



# Aviation Security Service

*Kaiwhakamaru Rererangi*

## TRAINING COURSE BULLETIN



## NATIONAL INSPECTORS COURSE

(Auckland, New Zealand 7 – 15 May 2025)

### 1. SCHEDULE/LOCATION OF THE TRAINING

- 1.1 The opening session of the Aviation Security (AVSEC) National Inspectors course will be held at 0900 hours on Wednesday 7 May 2025, First Floor of the Auckland ICAO Aviation Security Training Centre. The duration of the course is 7 days. The course will finish at approximately 4pm on Thursday 15 May 2025.
- 1.2 The course will be conducted in English, and all participants must be fluent in that language.
- 1.3 The Auckland ICAO 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 pages 4 - 6 of this bulletin for reservation details for the Heartland Auckland Airport Hotel). For information about other local hotel accommodation options please contact the Auckland ICAO Administration Officer – see contact details below.
- 1.4 Transport to the training venue and return will be arranged upon your advising our Auckland ICAO Course Administration Officer, Ms Sharon Simpson, of the local hotel you are staying at. The Auckland ICAO Course Administration Officer contact details as follows:

Tel: +64 (9) 255 6030

E-mail: [aintree.reception@avsec.govt.nz](mailto:aintree.reception@avsec.govt.nz)

### Course Objectives

- 1.5 This AVSEC National Inspectors course is designed to provide aviation security personnel new to Avsec audits, with theoretical and practical knowledge of audits and inspections as part of a national quality control system. The course is concluded by a practical audit exercise conducted at the airport. Participants who successfully complete this course will be prepared to plan, coordinate and conduct quality control measures utilizing Annex 17 and ICAO methodology in accordance with approved programmes.



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1.6 There is a final course examination with a required minimum pass mark of **80%**. The final course exam is based on Annex 17, the Security Manual Doc 8973 and materials presented during the course. Therefore, familiarity with ICAO Annex 17 and the Security Manual Doc 8973 is advisable. Participants who achieve a pass mark will receive a course certificate of successful completion. Those participants who do not attain the minimum pass mark of 80% in the final examination will receive a certificate of attendance.

## 2. TRANSPORT, REGISTRATION OF PARTICIPANTS AND ANY SPECIAL DIETARY REQUIREMENTS

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

The Auckland ICAO Course Administration Officer contact details as follows:

E-mail: [aintree.reception@avsec.govt.nz](mailto:aintree.reception@avsec.govt.nz)

Tel: +64 (9) 255 6030

2.2 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 workshop. 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.

2.3 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](mailto:aintree.reception@avsec.govt.nz) **prior to your attendance on the course**.

2.4 Please note that airfares, hotel accommodation and miscellaneous expenses are the responsibility of the participant's State organisation / administration. Participants should also have medical insurance to cover any costs for possible illness or accident whilst in New Zealand.

## 3. PAYMENT OF COURSE FEES

The basic course fee per participant (to cover administrative costs) is US\$700 to be paid in NZ\$. The course fee in NZ\$ will be set using the ANZ exchange rate available on the day of the course confirmation 26 March 2025. Each Participant confirmed to attend the course will be sent an invoice for this NZ\$ amount.

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.



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- 3.2 **Please note:** If paying on the day of course registration (7 May 2025) the ASTC can only accept cash in NZ dollars only. **We do not have the facility at the ASTC for credit card transactions or foreign currency exchange.**

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

If paying by overseas TT there is a bank fee of NZ\$27.00 is to cover the cost of the bank fee charge 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.**

Course fees paid via direct credit must be deposited **prior** to Wednesday 7 May 2025. On the opening day of the course, the Course Manager will be notified of deposits received and receipts will be issued to participants during course registration.

- 4.2 Aviation Security Service Finance section is to be advised of incoming funds by email [finance@avsec.govt.nz](mailto:finance@avsec.govt.nz)  
Bank Account details for those wishing to pay by TT to Bank Account:

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

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



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a visitor visa (business), participants can obtain information on entry requirements by accessing the following web page:  
<http://www.immigration.govt.nz/migrant/stream/visit/>

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

- 5.4 **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 The Auckland ASTC recommends the Sudima Auckland Airport Hotel for course participants due to the convenient location to the ASTC. If you choose to stay at the Sudima Auckland Airport Hotel, participants may contact the hotel directly by telephone/e-mail for reservations. For the full list of hotel options in the vicinity of the Auckland ASTC, please contact the ASTC Administration Officer Ms. Sharon Simpson. Sharon would be happy to assist participants in making hotel reservations, if required.

- 6.2 If making a reservation at the **Sudima Auckland Airport Hotel**, participants should quote that the booking is for **Avsec Training** in order to get the special course room rates as follows:

**Sudima Auckland Airport - can offer 6 x Deluxe twin room at NZ\$195.00 room only/ NZ\$220.00 inclusive 1 person breakfast**

Rates are subject to availability and block out periods. Please contact the hotel reservations team to confirm rates and make a booking.

Contact details of the hotel are:

Phone: **+64 9 551 8888**

Email: [reservations@sudimauckland.co.nz](mailto:reservations@sudimauckland.co.nz)

Address: **18 Airpark Drive, Mangere, Auckland 2020, New Zealand**

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



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## 7. CURRENCY, Credit Cards and Banking Services

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

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

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

## 8. Other Useful Information

8.1 **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. Daytime temperatures in Auckland during early to mid-May generally range from a low of 14 degrees Celsius to a high of 18 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.

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