



# LEADERSHIP ACADEMY

## Vanuatu Student Leaders Program

**4 – 11/12 April 2026**

### Information for New Zealand and Australian Students

Introduction	2
About Our Team	2
Programme Details	3
Flights	3
Travel Requirements + Documents	5
Accommodation	7
Meals	7
What To Bring – Packing List	8
Medical Emergencies	8
Communications	9
Your Checklist	10

# *Hello,*

Welcome to the PGHQ: Leadership Academy (PGHQ:LA)! We are super excited that you join us in **April** for our **Student Leaders Program (SLP)** in **Vanuatu**. This document outlines all the important information you need to know about the course. We hope this provides you with a good overview of what to expect and prepare for but if you have any further questions, please do not hesitate to contact us at [admin@flacademy.com](mailto:admin@flacademy.com), or 0800 388 873 (NZ), or 1800 387 500 (AUS).

We look forward to meeting you soon!

**The team at PACIFIC GUARDIANS HQ: Leadership Academy**

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**Vision** - To strengthen the South West Pacific – by developing effective junior leaders and strong future networks. Through facilitating a community of connection, culture, experiential development, adventure, and leading by example, while developing capacity.

Our Student Leaders Program is a week-long course that sees young people from across New Zealand, Australia and the Pacific Islands come together to develop their personal and team leadership skills through fun, unique, hands-on activities.

The course kicks off on **Saturday 4<sup>th</sup> April**, with all students flying to **Port Vila, Vanuatu** from **Auckland, or Brisbane** International Airports. You'll meet the local **Vanuatu** based students also attending the course once we arrive. While there, you will be in smaller groups (syndicates) getting around the island by van. The course will take place over seven days, where you'll complete a range of exercises designed to develop your leadership skills; such as communication, collaboration and strategic thinking. These exercises will range from group work and discussions to hands-on, practical exercises, with each student having the chance to lead their syndicate multiple times. Scenarios will focus on business, tourism, survival, conservation, the environment and more.

## **ABOUT OUR TEAM**

Led by our Course Manager, the PGHQ: Leadership Academy team is made up of leadership instructors and youth mentors. All instructors have youth development experience, and are experts at delivering our training in a way that is safe, interactive, engaging and meaningful for our students. They are also police vetted and have current first-aid qualifications. You can find out more about our team at <https://flacademy.com/our-team/>. You can email us directly at [admin@flacademy.com](mailto:admin@flacademy.com).

# PROGRAM DETAILS

The course runs from **Saturday 4<sup>th</sup> - Saturday 11<sup>th</sup> (Sunday 12<sup>th</sup> for Kiwis) Apr 2026**, including travel. Please note travel dates and times will state which country's time zone this is in. Our team will work with each student to help organise your connections to our international flights.

## COURSE SCHEDULE

Sat 4 <sup>th</sup> Apr	Sun 5 <sup>th</sup> Apr	Mon 6 <sup>th</sup> Apr	Tue 7 <sup>th</sup> Apr
Arrive intl airports Meet staff/students Fly to <b>Vanuatu</b> Meet local students Intro/welcome	Leadership lessons Goal setting Explore local area Team building Swim	Syndicate allocation Leaders briefs Syndicate activities Swim Daily evaluation Culture practice Free time	Syndicate allocation Leaders briefs Syndicate activities Swim Daily evaluation Dinner out Free time

Wed 8 <sup>th</sup> Apr	Thu 9 <sup>th</sup> Apr	Fri 10 <sup>th</sup> Apr	Sat 11 <sup>th</sup> /Sun 12 <sup>th</sup> Apr
Syndicate allocation Leaders briefs Syndicate activities Swim Daily evaluation Goal setting Free time	Syndicate allocation Leaders briefs Syndicate activities Swim Daily evaluation Syndicate shows Free time	Graduation event Beach/fun day Pack up	Local markets Farewells Depart for NZ/Aus NZ grp transit Fiji Depart for home

## FLIGHTS

### NZ Students only

NZ students will need to book and pay for your own travel to/from your home to the **Auckland International Airport**, and let us know your domestic travel arrangements. Our staff will meet you at the Akld airport and travel with the group to **Vanuatu** and return.

NZ Students International Flights to/from **Port Vila**:

- Sat 4<sup>th</sup> Apr, depart Auckland, 7:00am, Fiji Airways (FJ412). Arrive PV, 4.05pm.
- Sat 11<sup>th</sup> Apr, depart PV, 4:50pm, Fiji Airways (FJ411). Arrive Auckland, Sun 12<sup>th</sup> Apr, 12:40pm.

## NZ Student Domestic Travel to Auckland Airport

All students will need to arrange their own domestic travel within New Zealand to connect with the departure and arrival times of the international flights above. **For departure on 4th Apr 2025 – Please ensure you arrive at Auckland Airport by 5am, or the night before.** This allows for plenty of time to arrive, meet the rest of our group and check in. We can help arrange overnight accommodation if required.

**For returning home, once we've arrived back in Auckland – please aim for a flight departure, if needed, on the 12<sup>th</sup> Apr, after 3pm. The group will stay overnight in Nadi, Fiji Airport hotel, due to transiting from Vanuatu. The transit accommodation 11/12th Apr is included in your course fee.**

*We strongly recommend booking flexi fares if you are flying domestically which will cover most costs to change flights if needed. Flight changes and delays are often out of our control but are a very common risk (due to weather) with travel and one we encounter regularly. **FLA will not be liable for your domestic flight changes or if our international dates/times change.***

A detailed Travel-Plan will be created with all students' confirmed domestic travel times for staff to monitor and will assist your family if alternative arrangements must be made due to delays or cancellations.

We will have FLA staff members to meet you and transfer you across to Auckland International Airport. Our staff will be in blue or green FLA polo shirts. Meeting spots are often near the check in counter area, but we'll confirm closer to the time.

- **Send Domestic travel plans to [admin@flacademy.com](mailto:admin@flacademy.com)**
  - Driving yourself to and from?
  - Being dropped off and picked up?
  - Flight itinerary (include flight number and times of both directions)?

## AUS Students only

Australian students will need to book and pay for your own travel to/from **Brisbane** International Airports, and let us know your domestic travel arrangements. **Our staff will meet students on arrival in Port Vila, Vanuatu.**

Aus Students International Flights to/from **Port Vila**

- Sat 4<sup>th</sup> Apr, depart Brisbane, 10:40am, Virgin (VA53). Arrive Port Vila, 2:15pm.
- Sat 11<sup>th</sup> Apr, depart Port Vila, 11:15am, Virgin (VA56). Arrive Brisbane, 1:20pm.

## Aus Student domestic travel to Brisbane Airport

All students will need to arrange their own domestic travel within Australia to connect with the departure and arrival times of the international flights above. If you are flying into **Brisbane** you need to have enough buffer time in case your flight is delayed. **For departure on 4<sup>th</sup> Apr 2026 – Please ensure you arrive at Brisbane Airport no later than 7:00am AEST.**

This allows for plenty of time to arrive, meet the rest of our group and check in for our international departure.

**For returning home, once we've arrived back in Brisbane – please aim for a flight departure, if needed, on the 12<sup>th</sup> Apr, after 4.00pm.**

*We strongly recommend booking flexi fares if you are flying domestically which will cover most costs to change flights if needed. Flight changes and delays are often out of our control but are a very common risk with travel and one we encounter regularly. **FLA will not be liable for your domestic flight changes or if our international dates/times change.***

A detailed Travel-Plan will be created with all students' confirmed domestic travel times for staff to monitor and will assist your family if alternative arrangements must be made due to delays or cancellations.

- **Send Domestic travel plans to [admin@flacademy.com](mailto:admin@flacademy.com)**
  - Driving yourself to and from?
  - Being dropped off and picked up?
  - Flight itinerary (include flight number and times of both directions)?

## Baggage

Your ticket allows one piece of checked in baggage, with a weight of up to 20kg. Please note: If you are traveling on a domestic flight prior to your international flight, your luggage allowance may be different, so make sure you check your baggage allowance. You are also allowed one piece of cabin baggage, weighing up to 7kg.

# Travel Requirements + Documents

## TRAVEL / MEDICAL INSURANCE

You are required to arrange your own international travel insurance for your trip, with cancellation cover of \$5000. We suggest [Cover More](#) (Aus) or [One Cover](#) (NZ).

# Payment Details

## Paying your course fee – unless you've already paid in full.

A \$500 deposit is required to secure your space on the program. Our team will call to discuss your preferred option of remaining payments. Either monthly, or lump sum. All payments will need to be finalised 8 weeks prior to your trip.

Please ensure that your invoices are paid on time or agreed payment plans are adhered to. We will not commit to booking your international flights (non-refundable) if your fees are not paid.

<b>NZ Students fee: NZD\$5500</b>	<b>Aus Students fee: AUD\$5000</b>
Deposit: \$500.	Deposit: NZ\$500. (AUS\$450)

## Refunds, participant cancellations & departures policy

Your remaining course fee, not your deposit, is refundable up to twelve weeks before your course start date. If you cancel within twelve weeks of your course starting, your full course fee is not refundable, but is transferable. Cancellations must be received in writing by email.

If a medical reason prevents you from joining the course, you will need to claim the course fees back through travel insurance.

If you depart for any reason, including behaviour, motivation barriers, injury or illness incurred on course, you will not receive a refund. You must contact your travel insurance provider for any claims.

## Future Leaders cancellation policy, see full terms & conditions [here](#).

If something major happens outside our control e.g; natural disaster, international flight departure delays longer than two days, or any other significant operational issue preventing the safe and effective delivery of a program, we might have to cancel the trip.

## Future Leaders reserve the right to amend dates or make changes to courses, if necessary.

This could be due to not meeting the minimum number of students enrolled, or other operational reasons. Paying your deposit is your agreement to our T&Cs.

## STUDENT AND PARENT/CAREGIVER DETAILS & CONSENT

If you are under 18 years of age at the time of applying for your course, we are required to obtain parental consent for you to travel with us and attend this programme. **Your parent or caregiver will need to provide their consent on the [Online Consent Form](#).** Please complete and submit the online form within seven days.

## ACCOMMODATION

Accommodation is near the main town of **Port Vila, Vanuatu**. The activities take place in various places across the island. We will be staying as a group in shared hostel style accommodation.

*We recommend packing ear plugs and an eye mask if you are a light sleeper!*

Male and female accommodation will be separated and supervised.

## MEALS

All main meals and snacks will be provided during the course. Meals will include a balanced range of nutritious foods and beverages. Staff and students will share in the meal preparation during the programme.

Please be aware that menus on this program will be reflective of the cultural cuisines and may differ to what you may be used to at home. We will endeavour to meet all dietary needs and restrictions however this will be within the resources available to us there.

### Dietary requirements

Ensure you include any special dietary requirements on the Student Information and Consent Form.

## What To Bring – Packing List

Below is a list of the basic clothing and equipment you will need to bring with you. This list may be updated and we will be in touch again closer to the time if there is anything to add to this:

- Comfortable active wear (shorts x3, T-shirts x3) *You will be given a FLA T-shirt to wear, which you will wear for most activities.*
- Comfortable running shoes (essential), jandals/flip flops/sandals, dress shoes (optional), reef shoes (optional/if you have them)
- Semi formal outfit for final celebration dinner – ie, Dress shirt/blouse, dress pants/skirt
- Set of summer style evening wear (nice shorts, polo/casual shirt, dress)
- Rain jacket (lightweight is okay)
- Togs/bathers
- Sunhat
- 2x Towels
- Underwear
- Toiletries
  - Including sanitary products, shampoo & conditioner, toothpaste etc

- Any medication you may need
  - Please ensure you list this in the detailed medical action plan as described in the Student Information & Consent form.
  - Light pain relief such as panadol or ibuprofen if you are prone to headaches etc. *NB: FLA will have first aid kits also*
- Camera/phone
- Sunscreen (plenty of it!), Insect repellent, after sun.
- Drink bottle (reusable drink bottle to keep hydrated)
- Container to put packed lunches in.
- Optional: Ear plugs and an eye mask for optimal undisturbed sleep.

All the main travel, accommodation and course costs including your meals and snacks each day are covered by your course fee and Future Leaders Academy. We would recommend bringing some cash or local currency, approx \$50-\$100, with you if you'd like to have a little bit of money for any personal spending (postcards, ice-creams etc).

Find the latest exchange rate online.

## Medical Emergencies

Minor medical situations will be treated by an FLA staff member, who are all first aid trained, and have our own comprehensive first aid kits. If a more serious medical event occurs students will be taken to **Port Vila Hospital**, which has an emergency department.

## Communications

Communication closer to the course date and during the course will be made through WHATSAPP. If you don't have the WhatsApp app, please install it to your device. You will receive an invite to join the group once this has been set up.

All Future Leaders Academy staff will have a mobile phone with internet access, as well as a Data Pack. Students are welcome to use these mobile phones at the end of the day, to ensure contact with family back home if wanted.

Most mobile phone providers from NZ/Aus will allow you to use your phone overseas (roaming) for a reasonable price. Please check with your phone provider before travelling, for accurate roaming information. Students may also like to purchase their own local SIM card.

NOTE: Access to using all mobile phones will be restricted at certain times, including during meal times.



## Social Media

### FACEBOOK:

Make sure you are following us on Facebook to keep up to date with all things Future Leaders Academy! <https://www.facebook.com/FutureLeadersPSL>

### INSTAGRAM:

Make sure you also check us out on Instagram and share your handles on your Information & Consent form so we can tag you. <https://www.instagram.com/pacificguardians.hq>

### Questions / Information Session:

Approximately two months before our programme start date we will host a Q&A session for all students and families via Zoom. This is an opportunity to ask any last questions before the trip that may have not already been answered. We will also do a walk-through of what to expect during the programme week.

**STUDENT PROFILES:** As part of sharing our vision with the world, we like to highlight and celebrate the students who join our programmes and share this on our social media channels. You will be sent a separate email to see whether you'd like to be featured as one of our Student Profiles.

# YOUR CHECKLIST...

Use this to keep yourself on track (no need to return this to FLA).

1. Complete your **Online Consent Form** within one week of receiving this info pack. ☐
2. **Check your passport is valid** and ready for your international travel. Please note: your passport needs to be valid for six months **AFTER** our return date. ☐
3. **Download the WHATSAPP app** to your phone in preparation to join our communication group. ☐
3. **Organise your domestic travel** to and from **Auckland/Brisbane** to ensure you connect with our international flight bookings as outlined in this Student Information Pack. ☐
4. **Send to [admin@flacademy.com](mailto:admin@flacademy.com) the following information.** ☐
  - Domestic Travel Details - details on how you are getting to your domestic airport for departure, driving, flight / bus details if applicable.
  - Scan or photo of your passport - If this is being renewed then re-confirm your name as per your passport. Please remember to send a copy of your new passport once received.
4. **Ensure your fees are paid on time** ☐

If paying by two invoiced instalments, payment is required by the due date on the invoice. Take note of these dates.

If payment plan is in place, set up direct debit according to agreed payment plan
5. Start getting excited!!! ☐

If you require any assistance with this info pack and your checklist, please contact us:

- Email: [admin@flacademy.com](mailto:admin@flacademy.com)
- Ph: 0800 388 873 (NZ)
- Ph: 1800 387 500 (AUS)
- Text/WhatsApp: +64 272991842