

Resources and links to learning opportunities

The information provided below is additional learning opportunities to what is available at your fingertips; the smart phone and computer. The information here not related to learning opportunities associated with trade, promotion and work related training as part of our personnel career pathway.

To access additional information to wider learning opportunities, refer to **NZDF ILP – Learning Portal**. For example, the Learning Toolkit includes instructor resources/tips and tricks, Defence Force Writing – Essay Writing, Defence Papers, Minute Writing guides and links to online courses.

Capability Branch offer 30 short courses to support NZDF personnel develop skills in project management and related topics such as facilitation, coaching and governance. For more information on courses to access refer to the Learning Catalogue – Capability Branch.

Another example of learning opportunities within NZDF. Online courses associated with Microsoft delivered through Custom Guide

Enrolments on Custom Guide is [CustomGuide Form](#)

D50001	MS Access Basic Custom Guide	External	CDS v0.5
D50002	MS Access Intermediate Custom Guide	External	CDS v0.3
D50003	MS Excel Basic Custom Guide	External	CDS v0.3
D50004	MS Excel Intermediate Custom Guide	External	CDS v0.3
D50005	MS Excel Advanced Custom Guide	External	CDS v0.3
D50006	MS Outlook Basic Custom Guide	External	CDS v0.3
D50007	MS Outlook Intermediate Custom Guide	External	CDS v0.2
D50009	MS PowerPoint Intermediate Custom Guide	External	CDS v0.3
D50010	MS Word Basic Custom Guide	External	CDS v0.3
D50011	MS Word Intermediate Custom Guide	External	CDS v0.3
D50012	MS Word Advanced Custom Guide	External	CDS v0.3
D50013	Communication Skills Custom Guide	External	CDS v0.3
D50016	Mac Operating System Custom Guide	External	CDS v0.3
D50017	Office Essentials Custom Guide	External	CDS v0.3
D50018	OneDrive Custom Guide	External	CDS v0.3
D50019	OneNote Custom Guide	External	CDS v0.3
D50021	Presentation Skills Custom Guide	External	CDS v0.3
D50022	Project Management Custom Guide	External	CDS v0.3
D50023	Salesforce Custom Guide	External	CDS v0.3
D50025	SharePoint Custom Guide	External	CDS v0.3

Online learning platforms

Online learning platforms provide online courses created and curated by real experts from leading educational institutions and industries.

These providers offer everything from MOOCs (massive open online courses), to small, restricted courses with a more personal approach.

You are able to gain real-world qualifications through these platforms. While most papers incur a cost, there are many that are completely free. Furthermore, even paid courses will typically have a “curate” option, where you have access to the material but your work is not assessed.

Here are some key options for high-quality online learning.

Name	Content	Cost
Coursera	Linked to universities around the world.	Varies; many courses are free, and some can be curated.
Class Central	Linked to universities around the world.	Varies; many courses are free, and some can be curated.
EdX	Focus on MOOCs and large-scale courses from top-tier universities.	Varies; many courses are free, and some can be curated.
Future Learn	Online learning from leading universities. A focus on the social experience of learning.	Varies; many courses are free, and some can be curated.
Lynda	Learning is automatically added to your LinkedIn profile page.	Free if signed up through your local library, otherwise a subscription cost applies.
Skillshare	Focus on creative skills. Everything from illustration to game design.	Free, but tiered pricing applies for more access and content.
Studiosity	A hub for free courses offered by universities and polytechnics. It is an international site, but many of	Free.

	its providers are Australian and New Zealand institutions.	
Udemy	Online teaching and learning marketplace. Focusing on specific skills.	Varies; many courses are free, and some can be curated.

Online university study for free

Many more universities and tertiary institutions provide direct, complete access to their course materials and textbooks for free. You are able to “curate” this content, meaning that you have full access to the course materials, but you cannot contact any teachers, have access to any student services, or have your work assessed in any way by the institution.

The following traditional universities either have courses completely free, or access to learning materials available for free:

- [Harvard University](#)
- [University of California, Irvine](#) (through Coursera)
- [Georgia Institute of Technology](#) (through Class Central)
- [École Polytechnique](#)
- [Michigan State University](#) (through Coursera)
- [California Institute of the Arts](#) (through Class Central)
- [Hong Kong University of Science and Technology](#) (through Class Central)
- [University College London](#) (UCL)
- [Massachusetts Institute of Technology](#) (MIT)

YouTube

Education channels are becoming increasingly popular on YouTube. Here are some of the main players in the YouTube education sphere:

Name	Content
Khan Academy	Mini lectures on academic subjects, especially Maths, English and Science.
TED Ed	A huge range of topics are covered, from humanities to hard sciences.
TED Talks	

Crash Course	Mostly history, but with some psychology and other social sciences.
C.G.P. Grey	Focus on humanities, with a focus on politics and philosophy.
VSauce	Science lessons, each centred around a thought-experiment.
Veritasium	Documentary-style videos on technology and innovation.
AsapSCIENCE	Simple, short videos on scientific concepts.
Big Think	Content from well-known guest experts on (mostly) science.
minutephysics	Short, animated lessons in physics and other sciences.
MITOpenCourseWare	MIT's lectures and course materials provided for free.
Thomas Frank	Mostly tips and tricks about studying for various topics.
In a Nutshell	Animated science lessons.

Free access, open source and royalty-free texts

Name	Content
Google Scholar	A free, searchable database of academic articles from trusted sources.
Open Library	An archive of texts ranging from fiction to non-fiction.
Wikibooks	An open-content textbook collection. Overall this is a trusted site, but just like Wikipedia, anyone can edit these texts.

Project Gutenberg	An on-going project to collect out of print and copyright-free books and make them freely available to read online or for download in e-reader formats.
Librivox	A collection of free public domain audiobooks, read aloud by volunteers. You are able to download or listen online.

Libraries and online resources

Libraries are under-utilised resources. While still providing patrons with the ability to borrow books, libraries have become neighbourhood hubs, focused on reaching out and providing services to their communities. These services include free access to a wide range of digital content including audio books, magazines and online learning resources.

Defence Library

NZDF's Defence Library offers a range of fiction and non-fiction titles, with a particular focus on defence-related content, in both physical and electronic forms.

To browse the library's collection available to you free of charge, visit the [Defence Library website](#) (which can also be found on the ILP under Training & Education). From there, you can access many resources including:

- the library catalogue
- [e-book resources](#)
- [journals and magazines](#), and
- [online databases](#).

To find details of the Defence Library on your camp or base, visit the specific pages for [Navy Army](#) and [Air](#). Note: Defence Library resources acquired since 2016 are located in the Trentham Camp library.

Public libraries

Public libraries offer a variety of online resources. In order to use many of these services, you will need a library card.

Mobile apps like [Libby](#), [Overdrive](#) and [BorrowBox](#) connect through your local library to give you access to thousands of titles in both e-book and audiobook format. Some councils have developed their own library apps, which typically offer access to the same services.

Many libraries also offer access to [Press Reader](#) and [RB Digital](#), allowing users to access a large catalogue of magazines and newspapers, including New Zealand titles such as the New Zealand Herald.

Your local public library may also offer free access to paid e-learning sites such as [Lynda](#), which offers a large range of advanced learning courses curated by tertiary institutions.

You can find your local library's location and website on the [Public Libraries website](#). The library's website will also provide information on the specific online resources they offer.

University libraries

Many universities will allow members of the wider community to use their services, although these are often in-library only. Alumni can often apply for associate membership, which allows access to full services.

University libraries offer access to some academic articles and papers for free. They also detail further resources for finding trusted online sources of information.

- [University of Auckland](#)
- [Auckland University of Technology](#)
- [Massey University](#)
- [Victoria University of Wellington](#)
- [University of Canterbury](#)
- [University of Otago](#)

Public library e-resources and databases

Public libraries offer access to various databases and archives free of charge through their websites. These can range from curiosities to important historical and scientific documents.

The [National Library of New Zealand](#) collects words, sounds and pictures and creates easily accessible archives to search.

The National Library of New Zealand has a list of [regional libraries](#), many of which have their own archives and collections.

The following are links to the electronic resources pages of some of the main public libraries:

- [Auckland Libraries](#)
- [Waikato District Libraries](#)
- [Wellington City Libraries](#)
- [Christchurch City Libraries](#)

Financial study assistance

The NZDF recognises the importance of education, therefore offers the following financial assistance to its personnel in undertaking study.

This page contains a number of links to external websites. Given the limitations of NZDF's restricted network, accessing these sites is likely to be better on a unrestricted device such as a personal phone, tablet or computer. To do this click the following link and, when an options box pops up, select 'open'; this will open an email containing all links, which you can then email to your personal email address to view on a non-DIXS device.

- [Financial study assistance: email containing all external links](#)

Voluntary Educational Study Assistance

Voluntary Education Study Assistance (VESA) provides financial assistance to NZDF members towards the cost of undertaking part-time study.

VESA is available to Regular or permanent civilian members of the NZDF (including those working part time) who have been employed/served continuously in the NZDF for the 52 weeks prior to the start date of the study. Members of the Reserve Forces may be eligible in some circumstances. For more information see:

- [Voluntary Education Study Assistance \(VESA\)](#)

Open Polytechnic

Discounted fees

NZDF members are able to apply for a 50% discount on the fees for courses provided by the Open Polytechnic. Check out the [Open Polytechnic's website](#) (external) for more information on available courses.

Access to the discount for NZDF personnel who are self-funding, NZDF families, ex-serving, veterans and NZDF unit-funded study is available on the [Open Polytechnic page on the Force 4 Families internet site](#) (external).

Fee-free courses

Open Polytechnic also offer a range of fee-free courses. Check out the [Open Polytechnic's website](#) for more information on these.

Massey University

Discounted fees

A discount of 30% off standard domestic tuition fees and the Student Services Levy is available to all members of the NZDF (military and civilian) and their immediate dependants, veterans and ex-service personnel.

More information, including instructions on how to access the discount, is available on the [Massey University page of the Force 4 Families internet site](#) (external).

Check out [Massey University's website](#) (external) for information on the papers they offer.

UCOL

Discounted fees

Members of the NZDF are able to access a discount of 33.3% off standard tuition fees and 50% off the Student Services Levy at UCOL (Universal College of Learning).

More information, including instructions on how to access the discount, is available on the [UCOL page of the Force 4 Families internet site](#) (external).

Check out [UCOL's website](#) (external) for information on available courses.

Auldhouse

Discounted fees

Auldhouse offers 20% discount off Microsoft Office, Adobe and Apple training. This discount is available to all members of the NZDF (military and civilian) and their immediate dependants, as well as ex-service personnel.

More information, including instructions on how to access the discount and the location of Auldhouse offices, is available on the [Auldhouse page of the Force 4 Families internet site](#) (external).

Check out [Auldhouse's website](#) (external) for information on the courses they offer.

Tertiary Education (TEC) fees free

<https://www.tec.govt.nz>

Fees free Tertiary Education is for first-time tertiary students or trainees in the first year of provider based study, or first two years of work based learning.

Tertiary Scholarship Schemes

Tertiary Scholarships Schemes include a number of recruitment-focused tertiary education schemes offered at the Service level, designed to attract and retain high quality officer candidates. These schemes are managed by the single Services.

More information refer to Defence Manual of Learning (DMoL)

Directed study

This type of study is undertaken by a member of the NZDF as a compulsory component of their professional development. Directed study is paid for by the NZDF and usually incurs a return of service obligation.

Army Kippenberger Scheme

Managed by Directorate of Army Career Management DACM

Link - <http://orgs/sites/arming/1-0001/default.aspx#/Education-Training>

Policy - DFO (A) Vol 3 Chapter 11, Section 02

THE KIPPENBERGER SCHOLARSHIP SCHEME

This scheme, currently open to RF officers and NCOs, is a scholarship designed to enable selected personnel to complete both extramural and full time study. Acceptance of the scheme comes with the requirement to maintain academic standards for retention of the scholarship, which has a Return of Service Obligation (ROSO).

[DFO\(A\) Vol 3, Chapter 11, Section 02](#) provides further information. Please note that the application form referred to in the policy document is still under development. In the meantime applications can be submitted to DACM in the form of a Minute.

Navy Tertiary Scholarship Scheme

- Navy tertiary studies board has recently been opened up to all ranks (minimum of 4 years' service)
- The scheme is designed to work alongside VESA but provide more options for tertiary study including qualifications that are not covered by VESA due to cost or type of study. In particular, the tertiary study board provides a great way for RNZN personnel to accelerate the completion of a qualification that has been progressed part time over a number of years via VESA e.g. an individual might have completed the first 2 years of a 3 year qualification in slow time over VESA but wishes to do the final year full time and/or more papers extramurally over the course of a year than VESA will allow due to cost limits
- Qualifications that provide a return on investment to the RNZN will generally be ranked more highly, but the priority remains personal/professional development with direct benefit to the RNZN being a [very positive] side effect rather than the key driver.
- Applicants need to demonstrate that they are capable of completing the study they are applying for. This means that if an application is made for a course that is based on recognition of prior learning or experience, evidence needs to be provided that their background stacks up. Likewise, if there is no prior record of more advanced learning applicants need to be able to show an ability to perform at that level based on either trade training or prior performance at school etc. There is where having done a VESA paper or two first can really help.

- Personnel who have had limited access to tertiary education prior due to rank/trade or postings that made study difficult will often be prioritised. However prior study via VESA does show an intent/ability/commitment so is encouraged as a first step.
- **Maori Tertiary Studies Board** which has slightly different criteria and is focused on developing and supporting our personnel on their Te Ao Maori journey. This board can approve full time Te Reo study but is not limited to this and can be utilised for a wide range of Te Ao Maori related study. Mark Simpkins (Maori Cultural Education Officer) or the Te Taua Moana Marae Runanga can provide advice on applying for this study - it should be noted that this study is prioritised towards those that have, do, or will contribute to the advancement of Te Ao Maori within the RNZN.

Final point to note is that there is a funding allocation for these boards and applications usually exceed the funding available so selection is competitive i.e. not all applications are approved. Personnel wishing to apply for either are therefore strongly encouraged to engage with the points of contact eg Defence Learning prior to submission of an application.