



Tahatū Career Navigator

Discover career possibilities and
how to reach your goals.



SCHOOL LEAVERS

<https://tahatu.govt.nz/>

Tahatū is a career website to make it easy for everyone to make career plans and decisions. Tahatū aims to provide information and tools to help you understand the career possibilities for your future. Have the confidence to take action and build resilience for the changing world of work.

Topics include:

Interests and Skills, Career Ideas, Study and Training, Planning and Preparing.

JOB HUNTERS WORKBOOK:

<https://tahatu.govt.nz/work/looking-for-a-job/how-to-look-for-jobs>

Moving into the workforce can be a time of change, uncertainty and stress. It's also an opportunity. We're here to help you get through, with practical advice and activities that will help you figure out your next steps and how to get there. We'll cover what skills employers are looking for and give you our latest information on writing a CV, applying for jobs and interviews.

The Job Hunters Workbook covers the following topics:

- How to stand out when applying for a job
- Figure out your strengths and skills
- Get your CV ready and write a cover letter
- Prepare for a job interview
- Find job vacancies
- Use your networks
- Get support



WORK HEALTH & WELLBEING

Most of our waking hours are spent at work, which means the working environment can play a big part in our health and wellbeing. Stress and back pain can be two of the biggest causes of absence from work.

There are many things you can do, to not only reduce your risk of work related health issues but also to use your time at work to increase your health.

STRESS

Not all stress is because of work. Knowing how to deal with a lot of pressure at work is important. Learn to identify the symptoms of stress. Don't wait for it to make you ill before you do something about it. One of the best ways of dealing with stress is to know how to prioritise your workload and not taking on more than you can handle.

BACK PAIN

The main cause for back pain is poor posture or awkward twisting movements (bending or reaching), or a combination of both. The best treatment can be to stay active and improve posture, and use at-home treatments like heat, ice, or gentle stretches.

Always remembering to lift correctly. If you feel that your back pain isn't improving the best thing you can do is to visit your Health Practitioner.

exercises to relieve your lower back pain



- 1 Balasana (Child Pose)**

- 2 Setubandhasana (Glute Bridge)**

- 3 Marjaryasana (Cat Camel Stretch)**

- 4 Viparita naukasana (Swimming Pose)**




REPETITIVE STRAIN INJURY (RSI)

RSI is more likely to occur if you spend long periods of working without a break, or if you sit on an uncomfortable chair or at a poorly arranged workstation. Incorrect technique when using a computer keyboard and mouse, mobile phone or hand-held device can all cause RSI.

Anyone who uses certain muscles repeatedly can get RSI. This includes factory assembly-line workers, musicians, tailors, cleaners, even typing all day can cause an RSI. To avoid developing RSI it is important to let your employer know of any discomfort or pain you may be experiencing while doing your work and act on the first signs. The solution could be simple or the adjustment small.

Continued...

WORK HEALTH & WELLBEING Continued...

SITTING

If you spend a lot of your time at work sitting at a desk, make sure you're sitting in the right position in relation to your computer. If you're unsure about correct posture, ask your manager or supervisor for a workplace assessment. If you work on a computer a lot, it's important to take regular breaks. Sit stand desks are excellent if available and there are now apps on your phone to remind you to stand up/stretch or move your desk up and down.

LIFTING

One of the biggest causes of back injury, especially at work, is lifting or handling objects incorrectly. Here are some key points to lifting safely:

- Think before you lift and know your limits
- Start in a good position and keep the load close to your waist
- Avoid twisting your back or leaning sideways
- Keep your head up, push, don't pull
- Distribute your weight evenly

Steps to Ensure Proper Lifting Position and Technique



1. Evaluate the load & the environment
2. Lift close to your body
3. Feet should be shoulder-width apart
4. Squat Down with back fully straight
5. Tighten your stomach muscles
6. Securely grip the load
7. Slowly lift the load with your legs
8. Set down the load

EXERCISE

You may spend long hours at work and have a long and tiring commute. Getting active at work is easier than you think. Here are some tips for building exercise into your working day:

- Cycle or walk to work. This could be all or part of your journey
- Get off one bus stop before your final destination
- Walk over to someone's desk at work rather than speaking to them by phone
- Take the stairs instead of the lift.
- Use your lunch break to exercise to take a brief walk.

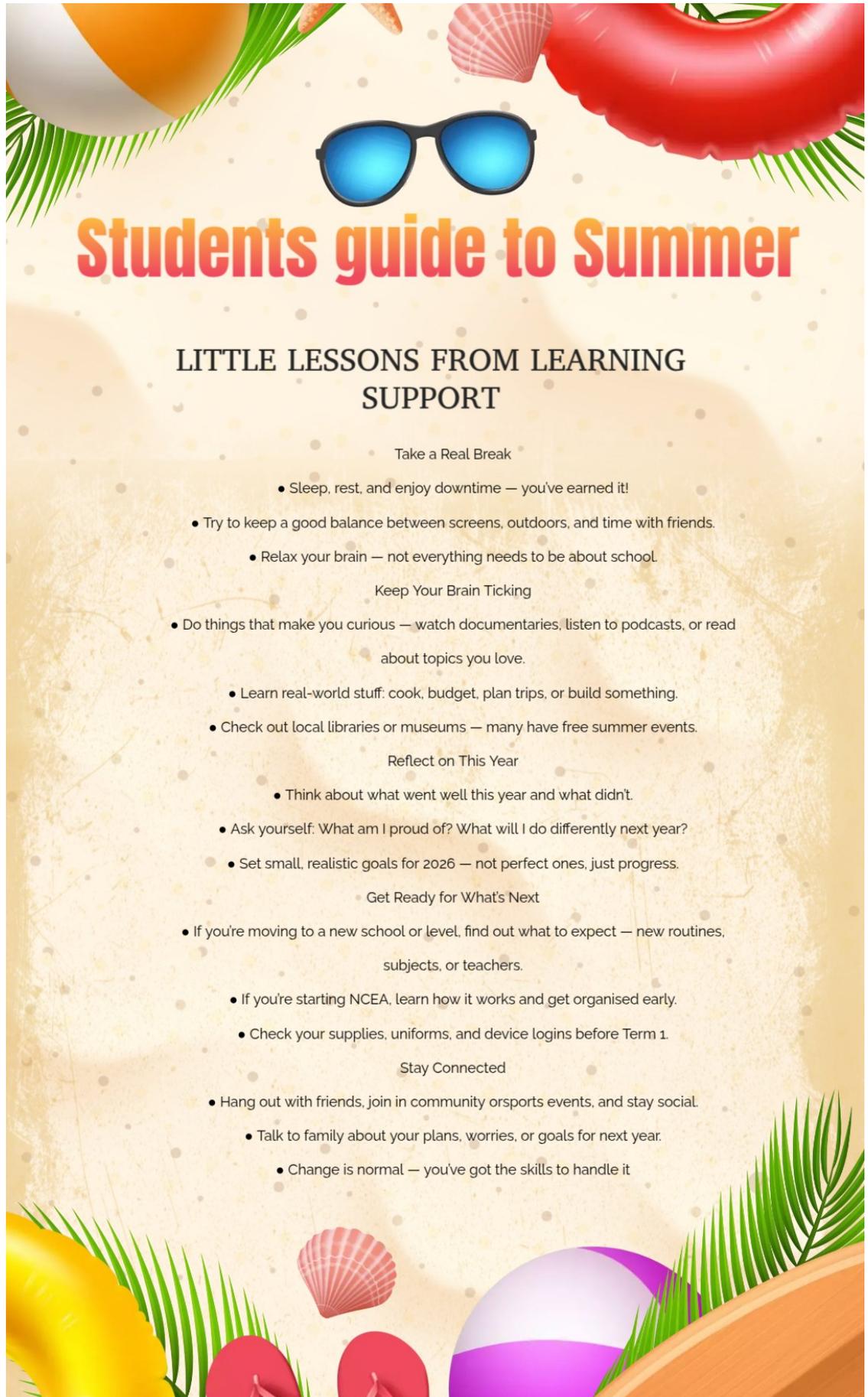
Improving your general fitness will benefit your posture and help to prevent injury.

EATING

You consume almost a third of your daily calorie intake while you are at work. What you eat and drink affects not just your health but our work performance too. If you don't eat regular well-balanced meals or drink enough water, you may get headaches, feel sluggish or have difficulty concentrating.

Wellbeing.

STUDENTS GUIDE TO SUMMER



Students guide to Summer

LITTLE LESSONS FROM LEARNING SUPPORT

Take a Real Break

- Sleep, rest, and enjoy downtime — you've earned it!
- Try to keep a good balance between screens, outdoors, and time with friends.
 - Relax your brain — not everything needs to be about school.

Keep Your Brain Ticking

- Do things that make you curious — watch documentaries, listen to podcasts, or read about topics you love.
 - Learn real-world stuff: cook, budget, plan trips, or build something.
 - Check out local libraries or museums — many have free summer events.

Reflect on This Year

- Think about what went well this year and what didn't.
- Ask yourself: What am I proud of? What will I do differently next year?
- Set small, realistic goals for 2026 — not perfect ones, just progress.

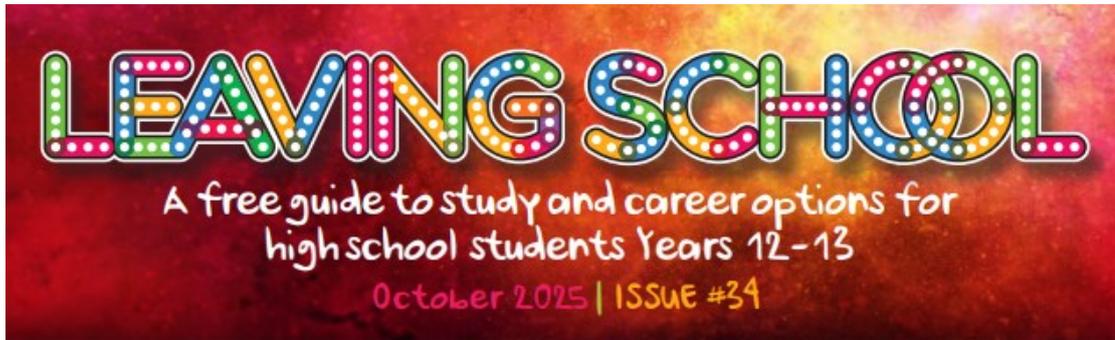
Get Ready for What's Next

- If you're moving to a new school or level, find out what to expect — new routines, subjects, or teachers.
 - If you're starting NCEA, learn how it works and get organised early.
 - Check your supplies, uniforms, and device logins before Term 1.

Stay Connected

- Hang out with friends, join in community or sports events, and stay social.
 - Talk to family about your plans, worries, or goals for next year.
 - Change is normal — you've got the skills to handle it

SCHOOL LEAVERS



There is plenty of interesting information in this magazine that will help senior students as they prepare for life after school, whether they go on to further study, start an apprenticeship or join the workforce.

The magazine is now available in the Gateway Office or online:

<https://oliverlee.co.nz/leavingschool-issue34/>

CAREERS & FUTURE PATHWAYS – with Carolyn & Jade



SCHOOL LEAVERS

WHAT IS KIWISAVER?

KiwiSaver is a voluntary savings scheme set up by the government to help New Zealanders to save for their retirement.

It's an easy and affordable way to save and invest for our retirement years. Most of us can benefit from joining KiwiSaver, if we haven't already.

Employees can choose to contribute at least 3% (which is lifting to 3.5% in April 2026 and 4% in April 2028) of your gross (before tax) wage or salary to your KiwiSaver account. Or you can select 4%, 6%, 8% or even 10%.

Employers are required to contribute close to 3% of your gross salary if you contribute (also lifting to 3.5% in April 2026 and 4% in April 2028).

There's an annual government contribution as well, even if you're not an employee – as much as \$260 each year until you're 65.

Your savings are invested on your behalf by the KiwiSaver provider of your choice. If you don't choose a provider, Inland Revenue will assign you to a default KiwiSaver fund that can be a good solution for you.



If you're 18 or over and start a new job you'll be automatically enrolled in KiwiSaver (with some exceptions). And that's typically a good thing!



School Leavers' Toolkit

Practical skills for life

Advice and resources for finding your way after leaving school

<https://school-leavers-toolkit.education.govt.nz/en/>

This website covers everything you know to know for School Leavers - topics covered are:



Money and tax
moni me te tāke



Moving out of home
te wehe i te kāinga



Getting a job
te whiwhi mahi



Get your driver licence
me whiwhi koe i tō raihana hautū



Government and voting
te kāwanatanga me te pōti



Tertiary education
mātauranga matua



Wellbeing | Hauora
hauora

CAREERS & FUTURE PATHWAYS – with Carolyn & Jade



Be you. Really.

RealMe is the most trusted way to prove that you are you, online.

Create a RealMe login and use it to securely access Government online services.

Opt for a RealMe verified identity to prove beyond doubt that you are who you say you are.

For more information and how to create your RealMe account go to:
<https://www.realme.govt.nz/realme-login/>



TERTIARY STUDY

There are a number of ways we can help pay for your study. We can also help you sort a budget and find out what you can get.

You need to apply as early as you can to make sure you get everything sorted in time, including your payments.

We may be able to help with:

- compulsory course fees
- course-related costs (eg, books, laptop, etc)
- day-to-day living costs
- other costs (eg disability or childcare).

How much you can get depends on your age, income and course type.

For more information: <https://www.studylink.govt.nz/>

Find out what help you may qualify for, then choose if you want to apply.

<https://www.studylink.govt.nz/online-services/eligibility/index.html>

Based on your answers you'll find out if you could qualify for:

- Student Allowance
- Student Loan
- Jobseeker Support Student Hardship
- Accommodation Supplement
- Disability Allowance



Study Allowance Income Calculator

<https://www.studylink.govt.nz/products/rates/calculators/parental-income-calculator.html>

Student Loan Information

<https://www.studylink.govt.nz/products/a-z-products/student-loan/index.html>



What is Fee's Free?

For more information: <https://www.feesfree.govt.nz/final-year/>

Fees Free is a fund for first-time tertiary learners. It may cover fees for one year's study or two years' work-based training – up to \$12,000. To get Fees Free, you must meet certain eligibility criteria, and your course or programme must also be eligible.



ROAD CODE QUESTIONS:

Test Yourself, Your Friends and Parent/Guardians

The answers are in the Road Code, or see Jade in Gateway to check your answers.

LEARNER DRIVING

- C1** You must turn on your vehicle's headlights when you can't clearly see a person or vehicle:
_____ metres away. p99
- C12** Under normal driving conditions, what rule should you use to allow a safe following distance?
_____ p55
- C15** When driving at night on a road with lanes you must be able to stop in half the length of clear road you can see in front of you. True or false?
True False p100
- C19** The legal definition of a road includes beaches, bridges, carparks, streets and motorways. True or false?
True False p39
- C32** How must you signal when travelling straight ahead at a roundabout?
-
- p83
- C38** When coming out of a driveway you must give way to anyone using a footpath, cycle path, shared path or the road. True or false?
True False p45
- C39** You're driving along a road with an 80km/h speed limit. There's a 100km/h speed limit sign ahead. When can you start to increase your speed?
_____ p123
- C40** You're driving along a road with an 80km/h speed limit. There's a 60km/h speed limit sign ahead. When must you be going 60km/h?
_____ p123
- C41** You're driving slower than the speed limit and notice there are vehicles following you. What should you do?
_____ p123

Build a career like no other and make mates for life!



RUNDEEP

TE TAUAARANGI AIR FORCE
 NGĀTI TŪMATAUENGA NZ ARMY
 TE TAUA MOANA NAVY

<https://www.defencecareers.mil.nz/>

LIFE IN UNIFORM

No matter which Service you're in, no two days are the same when you're rolling with us. Whether you're waking up on an Army base in New Zealand, on a Naval warship in the open ocean, or in South Pacific as part of an Air Force deployment, each day has the potential to shake things up with something new.

Working together, we're about ensuring you get the most out of your career every single day. That means staying tight as a team and doing everything we can to help push you to reach your full potential. You'll be busy gaining new skills or qualifications and experiencing some of the most epic moments of your life – all in a day's work.

UPCOMING INTAKES	CAREER CATEGORIES	
Currently Recruiting	Apprenticeship trades	Intelligence, IT & Communications
Active Intakes	Combat & Special Operations	Logistics & Administration
	Education & Support roles	Navigation
RESERVES	Engineering & Technical trades	Officers & Management
Navy Reserves	Flight operations	Operational support
Army Reserves	Healthcare	Safety Management & Emergency Response
	Hospitality	



CAREERS & FUTURE PATHWAYS

— with Carolyn & Jade



Questions?

Carolyn Graveson—Future Pathways Coordinator; is always available to talk to parent/guardians or students about anything related to the students future planning and opportunities.

Feel free to contact her to arrange a suitable meeting time, by either phone/txt: 021 105 2702 or email: carolyng@waihicol.school.nz

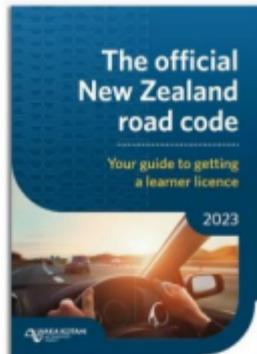
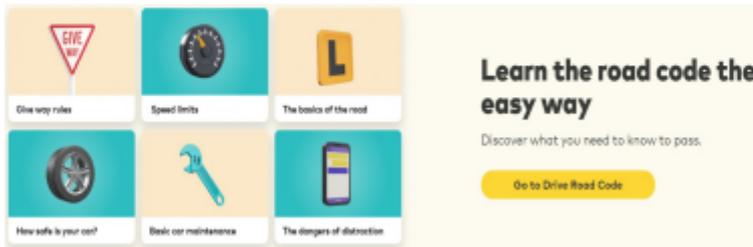
PREPARING FOR YOUR LEARNER LICENCE

Thinking about getting your learner licence? Here are some tips and information for preparing.

To get a learner licence, you must:

- be at least 16 years old
- be able to correctly answer 32 out of 35 questions on the road code

- One of the ways to prepare for the learner licence test is by working your way through Drive's Road Code. <https://drive.govt.nz/learner-licence> or use the QR below.
- Drive's Road Code contains chapter tests at the end of each section. These are like mini practice tests and a great way to check you're on the right track.
- Complete all the chapter tests and you get access to their official practice test. If you're consistently getting every answer correct in the practice test, that's a good sign you're ready for the real thing.
- Otherwise the Road Code or an app are popular with students, details below.

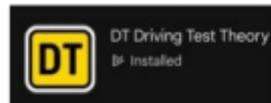


The AA website offers a free trial test

www.aa.co.nz

You can also purchase the Official AA Road Code for \$25 + postage, through the AA website.

Otherwise, most students are using apps to practice their tests like this one:



Learners Licence test:

Each Road Code Practice Test has 35 questions - for a car license you must get 32 out of 35 to pass. Each practice test of 35 questions is randomly generated from all the test questions found in the official NZ Road Code.

Some of our school programs and workshops are able to fully fund Learners License applications, but if you go privately to do your test expect these fees: As of 8 July fees have changed. Your second attempt is covered in the application fee if needed, but attempts after these will each have a fee.

Car (class 1)	Application fee (includes 2 tests)	Test fee for each test from 3rd attempt
Learner	\$96.10	\$54.60

The key for success, is to practice, practice, practice. Good luck.

THIS NEWSLETTER IS SENT TO YOU VIA EMAIL AND CAN ALSO BE FOUND ON OUR WEBSITE

CAREERS & FUTURE PATHWAYS — with Carolyn & Jade



INFORMATIVE VIRTUAL INTERACTIVE MAP COVERING CIVIL INDUSTRY ROLES.

Click & drag to move the map.
Click on the icons for more information
Search for your dream role!

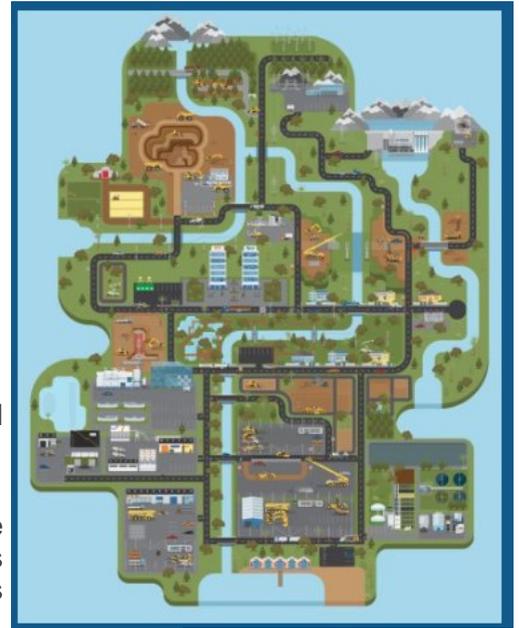
Civil Contractors New Zealand has created this clever visual roadmap for working in civil infrastructure construction.

This awesome work of art has been developed to showcase careers in infrastructure construction to career seekers, students and careers advisors who can support people to take up the tools of the civil trades.

The roadmap features a broad selection of roles, summaries the role selected, information on how to get started and connects through to opportunities around training, qualifications and employment.

This is a fantastic tool for senior students looking at making decisions moving forward out of school; and family members looking for a career in civil construction.

<https://roadmap.civilcontractors.co.nz/>



Piling Rig

Pilers are the driving force behind the sturdy foundations of infrastructure like bridges and large scale buildings. Their expertise lies in reading blueprints, assessing ground conditions, and executing their tasks with precision and safety in mind.



Electrical Trade

Electricians in the Electrical Supply Industry (ESI) specialize in high voltage (HV) electrical maintenance, repairs, and fault finding on transformers, substations, and other large-scale electrical equipment. This work spans across distribution, generation, and transmission networks with special projects including



- Transmission Line Structures
- Distribution Lines
- Substations
- To the property boundary

Electrical

Get Started

- From School
- Tertiary Training
- Via Recruiter
- On The Job Training
- Career Changer

The electrical sector is the backbone of New Zealand's infrastructure, supplying the energy needed for domestic activities, technological innovations, and the needs of its citizens. Its importance is highlighted as a reliable and efficient electrical supply is essential for powering industries, homes, and critical infrastructure, ensuring progress and well-being in the Kāwhiri area.

Find out more:

- Electrical Workers Registration Board
- The Electrical Training Experts
- Connexis: Energy & Telco Pathway

