

WILSS



WAIKATO INSTITUTE FOR LEADERSHIP & SPORT STUDIES



2026

PROSPECTUS

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WILSS

in Brief



WILSS offers a range of programmes designed to enhance personal development and increase participants' contribution to the community, in the volunteer sector and the workplace.

WHO WE ARE?

- WILSS is a charitable trust delivering a range of programmes to build better leaders in the community in the volunteer sector and the workplace.

WHO IS WILSS REGISTERED WITH?

- Our organisation is registered with the New Zealand Qualifications Authority (NZQA) and our certificates are nationally recognised.
- WILSS has been designated as a Category 2 Provider by NZQA as they are confident of our education provision and self-assessment practices.
- We have built a reputation for providing a supportive learning environment with first-class facilitators and industry contacts across New Zealand.

OUR REPUTATION

OUR PARTNERS

- WILSS has active working partnership with the University of Waikato, Sport Waikato, TEC, NZQA and other leading industry groups.

WE ADVOCATE

- We advocate a practical teaching approach that builds on participants' current skills.
- Programmes are rewarding, practical, and immediately applicable to real life and can lead to paid positions or further tertiary study

WHY WILSS?

We offer:

- NZQA-accredited courses
- Motivational, practically-oriented programmes
- A teaching style that builds on the participants' own experiences.
- Expert facilitators who are working as practitioners in their industries.
- Direct pathways into industry employment.

Board of Trustees

General Manager

School Leadership Programmes

Primary and Intermediate

- Hands Up 2 Step Up
- Looking2Lead
- The Amazing Race
- Physical Activity Leaders (PALs)

Secondary

- Junior Secondary Leadership
- Youth Volunteering Programme
- Senior Secondary Leadership
- Youth Leading Sport Day
- Waikato Young Leaders Day (WYLD)
- HeadzUp

Community & Sport Development Programmes

Community Leadership

- Connecting Communities
- The Adult Amazing Race

Sport Development Programmes

- Smart Coach Workshops
- Coach 101 - Crash Course
- Connecting Sport Volunteers
- Whistle Up - Referee/Umpire Modules

Tertiary Programmes

- NZ Certificate in Sport Coaching (L3)
- New Zealand Certificate in Business - First Line Management (L4)
- Swimming Pool Compliance
- Officiating Units
- Unit Standards in Schools

School Leadership Programmes

Leadership Pathways

YEARS 5 AND 6



Hands Up 2 Step Up
Looking2Lead
The Amazing Race
Physical Activity Leaders (PALs)



YEARS 7 AND 8

Looking2Lead
The Amazing Race
Physical Activity Leaders (PALs)

YEARS 9 AND 10



Junior Secondary School Leadership
WYLD (Waikato Young Leaders Day)
Youth Leading Sport Day
Youth Volunteering Programme



School Leadership Programmes

Leadership Pathways



YEARS 11, 12, AND 13

- HeadzUp
- Smart Coach
- Youth Leading Sport Day
- Youth Volunteering Programme
- Senior School Leadership

LEADERSHIP
LEADERSHIP
LEADERSHIP
LEADERSHIP

School Leadership Programmes

HANDS UP 2 STEP UP

- Hands Up 2 Step Up is aimed at primary school students to develop leadership pathways at an early age.

- **Learning Intentions:**

- Identifying what effective leadership can look like
- Leading and managing themselves in a positive way
- Working positively together, participating, and contributing
- Become actively involved in your school community
- Making decisions, respecting other's opinions, and inspiring other pupils
- Step up to help others.

The right skills can make all the difference when a child first takes on a leadership role within their school and/or community.

LOOKING2LEAD

- Looking2Lead programmes are designed for young people with leadership potential who may already have started to take on responsibilities in their schools.

- **Learning Intentions:**

- Understand what effective leadership can look like in school and community settings
- Identify positive leadership traits
- Emphasise the value of effective communication
- Encourage confidence in sharing ideas and respecting other
- Utilize knowledge of personalities to enhance leadership
- Demonstrate leadership through leading activities
- Build self-confidence for school leadership roles.



Physical Activity Leaders (PALs)

- PALs Programme offers primary and intermediate students in Years 5-8 the opportunity to develop leadership skills, plan physical activities, be role models, and have fun. It includes learning about leadership, event management, and running lunchtime activities.

- **Some noticed benefits of running the Physical Activity Leaders programme include:**

- Learners developing personal leadership skills.
- Learners have an opportunity to accept more responsibility, appreciation, and respect from teachers and learners.
- Learners gain a sense of satisfaction for helping the enjoyment of others while working towards a happier, healthier, more physically active life!
- Provides a great teaching and learning opportunity in leadership, sportsmanship, and teamwork.

AMAZING RACE

- This is a challenging and fun event held each year in Week 2 of Term 4 at The Hamilton Gardens.
- Teams participate in a variety of pitstop leadership challenges set within different parts of Hamilton Gardens.
- Each team completes as many pitstops as they can within the set time period. These pitstops are a variety of physical, cognitive and creative tasks that challenge, enthuse and motivate students.
- Teachers and adults supporting the race teams can observe potential leaders in action, taking on and developing leadership skills, while working cohesively as a team.
- The right skills can make all the difference when a child first takes on a leadership role within their school and/or community.
- We help students and young leaders become more confident and effective by developing skills that will enable them to make the biggest contribution to their communities.

School Leadership Programmes

SECONDARY SCHOOL LEADERSHIP

Our Secondary School Leadership programmes aim to encourage students to learn more about leadership and give them opportunities to gain confidence to lead younger students in a safe and supported environment.

JUNIOR SECONDARY LEADERSHIP

Many year 9 and 10 students would have participated in WILSS leadership programmes at their Primary and Intermediate schools. In these programmes they were the seniors of the school which allowed them to demonstrate leadership with the younger learners. This programme can further develop these leadership skills to help build confidence to step up to lead

- **Some examples may include:**

- When the senior learners leave school for exam preparation.
- To instigate clubs at school where their passions may lie.
- To organise lunchtime activities for other learners who would like to be more active in their break times.

YOUTH VOLUNTEERING PROGRAMME

This programme is designed as a way of developing leadership through volunteering, within a school or community environment.

- **Learners will gain:**

- Practical experience.
- Making a positive contribution to your school and community.
- New skills and knowledge.
- An award to help make their CVs stand out.

WAIKATO YOUNG LEADERS DAY (WYLD)

This Waikato Young Leaders Day (WYLD) with WILSS, will challenge learners to reflect personally on what they can achieve if they focus, set small goals, have patience, perseverance, and have belief in themselves.

- **Core Components**

- Develop and display confidence in themselves and others in order to demonstrate leadership/volunteerism in their school and wider community.
- Make the best out of new situations.
- Identify strengths and challenges of working with others.
- Identify their own passions/strengths and recognise how these could be used to influence others.
- Reflect upon new situations and act in ways that benefit themselves and others.
- Offer their own ideas with confidence and value the ideas of others.

SENIOR SECONDARY LEADERSHIP

Whether your students are holding positions of responsibility or not, WILSS can assist your senior students with custom made programmes that will support your leadership structure/culture.

- **Content can include:**

- Leading and motivation others
- Delegating and leading
- Knowing ourselves
- Running meetings
- Communication
- Types of leadership



School Leadership Programmes

YOUTH LEADING SPORT DAY

- **Core components**
 - The day will cover topics that relate to developing and supporting young leaders within the school sport context including:
 - What leadership can look like
 - Team building
 - Coping with negative side-line behaviour
 - Volunteering
 - Importance of effective communication
 - Public Speaking
 - Building confidence
 - How to run successful meetings and events
 - Planning and delivering a training session

HEADZUP

- The WILSS HeadzUp Day is designed specifically for Head and Deputy Head Students to explore and develop their individual leadership qualities and how to implement them throughout their school and wider communities.
- **Core components**
 - Interact with the University of Waikato Hillary Scholars of similar age and engage with a panel of past head students
 - Reflect on their personal leadership attributes and experiences and those of others
 - Broaden and develop the skills to lead within their own unique support network
 - To build effective relationships with others and develop a leadership support network by networking with leaders in similar roles from other schools
 - Encourage a personal vision of leadership that encompasses the roles and responsibilities of being a leader within and beyond the school gates.

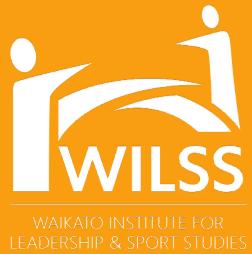
“ THE MOST IMPORTANT THING I HAVE LEARNT IS THAT THERE ARE MANY DIFFERENT LEADERSHIP STYLES - NOT JUST LOUD AND COMMANDING - AS I AM A QUIET MORE PLACID LEADER.... ”





Community & Sport Development Programmes

At WILSS we believe that involvement in sport and active recreation contributes to the enhanced wellbeing of individuals and communities.



Our role is to educate leaders and volunteers to lift the capability of the community to deliver effective sport and active recreation opportunities for all. We work with community leaders, coaches, managers, officials, and committee members to support them in their leadership and volunteering journey.

COMMUNITY PATHWAYS



COMMUNITY LEADERSHIP

Connecting Communities

The Adult Amazing Race



SPORT DEVELOPMENT PROGRAMMES

SmartCoach

Teaching Games for Understanding (TGFU)

Connecting Sport Volunteers



Community & Sport Development Programmes

COMMUNITY LEADERSHIP

CONNECTING COMMUNITIES

Our Connecting Communities Programme supports people to become better leaders through the work that they are doing within their communities.

- Current and future leaders learn and build on everyday, practical leadership skills.
- Programmes can help participants with paid workplace opportunities and support them to take higher positions of responsibility within their organisations.
- The objective is to 'learn by doing' using a variety of interactive activities. Programmes are flexible and are co-designed with the community organisation. If you are an organisation looking to run a community workshop or series of workshops, this is the programme for you.

THE ADULT AMAZING RACE

A new event created in 2021 after many discussions held at the original Amazing Race.

- An adult Amazing Race was developed with similar concepts to the students Amazing Race.
- This race is designed for schools' staff as well as work places to compete in teams amongst themselves, as a team building day for them to get to know each other better and especially for new staff to be welcomed into their new team.
- Teams will compete in a range of different cognitive, physical, and problem-solving activities throughout a specific timed period. This day can be custom built around your school's needs and can be held at venues within the community or at your own school.



Community & Sport Development Programmes

SPORT DEVELOPMENT PROGRAMMES

CONNECTING SPORT VOLUNTEERS

Connect and Celebrate your Volunteers.

A recognition or thank you event for clubs, schools, or regional sport organisations to connect and celebrate their volunteers.

- A partnership project with The University of Waikato and Volunteering Waikato.
- Participants learn about volunteering opportunities within the region and the value it brings.
- Participants recognise the skills and experience their volunteering bring to their employability.

SPORT MANAGEMENT PROJECTS

Custom and Adaptable Project Work

- Coach and officiating system development.
- 'Coach the Coaches' and workforce training.
- Strategic planning and Board support.
- Professional development and team building.

COACHING 101

Beginner Coaching Workshop:

- A beginner-friendly 2-hour workshop.
- Master essential coaching skills.
- Boost the confidence of student, parent, and volunteer sport coaches.

OFFICIATING - WHISTLE UP

5 referee/Umpire Learning Modules and Workshops

- Officiate with confidence.
- Deal effectively with conflict.
- Coping with Pressure.
- Making Good Decisions.

SMART COACH

Behind every sports team is an army of workers – usually volunteers – who take on the role of referee, administrator and coach.

This essential programme includes 10 Unique Learning Modules designed for you to pick and choose what suits your needs.

- Team Environment.
- Training Design.
- Communication.
- Injury Prevention.
- Code Specific Skills and Drills.





WAIKATO INSTITUTE FOR
LEADERSHIP & SPORT STUDIES

TERTIARY PROGRAMMES

At Waikato Institute for Leadership & Sport Studies (WILSS) we provide tertiary level programmes for the community and secondary schools to enable individuals to develop resilience and leadership skills.

WILSS delivers a range of programmes within the community, volunteer sector and in the workplace to enhance personal development, help build strong and resilient communities and develop leadership capability, and all of this can happen in the workplace, in a sporting environment or within a secondary school setting.

TERTIARY PATHWAYS



**NZ CERTIFICATE IN
SPORT COACHING (L3)**



**NZ CERTIFICATE
IN BUSINESS (L4)**



**SWIMMING POOL
COMPLIANCE**



**OFFICIATING UNIT
STANDARDS**



**UNIT STANDARDS
IN SCHOOLS**



TERTIARY PROGRAMMES

At Waikato Institute for Leadership & Sport Studies (WILSS) we provide tertiary level programmes for the community and secondary schools to enable individuals to develop resilience and leadership skills.

NZ CERTIFICATE IN SPORT COACHING (L3)

WHY THIS PROGRAMME?

- Learn the practical skills and techniques to become a great coach.
- Get the best from your team through effective communication.
- Learn the art of coaching from current, passionate coaches.
- Complete a qualification while still working.

WHO SHOULD ENROL?

- Current sport minded people wanting to expand their involvement in their chosen sport.
- Future coaches who want to gain a formal qualification.

ENTRY REQUIREMENTS

- Prospective learners must be actively engaged in coaching athletes/players.
- All prospective learners must have a coach/mentor for the duration of the programme.

WHAT CONTENT IS COVERED?

- Module 1: The Coaching Environment
- Module 2: The Art of Coaching
- Module 3: Coaching Safety
- Module 4: Coaching with Communication

NZ CERTIFICATE IN BUSINESS - FIRST LINE MANAGEMENT (L4)

WHY THIS PROGRAMME?

- Learn the practical skills and techniques to lead effectively and become a great manager.
- Get the best from your team through effective communication.
- Create team environments that value diversity and positive performance.
- Complete a qualification while still working.

WHO SHOULD ENROL?

- Current first-line managers wanting to upskill.
- Future managers who want to gain a formal qualification.

ENTRY REQUIREMENTS

- Applicants need to be aged 18 years or above and in employment.
- All students will be given an interview to assess their suitability for the programme of study. Applicants for whom English is not their first language evidence of language competency may be required.

WHAT CONTENT IS COVERED?

- Module 1: Leadership is Communication
- Module 2: Leading Process
- Module 3: Leadership and Values
- Module 4: Leadership and Self-Reflection



TERTIARY PROGRAMMES

At Waikato Institute for Leadership & Sport Studies (WILSS) we provide tertiary level programmes for the community and secondary schools to enable individuals to develop resilience and leadership skills.

SWIMMING POOL COMPLIANCE

- Organisations are responsible for health and safety around their pools under the Health & Safety at Work Act 2015.
- You must manage the pool's water quality, have rules for safe use and install and maintain suitable fencing and gates.
- By completing unit standard 20046 you will meet the requirements of the above Act.

UNIT STANDARD 20046 (VERSION 5)

- Monitor pool water quality and store pool water treatment chemicals. This is an introduction to pool operations and for swimming and pool operators. The course provides theory information on how to operate swimming and spa pools correctly and includes practical training on monitoring water quality.

WHAT WILL I LEARN DURING THE COURSE?

- Compliance requirements for swimming & spa pools as outlined in NZS5826:2010 Pool Water Quality
- Understanding of the risks associated pool water quality and management processes
- Understanding of water quality requirements and corrective procedures
- How to test pool water quality
- Basic understanding of the operation and maintenance of pool treatment systems.

WHO SHOULD ATTEND?

- Aquatic facility staff, Lifeguards, operational staff
- School caretakers, Volunteers, Principals, BOT members
- Maintenance staff of hotels, motels, gyms, retirement villages
- Pool equipment suppliers, installers, and advisors.

OFFICIATING UNITS

- Learners that complete the programme will gain Unit Standard 31388 - Carry out pre-event preparation and apply the rules of sport while officiating sports events - 31388.pdf (nzqa.govt.nz). This unit standard is worth 10 credits at level 3 and can be counted towards a secondary school students NCEA.
- WILSS partners with several sporting organisations to support their officiating programmes.
- Unit Standard 31388 - Level 3, 10 Credits

Step One

- WILSS approves the sport organisation's officiating training programme

Step Two

- The sport organisation provides participant details (including NZQA student numbers) and WILSS sets up a working partnership with the participant school/s.

Step Three

- The sport organisation delivers its officiating program and completes three observations/assessments of participants and provides this information to WILSS.



TERTIARY PROGRAMMES

At Waikato Institute for Leadership & Sport Studies (WILSS) we provide tertiary level programmes for the community and secondary schools to enable individuals to develop resilience and leadership skills.

UNIT STANDARDS IN SCHOOLS

- WILSS not only provides resources, it also provides support to schools so that they can create a classroom experience that meets the unique needs of students while seamlessly incorporating Unit Standards. This support system is unique to WILSS.
- Our commitment is to provide comprehensive, quality resources to teachers so they can support their learners to successfully complete Unit Standards and facilitate their achievement of credits towards National Certificate of Educational Achievement (NCEA).
- **Our current catalogue of Unit Standard resource packs include:**

Level 1

- 526 – Describe community agencies and services provided, 2 credits.
- 3501 – Demonstrate knowledge of and apply listening techniques, 3 credits.
- 3503 – Communicate in a team or group to complete a routine task, 2 credits.

Level 2

- 1299 – Be assertive in a range of specified situations, 4 credits.
- 9677 – Communicate in a team or group which has an objective, 3 credits.
- 10791 – Participate in a meeting, 3 credits.
- 21794 – Demonstrate, instruct, and monitor stretching, 2 credits.
- 22768 – Conduct and review a beginner level coaching session, 4 credits.
- 27299 – Describe the benefits of participation in recreation in the local community, 2 credits.
- 27629 – Demonstrate knowledge of pre-competition preparations for umpiring or officiating at a beginner level, 2 credits.
- 32843 – Demonstrate knowledge of how personal contribution influences group functioning in an outdoor activity, 3 credits.

Level 3

- 1312 – Give oral instructions in the workplace, 3 credits.
- 6896 – Demonstrate knowledge of recreation, 3 credits.
- 9681 – Contribute within a team or group which has an objective, 3 credits.
- 20673 – Demonstrate knowledge of injuries, injury prevention and risks and hazards associated with sport or recreation, 5 credits.
- 21414 – Plan and run a recreation activity, 4 credits.
- 21644 – Review personal performance as an official of a sports event, 3 credits.
- 22771 – Plan beginner-level coaching sessions for sport participants, 6 credits.
- 30636 – Demonstrate knowledge of the human body and its movement during exercise and stretching, 7 credits.
- 30933 – Demonstrate exercise and stretching techniques, 5 credits.
- 30935 – Develop and implement an exercise plan for personal physical fitness, 5 credits.
- 31677 – Coach beginner-level participants through skill development activities for a selected sport, 4 credits.
- 31678 – Review coaching of beginner-level participants through skill development activities for a selected sport, 4 credits.
- 31388 – Apply sport rules and regulations while officiating in a competitive sport event, 10 credits.
- 32841 – Prepare for an overnight outdoor activity, 3 credits.
- 32844 – Apply knowledge of group processes and evaluate personal contribution to group performance in an outdoor activity, 3 credits.
- 32845 – Work with others to plan and lead school students in an outdoor activity, 3 credits.



By grouping some of these Standards together and adding them to your existing programmes you will have the opportunity to create a classroom experience that will meet the needs of your learners and embed Unit Standards into that experience.



WAIKATO INSTITUTE FOR
LEADERSHIP & SPORT STUDIES

**Together, let's build your skills,
experience, and knowledge.**