

HOW TO USE THE RCSA AGREEMENT WITH THE OPEN POLYTECHNIC

Under a special arrangement employees of Member companies of **RCSA** and Accredited Professionals qualify for a **25%** discount on courses with the Open Polytechnic. The following questions and answers explain how to access this discount.

Q: Do all Open Polytechnic courses qualify for the discount?

A: The Open Polytechnic has around 1350 courses, most of which you can study under the discount scheme. A few courses are not Government funded and therefore do not qualify for the discount.

The following programmes are already discounted so do not qualify:

- National Certificate in Computing (L2) online
- Certificate in Entrepreneurship
- Real Estate 'package' deals
- National Certificate in Call Centre (L3)
- Certificate in Teacher Aid (L4) (new programme)

Essential Elements of Small Business Management and courses written specifically for Continuing Professional Development (CPD) points are not government funded, so do not qualify for the discount.

Q: How do I enrol for Open Polytechnic a Trade Courses?

Many Open Polytechnic trade courses are available through the relevant Industry Training Board (ITO). Where this occurs it is noted on the course information page, please contact the relevant ITO with enrolment enquiries in the first instance as you may qualify for a training incentive.

Q: Who can enrol?

A: To enrol in a government funded course you must be a New Zealand citizen, or permanent resident. Final enrolment decisions are made by the Open Polytechnic's Academic Registrar.

Q: Can I enrol on a course if I have temporary work visa?

A: Check with Open Polytechnic Academic Registry on freephone 0508 650 200.



Please call us if you have any queries on 0508 650 200
If you are overseas, call +64 4 913 5300
Email customerservices@openpolytechnic.ac.nz

Q: What does the discount cover?

A: The discount applies to the student tuition fee element of course costs. It does not include the administration fee (currently \$50) or other course related fees and costs such as textbooks, professional body membership, or workshop fees.

Q: Can I get the discount if I enrol for a course for personal interest?

A: Yes, but you or your employee still need to enrol on the pre-coded PDF enrolment form.

Q: Can I get the discount on more than one course?

A: The discount applies to all courses you enrol in during the period of our agreement with the Open Polytechnic. Make sure you enrol on the pre-coded PDF enrolment form for each course.

Q: Can I hand write the enrolment code onto a copy of enrolment form from the Open Polytechnic website?

A: No, you must print and use the pre coded PDF enrolment form available on the Membership section of our web site.

Q: Where do I get a copy of the enrolment form?

A: The enrolment form is available [HERE](#)

Q: How do I find out what papers the Open Polytechnic offers?

A: All Open Polytechnic courses are listed on their website www.openpolytechnic.ac.nz/programmesandcourses. Do not use the enrolment form available on that website. This enrolment form does not have the special discount code. To qualify for the discount you must enrol on a pre-coded PDF enrolment form for RCSA Members only.

Q: How do I enrol?

A: First get a pre-coded PDF enrolment form.

Complete this form, and attach it with any supporting documentation.

Tick the "send me a quotation" box in the fee payment section of the last page of the enrolment form.

The Open Polytechnic will send an invoice, with the discount applied.



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Pay your fees direct to the Open Polytechnic.

You will receive a tax receipt and the course materials to get you started.

Q: Can I get a student loan if the cost of my enrolment is discounted?

A: Yes, as long as the course is a Government approved course.
Contact Study Link on 0800 88 99 00 for more information.

Q: Can I finish my course if I am no longer a Member of RCSA?

A: Yes, so long as your fees have been paid.

Q: Will RCSA be given my course results or know what course I am studying?

A: No, all your information is kept confidential. Your results will be logged with NZQA on your behalf.

You are advised to notify RCSA of your completion to ensure your accreditation points are allocated for recognition in the RCSA's Accredited Professional program
[READ MORE](#)

Q: Who can I contact at the Open Polytechnic for help & advice?

A: For questions about courses call the Open Polytechnic Customer Services Centre on freephone 0508 650 200.



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