

2024

NZ Certificate in Cookery

Level 4

Do you want to become a chef? Undertake a one year journey starting with basic cooking and food preparation, and continue on to develop the skills to tempt and delight the taste buds of diners in fine dining restaurants locally, nationally, and internationally.

NOTE: You will be required to cook with and consume all types of meat. If you are vegetarian, or have a specialised diet, please talk to us before applying.

Location	Hawke's Bay and Tairāwhiti
Start	February* and July**
Length	One year full-time or two years part-time with In Work learning
Contact	Margaret Skews - Hawke's Bay Phone: 06 830 1421 Email: mskews@eit.ac.nz Kylie Kahukiwa - Tairāwhiti Phone: 06 869 3081 Email: kkahukiwa@eit.ac.nz

* February intake pre-requisite course, Culinary Concepts, starts January (if required).

** Part-time offering only.

For NZ Citizens and Permanent Residents



TE AHO A MĀUI



Te Pūkenga

Do you have a flair for food?

Level 4 Cookery and Professional Chef training at EIT | Te Pūkenga is a full-time one year, or part-time two year (one day a week), journey which offers you stimulating studies and provides the opportunity to begin a career in the hospitality industry.

Our new part-time In Work programme allows you to continue to work and earn whilst having access to all the EIT | Te Pūkenga amenities and support during your two year study period. You will achieve the NZQA approved NZ Certificate in Cookery [Level 4] combining real world experience in the work place whilst gaining knowledge, skills and techniques in our modern training kitchens.

Subject areas

Level 4 Modules:

- Module 1 – Entremetier
- Module 2 – Garde manger
- Module 3 – Saucier
- Module 4 – Pâtisseries

You are welcome to make an appointment to discuss your study options with our staff.

Career and study opportunities

The NZ Certificate in Cookery (Level 4) programme offers you enhanced employment opportunities in restaurants and commercial kitchens, including specialist and commercial catering.

Your study pathway can continue with the NZ Diploma in Cookery (Advanced) (Level 5).

Industry-based training

As a full-time learner, you will work on rostered lunch or dinner productions as part of routine classes during the year.


As a part-time In Work learner, you will be expected to work a minimum of 20 hours per week in a commercial kitchen which is of a standard agreed to by EIT | Te Pūkenga.

During the year, full-time learners will complete an industry placement course as part of the programme. Approximately 50 hours of industry-based experience will ensure you develop professional networks, apply your professional skills in a commercial situation and complete an enterprise report.




NZ Certificate in Cookery Level 4, 120 credits

 Hawke's Bay and Tairāwhiti

 Full-time: 1 year
Part-time: 2 years with In Work learning

Fee:

Visit fees.eit.ac.nz to see the fees for this programme

 **Fee includes compulsory course related costs of:** Membership subscription for Menu Costa Software Workbook (NZ Chef 5th edition), knife kit, uniforms (two of each - jacket, trousers, aprons, hats, neckchiefs). NOTE: learners who have done Level 3 will already have NZ Chef textbook and a knife set so will receive a refund.

2024 Key dates

Intake one
Full-time (Hawke's Bay only)
Culinary Concepts starts: Monday, 29 January
Programme starts: Monday, 19 February
Programme ends: Friday, 15 November

Intake one
Part-time
Culinary Concepts starts: Monday, 29 January
Programme starts: Monday, 19 February
Programme ends: November 2025

Intake two
Part-time
Culinary Concepts starts: Monday, 1 July
Programme starts: Monday, 22 July
Programme ends: July 2026

Semester breaks
15-26 April
1-19 July
30 September - 11 October

Timetable

Your study time will be made up of contact time (class times, tutorials) and non-contact time (your own individual study time).

Contact time

Full-time learners

Classes are scheduled between 8.00am-11.00pm, Monday to Friday.

Part-time In Work learners

Culinary Concepts is four days per week, six hours per day for three weeks.

The part-time NZ Certificate in Cookery (Level 4) is six hours, one day per week for two years.

Non-contact time

You should plan to spend one (1) hour per classroom hour on individual study.

Additional costs

- Black leather shoes, fully enclosed and flat.



Entry requirements

To be eligible to enrol in this Level 4 programme, applicants must:

- Meet the NCEA Level 1 Literacy and Numeracy requirement, or provide evidence of achievement at a higher level; or
- If not able to satisfy the academic requirement above, be able to demonstrate interest in the industry and the potential to succeed.

To be eligible to enrol in this Level 4 programme, and have the option of not undertaking the compulsory foundation course Culinary Concepts, applicants must:

- Meet the NCEA Level 1 Literacy and Numeracy Requirement, or provide evidence of achievement at a higher level, **and** be able to demonstrate introductory cookery skills in one the following ways:
 - Have achieved NZ Certificate in Cookery (Level 3); or
 - NZ Certificate in Hospitality (Basic Cookery) (Level 3); or
 - NZ Certificate in Hospitality (Level 2); or
 - Demonstrate introductory cookery knowledge and skills, including knife handling and food safety, i.e. NZ Certificate in Food and Beverage Service Level 3 / Level 4 and EIT | Te Pūkenga Trades Academy Hospitality programme.
- Demonstration of knowledge and skills can be either through study at EIT | Te Pūkenga or another institution, or practical work in the hospitality or similar industry that includes a focus on professionalism.

Part-time In Work learning

As a part-time In Work learner, applicants will be expected to work a minimum of 20 hours a week in a commercial kitchen which is of a standard agreed to by EIT | Te Pūkenga. The work place must have an agreed mentor in place to manage the in-work learning.

Compulsory foundation course

Applicants without the required introductory cookery skills only are automatically accepted onto all five courses of the programme.

PCP4.01 Culinary Concepts is a required course for these applicants, and pre-requisite to the other four courses of the programme.

Applicants with the required introductory cookery skills as well as the Literacy and Numeracy requirements are automatically accepted onto the four core compulsory courses of the programme and given the option of enrolling in the foundation course Culinary Concepts if they choose.

An up-to-date CV or a personal declaration will be required of those applicants who do not meet the standard requirements as listed above to demonstrate their potential to succeed. An interview will be carried out if the CV or personal declaration does not initially demonstrate the potential to succeed. This will determine whether applicants are accepted onto the programme, are required to enrol in Culinary Concepts, or are advised to instead enrol in the Level 3 NZ Certificate in Cookery programme.

Acceptance onto the programme will be on a first come, first served basis.

Rationale for entry requirements and process

Basic skills in cookery are necessary to ensure learners are able to cope during initial programme delivery and don't impede the learning of others in the class.

Basic Literacy and Numeracy skills in order to complete assignments and motivation are the crucial components for success at this level.

Please note: the learning activities for all qualifications require students to cook with and consume all types of meat – applicants who are vegetarian should speak directly with EIT | Te Pūkenga staff before completing their application process.

English language entry requirements

Applicants for whom English is not their first language must have an acceptable level of English language fluency prior to enrolment in the programme. This may be demonstrated in a variety of ways, including successful study of a programme in which English was the language of instruction, completion of a New Zealand Certificate in English Language (Level 3), approved scores on IELTS tests (Academic score of 5.5 with speaking and listening bands no lower than 5.5, and reading and writing bands no lower than 5.0) or completion of accepted international equivalents.

Entry with credit

For information and enquiries about Recognition of Prior Learning and Cross Credit please contact the Programme Coordinator on 06 830 1421.

This pathway of study leads to the award of nationally approved qualifications. These qualifications may be taught at a number of other tertiary institutes around New Zealand. If you were to transfer to one of those other institutes you may be granted academic credit for some of the courses completed but this is at the discretion of the other institute.

Please note: Fees are not transferable between institutes.

Literacy and numeracy skills

Diagnostic assessment of learners' reading ability and number knowledge will be conducted at the beginning of Levels 4 to inform teaching.

The teaching of literacy and numeracy is incorporated/ embedded in day-to-day experiential learning activities with the learning being reinforced through assessments targeting literacy and numeracy skills. Learners who have been identified as particularly benefiting from assistance in literacy and numeracy as informed by the initial diagnostic and through day-to-day activities will be given targeted assistance and referred to the learning services centre where appropriate.

Assessments

Throughout each programme you are required to achieve competency in the outcomes of each course. The assessment of practical skills is by observation of performance during classes and set assessment activities. All assessments must be completed by the dates specified in course books. You are expected to successfully complete assessment tasks at your first attempt. Re-assessment is available where a genuine first attempt occurred.

Facilities

Large modern training and production kitchens are complemented by fully licensed restaurants on both the Hawke's Bay and Tairāwhiti campuses and will be open to the public on selected days for breakfast, lunch and dinner from March to December. It is run by learners from all of the hospitality programmes, and as such forms an integral part of these programmes.

EIT is now part of Te Pūkenga

Te Pūkenga brings together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on-campus and online learning. The services we offer not only remain, they are strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2024 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

The experience you need & the support to succeed

When you study at EIT | Te Pūkenga you'll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number.

They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.



Experienced lecturers

At EIT | Te Pūkenga, you can be confident in the quality of our teaching and your learning experience.

EIT | Te Pūkenga is highly regarded in New Zealand for research excellence due to the quality of our community centred research, our publications and our external grant income provided by funding institutions who have confidence in our research capability. You can be confident your lecturers use the latest knowledge and research in their field of expertise to inform their teaching, and many are at the forefront of knowledge creation within their discipline area.

Our lecturers are highly trained professionals with particular areas of expertise in culinary arts and, food and beverage service. The staff maintains contact with other professionals through organisations such as HCIMA (Hotel and Catering Industry Management Association), RANZ (Restaurant Association of New Zealand), HANZ (Hospitality Association of New Zealand), Ringa Hora (Services) Workforce Development Council, NZCA (New Zealand Chefs Association) and, CFANZ (Cookery and Food Association of New Zealand).

We value our partnership with students and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.

Programme information

The NZ Certificate in Cookery (Level 4) consists of 120 credits (130 if completing Culinary Concepts) and is made up of five core compulsory courses and one optional course.

The optional course Culinary Concepts will run for three weeks full-time prior to the beginning of the other four courses. It is for those learners who cannot meet the standard entry requirements and require upskilling in basic introductory cooking skills (see section 5.3). It will be compulsory for these learners to ensure that when the Level 4 content begins, that all learners are able to participate in teaching and learning activities at a similar level, and some learners do not hold up the rest of the cohort.

Course descriptions

Course no.	Brief description	NZQA level	No. of credits
PCP4.01	Culinary Concepts (if required)	3	10
PCP4.10	Entremetier	4	30
PCP4.08	Garde Manger	4	30
PCP4.09	Saucier	4	30
PCP4.05	Pâtissier	4	30
PCP4.07	Work Experience	4	0



How to enrol

There is an easy 3-step process to follow when enrolling at EIT | Te Pūkenga.

Step 1

Check out the programmes online at eit.ac.nz to see the programmes available for you to study. A copy of the course information for each programme is available online.

Step 2

You can now use your RealMe verified identity to apply for study at EIT | Te Pūkenga. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign. It will also include course selection forms which you need to complete and return. Your enrolment cannot progress until you have sent the summary and forms back to us.

You can also apply using a paper enrolment form. Please call us on 0800 22 55 348 and we will send you one out.

You will receive an acceptance letter from your Faculty with programme information. This will include the start date of your study and any special information regarding your programme. Depending on your chosen programme of study, you may be invited to attend an interview before you are accepted.

Step 3

Arrangement for full payment of enrolment fees must be made before the start of your programme. You will receive an invoice with payment details.

Fees-free government scheme: Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to FeesFree.govt.nz and enter your National Student Number (NSN). If you are not eligible you will be responsible for paying your fees.

Scholarships and grants: Scholarships and grants make life easier by helping to cover your fees, other costs and living expenses while you study. You don't always need to be an academic high-flyer to qualify. You can find out more about scholarships and other options for paying your fees at eit.ac.nz.

StudyLink: If you need to pay for your own study you can choose to apply for your Student Loan and Student Allowance with StudyLink. You should do this early, even if you haven't yet been accepted on your programme. You can change your details later if anything changes. Visit studylink.govt.nz to find out more about StudyLink.

Student services levy

The student services levy is a compulsory non-tuition fee that is charged to students enrolled at EIT | Te Pūkenga. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT | Te Pūkenga from the levy are ring-fenced, meaning they can only be spent on student services.

Student loans and allowances

StudyLink is a service of the Ministry of Social Development. Apply well before your programme begins (even if you haven't been accepted yet) so you'll be ready to get your payments when you need them most.

Check out what you qualify for at studylink.govt.nz.



Disclaimer: The Eastern Institute of Technology Limited is a business division of Te Pūkenga - New Zealand Institute of Skills and Technology. All information in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. EIT | Te Pūkenga reserves the right to amend/withdraw programmes or courses. From 2023 programmes may be subject to review as part of the Reform of Vocational Education and Training. As the review is ongoing, this document is correct at the time of publishing but the courses outlined may change over time. For full programme entry requirements visit eit.ac.nz.

Apply now for 2024

eit.ac.nz

0800 22 55 348

Hawke's Bay campus

501 Gloucester Street
Taradale, Napier 4112

Tairāwhiti campus

290 Palmerston Road
Gisborne 4010



TE AHO A MĀUI



TePūkenga

NZ Certificate in Cookery (Level 4)

Enrolment Checklist

Please Note

These forms are to be returned with your completed enrolment form.

Your application cannot be considered if any of this information is missing.

Please complete and return the following:

- Enrolment Form - completed, signed and dated
- Course Selection Form - completed, signed and dated
- Evidence of Learning - if you are seeking Cross Credit or Recognition of Prior Learning for any courses
- Industry Experience - completed, signed and dated
- Computing Skills Declaration - completed, signed and dated
- Health and Fitness Declaration - completed, signed and dated with support information if required
- Personal Statement - completed, signed and dated and in your own words and handwriting
- Uniform Order Form – completed, signed and dated
- Knife Kit Order Form – completed, signed and dated
- Marriage Certificate or Change of Name document (verified copy only) - if you are enrolling under a different name from the one on your National Student Index number

If you do not have an active National Student Index number you may need to provide the following information:

- Birth Certificate (verified copy only)
- Marriage Certificate or Change of Name document (verified copy only) - if you are enrolling under a different name from your Birth Certificate

A current passport may be submitted for name and birth date identification instead of the above documents.

Please be aware that copies of these identification documents must be certified by a JP. Alternatively, originals can be sighted, copied and certified by EIT | Te Pūkenga Administration staff.

NZ Certificate in Cookery (Level 4)

Course Selection Form

Please include this page with your enrolment form.

Applicant name:

Please fill out your course selection form by ticking each course that you need to be enrolled into.

Please note: RPL and Cross Credit cannot be awarded for a course if you are enrolled in that course. You must apply prior to enrolment, using this Course Selection Form.

Please select your study choice:

Full-time	Part-time (In Work learning)
<input type="checkbox"/>	<input type="checkbox"/>

Course code	Course title	Level	Credits	Tick to enrol	CC and/or RPL (Admin/PC only)
PCP4.01	Culinary Concepts (ELECTIVE)	3	10	<input type="checkbox"/>	<input type="checkbox"/>
PCP4.10	Entremetier	4	30	<input type="checkbox"/>	<input type="checkbox"/>
PCP4.08	Garde Manger	4	30	<input type="checkbox"/>	<input type="checkbox"/>
PCP4.09	Saucier	4	30	<input type="checkbox"/>	<input type="checkbox"/>
PCP4.05	Pâtissier	4	30	<input type="checkbox"/>	<input type="checkbox"/>
PCP4.07	Work Experience	4	0	<input type="checkbox"/>	<input type="checkbox"/>

Applicant signature:

Programme Coordinator
or Administrator signature:

Date:



NZ Certificate in Cookery (Level 4)

Cookery/Chef Industry Experience

Please include this page with your enrolment form.

Applicant name:

Please list any relevant work (include part-time and voluntary).

Company/organisation	Type of work undertaken	Length of time



NZ Certificate in Cookery (Level 4)

Computing Skills Declaration

Please include this page with your enrolment form.

Applicant name:

I currently have:

Unit 111

Other computing unit standards

Community computing

Other: (Please provide details)

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Applicant signature:

Date:

NZ Certificate in Cookery (Level 4)

Health and Fitness Declaration

Please include this page with your enrolment form.

Applicant name:

Please answer the following questions. Answering YES to any of these questions will not necessarily result in being excluded from the programme.

Hospitality programmes require strength and stamina.

Do you have any problems involving addiction to alcohol or illegal substances?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any medical difficulties that may affect your ability to study at EIT Te Pūkenga?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any physical difficulties that may affect your ability to study at EIT Te Pūkenga?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any psychiatric or psychological difficulties that may affect your ability to study at EIT Te Pūkenga?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered YES to any of these questions please provide further information on a separate sheet or include the details on the Personal Statement form. You will need to attach a letter from your health professional stating that you are fit to study on the programme.	

Hospitality programmes are challenging and require commitment.

Are there any personal circumstances, e.g. young children, other dependants or transport problems that may affect your ability to attend regularly?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered YES to any of these question please provide further information on a separate sheet or include the details on the Personal Statement form.	

I confirm that all the information contained in this document is true and correct. I understand that giving a false declaration or failing to disclose information may:

- Prevent me from being accepted onto the programme, or
- If accepted, prevent me from continuing on the programme.

Applicant signature:

Date:



NZ Certificate in Cookery (Level 4)

Personal Statement

Please include this page with your enrolment form.

Applicant name:

Please give a statement outlining why you have chosen this particular programme (this must be in your own words and handwriting).

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Applicant signature:

Date:

NZ Certificate in Cookery (Level 4)

Uniform Order Form

Please include this page with your enrolment form.

Applicant name:

Male Female (Please tick)

The following items are provided to learners prior to the commencement of the programme. The cost of these items is incorporated within the programme fee. Our local suppliers are Total Food Equipment and Southern Hospitality.

NB: If you already own any of these items and they are in pristine condition you may discuss using your own items rather than those below. Please indicate below which items you already own and you will have an opportunity to discuss their use with the programme coordinator prior to the commencement of the programme.

Please indicate your size requirement below where necessary for items of the uniform. This information must be given in centimetres:

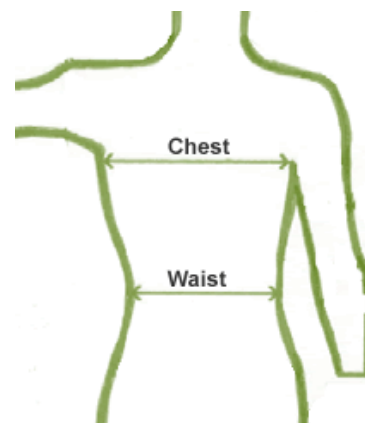
Item description	QTY	I already own this item
Chef uniform		
Chef jacket cotton white 77cm - 157cm (your chest in cm)	2	<input type="checkbox"/>
Trouser d/string cotton h/t 68cm - 116+cm (your waist in cm)	2	<input type="checkbox"/>
Apron cotton white 88 x 88 cm	2	<input type="checkbox"/>
Skill cap msh top elastic white	1	<input type="checkbox"/>
Neckerchief cotton drill heavy	2	<input type="checkbox"/>
Buttons black set of 10	2	<input type="checkbox"/>

Important - do not forget to include your sizing for your jackets and trousers as requested. Your enrolment will not be accepted without this information.

Chef jackets (Please circle size)	
Size	Chest
01	77
02	82
03	87
04	92
05	97
06	102
07	107
08	112
09	117
10	122
11	127
12	132
13	137
14	142
15	147
16	152
17	157

Drawstring trouser sizing (Please circle size)		
Size	Womens (size)	Mens (cm)
Small	6 - 10	68 - 76
Medium	10 - 14	80 - 92
Large	14 - 16	96 - 104
X Large	16 - 18	108 - 112
XX Large	18 - 20	116+

Approximate sizes only - please try for a perfect fit. See diagram below of where to measure.





NZ Certificate in Cookery (Level 4)

Kit Order Form

Please include this page with your enrolment form.

Applicant name:

The following items are provided to students prior to the commencement of the programme. The cost of these items is incorporated within the programme fee. Our local suppliers are Total Food Equipment and Southern Hospitality.

If you have previously done our Cookery Level 3 programme, you would have received your knife kit and NZ Chef Textbook

Please tick to confirm that you still have these items so you will not be charged for these items.

Item Description	QTY	I already own this item	Cost
Knife Kit	1	<input type="checkbox"/>	\$222

Item description - textbooks	QTY	I already own this item	Cost
NZ Chef 5th Edition	1	<input type="checkbox"/>	\$115

FOR ADMIN TO COMPLETE ONLY: Costs to be reimbursed	
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Applicant signature:

Date:

ACTION: Enrolment Centre – please note that the learner should not be charged for the total costs identified above.