 4540**

Email: **aucklandairport@heartlandhotels.co.nz**

Address: **14 Airpark Drive, Airport Oaks, Auckland 2022, New Zealand**

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

7. CURRENCY, Credit Cards and Banking Services

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

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



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- 7.3 All commercial banks and moneychangers exchange major foreign currencies and are normally open from 0930 to 1630 hours from Monday through Friday. Foreign exchange kiosks operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sunday and on public holidays, from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.
8. **Other Useful Information**
- 8.1 **Time** - the time in New Zealand is 12 hours ahead of Greenwich Mean Time.
- 8.2 **New Zealand Weather** - New Zealand's summer falls Dec – Feb, autumn falls Mar – May, winter falls June – Aug and spring falls Sept – Nov. Day temperatures in Auckland during mid to late February range between a low of 24 degrees Celsius and a high of 28 degrees Celsius. The temperature of the Training Centre sits at 20 degrees Celsius.
- 8.3 **Shopping and Dining** - most shops are open seven days a week. For dining various cuisines are available. We will endeavour to give you advice on dining facilities to suit all tastes and budgets.
- 8.4 **Tap Water** - tap water in New Zealand is perfectly safe to drink; however, bottled water is available for those who prefer it.

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