



**Tairāwhiti
Polytechnic**
te kuratini o te tairāwhiti

2011
prospectus



tairāwhiti polytechnic
WELCOMES YOU

Welcome to Tairāwhiti Polytechnic, a Polytech where everyone knows your name! We pride ourselves on being whānau oriented and putting the students first. We exist to give you a good education experience that produces positive outcomes for your life. We know that somewhere in the list of programmes that we offer is just the one for you, so have a read and come and talk to us. Our Polytech is undergoing a significant renaissance and we are upgrading our campus, so we are sure that you will find the facilities to your liking. I look forward to seeing you.

judy campbell
chief executive



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2011 CALENDAR

JANUARY	Polytechnic opens	Wed 5
	Auckland Anniversary (Polytechnic closed)	Mon 31
FEBRUARY	Waitangi Day	Sun 6
	Enrolments close for Semester 1	Mon 7
	Semester 1 fees due	Mon 14
	Whakatau	Mon 21- Fri 25
	Semester 1 / Term 1 begins	Mon 21
MARCH	Last day for withdrawing (with refund) for Semester 1	Fri 4
	Graduation Ceremony applications close	Fri 25
APRIL	Semester 1 / Term 1 ends (8 wks)	Fri 15
	Mid Semester Break	Mon 18 - Fri 29
	Easter Break (Polytechnic closed)	Fri 22 - Tue 26
	Anzac Day	Sun 25
MAY	Semester 1/ Term 2 begins	Mon 2
	Graduation Week	Mon 2 - Fri 6
	Graduation Ceremony	Sat 7
JUNE	Queen's Birthday (Polytechnic closed)	Mon 6
JULY	Semester 1 / Term 2 ends (11 wks)	Fri 15
	Mid year break	Mon 18 - Fri 29
	Enrolments close for semester 2	Mon 18
	Semester 2 Fees due	Mon 25
AUGUST	Whakatau	Mon 1 - Fri 5
	Semester 2 / Term 3 begins	Mon 1
	Last day for withdrawing (with refund) for Semester 2	Fri 12
OCTOBER	Semester 2 / Term 3 ends (10 wks)	Fri 7
	Mid Semester Break	Mon 10 - Fri 21
	Gisborne A & P Show	Fri 14 & Sat 15
	Labour Day (Polytechnic closed)	Mon 24
	Semester 2 / Term 4 begins	Tues 25
	Enrolment opens for 2011	Tues 25
DECEMBER	Semester 2 / Term 4 ends (9 wks – total 44)	Fri 23
	Christmas break	Mon 26 - Wed 4 Jan

Applications for Enrolment should be made as soon as possible, preferably by the end of November 2010 for programmes commencing Semester 1 and the end of May 2011 for programmes commencing Semester 2.

The starting dates of individual programmes may differ from the dates above. Start and end dates and holiday breaks will be scheduled to coincide with school holidays where possible.

PLEASE NOTE: While every effort is made to ensure that the information in this publication is correct, details may differ from those published. Tairāwhiti Polytechnic reserves the right to change any dates to meet operating requirements. The programmes and qualifications listed in this publication will be offered subject to sufficient enrolments and the availability of adequate staffing and resources. Minimum enrolments are required to ensure educational and financial viability. If unforeseen circumstances result in changes, enrolled students will be kept informed. This prospectus provides an overview of programme content and entry requirements. For further details please refer to www.tairawhiti.ac.nz, call 06 869 0810 or email info@tairawhiti.ac.nz to request a programme brochure.

HOW TO ENROL

enrol now . . . it's easy!

Now you have chosen a programme that you want to study and are ready to enrol, follow the steps below:

If you are not sure what you want to do, then you can discuss options with our Student Services team, Careers Counsellor or the Programme Coordinator.

step 1

Complete and return the Enrolment Form. This is required for all full time study and part time study in full time programmes and short programme enrolments.

Provide acceptable proof of your legal name, age and citizenship /residence. Acceptable proof is a current Passport, Birth Certificate or New Zealand Certificate of Citizenship. If your married name is different to that listed on your Passport or Birth certificate, we will also need to see your marriage certificate. Provide evidence of entry criteria if required.

These are available from the:

Information and Enrolment Centre
290 Palmerston Road, Gisborne
Freephone: 0508 POLYTECH (765 983)
Email: info@tairawhiti.ac.nz
Website: www.tairawhiti.ac.nz

step 2

You will receive an Acceptance Pack. Included in the pack is your acceptance letter, course related costs, invoice for fees and StudyLink information.

step 3

Organise payment of your fees. Check out StudyLink for more information.

step 4

You commence your studies. Please refer to your Acceptance Pack for the programme start date.

International Enrolments

For all International Student Enrolments please contact the Information and Enrolment Centre (details above).

ENTRY CRITERIA

Entry Criteria are designed to help ensure that every student has the best opportunity for success in their chosen field of study. Many programmes are Open Entry, with no formal qualifications required to gain entry. Some programmes require a certain level of NCEA (Secondary School) credit to gain entry.

For applicants over 20 years of age these NCEA criteria may be waived, provided that the applicant can demonstrate life and /or work experience showing that they could enter the programme with a reasonable chance of success.

Where there is doubt around an applicants' readiness to succeed, they may be required to have an interview, or pre-entry assessment. In some cases the applicant may be required to complete an introductory course.

Provisional Entry

Applicants, including those under 20 years of age, who are close to meeting the academic Entry Criteria may be considered for provisional entry, subject to an interview with the Programme Coordinator. Students granted provisional entry can enrol but may need to follow an agreed learning support plan.

Tairāwhiti Polytechnic welcomes enquiries from anyone motivated and interested in tertiary study. If you have any questions or concerns about meeting the Entry Criteria, please contact our friendly Student Services team for advice.

Credit Transfer

If you have already gained credit elsewhere, you can apply to have that credit transferred to your programme. The course or unit standard may have been completed as part of another Tairāwhiti Polytechnic programme, a programme at another tertiary institution or from secondary school (eg STAR or Gateway).

Recognition of Prior Learning

Relevant knowledge and skills gained through work experience and/or previous study may also be recognised for credit. Contact our Student Services team for advice and referral.



SORTING OUT THE DOLLARS

Programme Fees

Most programmes offered at Tairāwhiti Polytechnic incur fees.

Fees can be paid by:

- A student loan arranged through StudyLink, a division of the Ministry of Social Development
- Cash, cheque, EFTPOS or credit card
- If an organisation is paying for your fees, provide us with an order number and we can invoice them
- Training Incentive Allowance or WINZ payment (conditions apply)
- Automatic part payments (available if you cannot access a student loan – a \$50 administration fee applies)

Student Loans

Most of Tairāwhiti Polytechnic's full time programmes qualify for student loans. Many students apply to borrow money to fund their tertiary education through StudyLink. To qualify for a student loan you must be a New Zealand citizen or a permanent resident and be studying an approved programme.

The loan can be used to cover:

- Compulsory fees
- Course related costs
- Living costs

Student loans are interest free while you study and work in New Zealand. Your loan is repaid as an extra tax deduction by your employer once your earnings exceed \$18,148.00 per year. For all other enquiries please contact Inland Revenue.

To apply for your Student Loan and to find out if you qualify for a Student Allowance contact:

- StudyLink on freephone 0800 88 99 00
- Go to the website www.studylink.govt.nz

Student Allowance

A Student Allowance helps with your living costs while you study full time. You don't need to pay back this money.

The general criteria is:

- Studying on a full time programme
- Over 18 years old
- A New Zealand citizen or, permanent resident of New Zealand for at least 24 months

Your parent's income is taken into account while you're under **24 years of age**, if you don't have children of your own.

You can apply online for your student allowance at www.studylink.govt.nz

StudyWise is a service offered by StudyLink that provides information about your options. They will help you make financial choices that are right for you.

For information about StudyWise or My StudyLink online facility for students phone 0800 88 99 00.

Training Incentive Allowance

(TIA) Training Incentive Allowance provides assistance to those receiving Emergency Maintenance Allowance, Domestic Purposes, Widows or Invalids Benefits, enabling you to undertake training to improve your skills and increase your employment opportunities. You will need to see your Work and Income New Zealand Case Manager to discuss approval of your application. The Information & Enrolment Centre need to complete the "Training Details Verification" section of your TIA form ready for your appointment with your Case Manager. Contact your Case Manager prior to your study commencing for further details.

SCHOLARSHIPS & GRANTS

Scholarships and Grants are another way to help you cover fees, programme related costs and living expenses.

There are a range of scholarships and grants available to assist students studying at Tairāwhiti Polytechnic. See any one of the people in the Student Services team to assist you with further information.

Tairāwhiti Polytechnic Grants & Awards

Youth Grant – for under 25s.

Moving Up Grant – for students intending to study at a higher level than the year before.

Trades Grant – for students studying trades.

Māori & Pacific Leadership Award – for students who contribute to their communities.

Tairāwhiti Trust Scholarships (Up to \$2500)

Open to Tairāwhiti Polytechnic full time students who are enrolling in further study at Tairāwhiti Polytechnic.

TeachNZ Scholarships (varies)

Targeted at areas of priority for teacher supply.

Māori Education Trust (varies)

Open to students under the 12 categories listed.

Hauora Māori Scholarships (varies)

Open to Māori students studying Nursing.

Ngā Karahipi a te Waka Toi (varies)

Open to Māori students studying Māori Arts (visual, performing, language and literature).

Iwi Grants (varies)

Many different iwi/hapū grants available. Must be Māori and can trace whakapapa (genealogy) back to that iwi.

See our website www.tairawhiti.ac.nz for more information.



STUDENT SERVICES & FACILITIES

Advice on getting started

Advisors are available to help you sort through the enrolment process, find ways to fund your study, and answer any questions relating to accommodation and childcare. They are also available to offer you general advice and assistance. A confidential referral service is available for counselling and budgeting if necessary.

Gizilla's Student Café

Gizilla's Student Cafe is located in the student centre at the main campus.

Child Care

Manaaki Tamariki childcare & education centre provides quality care and education in a nurturing and secure environment. It is licensed for 32 children, 10 under 2 years and operates 5 days a week from 8.15am-3.30pm. The childcare centre reflects the diverse cultures of the community and values the partnership with parents, caregivers and whanau. Early bookings are required to secure a place.

Computer Suites

We have six computer suites offering access to the latest application software available. Including MYOB Payroll 2010, Microsoft Office 2007, Dark GDK, Visual Studio 2008 to name a few. All six computer suites are internet enabled and provide print access.

Copy Centre

A printing service is available at Campus Copy, located opposite Toihoukura. Services include black and full colour printing, specialty papers and cardstock, binding, laminating, document scanning and archiving to CD-ROM.

Health Centre

The Health centre is located in Te Mauri Tu building located on main campus. A nurse is available for free consultations and support. An Accessibility and Disability Co-ordinator ensures that resource or support needs that you may have are met. Usual Hours Mon-Fri 10am-1pm

Information & Enrolment Centre

If you require assistance with programme information, student support or enrolment advice, the team at the Information & Enrolment Centre are available to help you, 290 Palmerston Road, Monday to Friday 8am-5pm.

Library

The Library is located on the ground floor of the main administration building. Membership is free to students and to the public. We provide a wide range of material including electronic and print: books, magazines, newspapers, DVDs and databases. We also offer an inter-loan service from other libraries. Located in the library is the student learning centre with a photocopier, 14 computers, a scanner and printers.

Pasifika Liaison Officer

A Pasifika Liaison Officer is here to provide assistance, support and advice to Pasifika students wanting to enrol or thinking of studying here.

Student Centre

Our Student Centres are located at the main campus and at Rural Studies, Stout Street. Each centre has a telephone, microwave, recreational activities, eating area and notice boards available for your use during opening hours.

- Main Campus Student Centre Open Mon-Fri 8am-5pm
- Rural Studies Student Centre, Stout Street: Open Mon-Fri 8am-4pm

Hours may differ during holidays.

Union of Students

The Union of students at Tairāwhiti Polytechnic (US@TP) is run by students, for the benefit of students. US@TP is located in R09 at the Palmerston Road Campus and their vision is "To support students to achieve academic excellence". They do this by providing an Advocacy service and by representing student ideas and concerns to the Polytechnic Management and various other organisations in the community and the tertiary sector. US@TP also provides a variety of student events throughout the year.

Hours Mon-Thurs 8.30am-1pm

Closed Fridays

INTERNATIONAL STUDENTS

Looking after you

Tairāwhiti Polytechnic provides international students with lots of extra support and value, which makes all the difference when you are faced with a whole new culture for the first time.

Visas and Immigration

Your agent will help you understand the visa regulations, and we can assist in visa renewal and changes to visas once you are in Gisborne. For all information about visas contact the New Zealand Immigration Service.

Visit their website at: www.immigration.govt.nz

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at: www.immigration.govt.nz

Accommodation

This is arranged before you leave home. We encourage students to use home stay accommodation where you will be provided with a room of your own & three meals a day. Fee's to be discussed further with our International Student Recruitment Adviser.

What happens when I arrive?

On your first day at Tairāwhiti Polytechnic you will be collected from your homestay and driven to the campus. Your orientation programme will include familiarisation with the campus and the city. We help you to set up banking and computer access, and get your student ID card. You must plan programme application processes, accommodation arrangements and travel plans to ensure you are available to start the programme on its first day.

Email and Internet facilities

Email and internet services are available to students in the Polytechnic computer suites, available five days a week.

Fees Protection Policy

Tairāwhiti Polytechnic guarantees the following under its Fee Protection Policy for international students:

- If a student is unable to obtain a visa in their own country prior to departure we will provide a full refund of all fees paid.
- If a course is cancelled or unable to be run, we will provide a full refund of all fees to the student, and provide assistance to find another similar course within New Zealand if required.
- If a student arrives in New Zealand and their course is cancelled or unable to be run, we will provide a full refund of fees and assistance to find another course in New Zealand if required. If the student has arrived in Gisborne we would also provide financial assistance to relocate to another part of New Zealand if required.

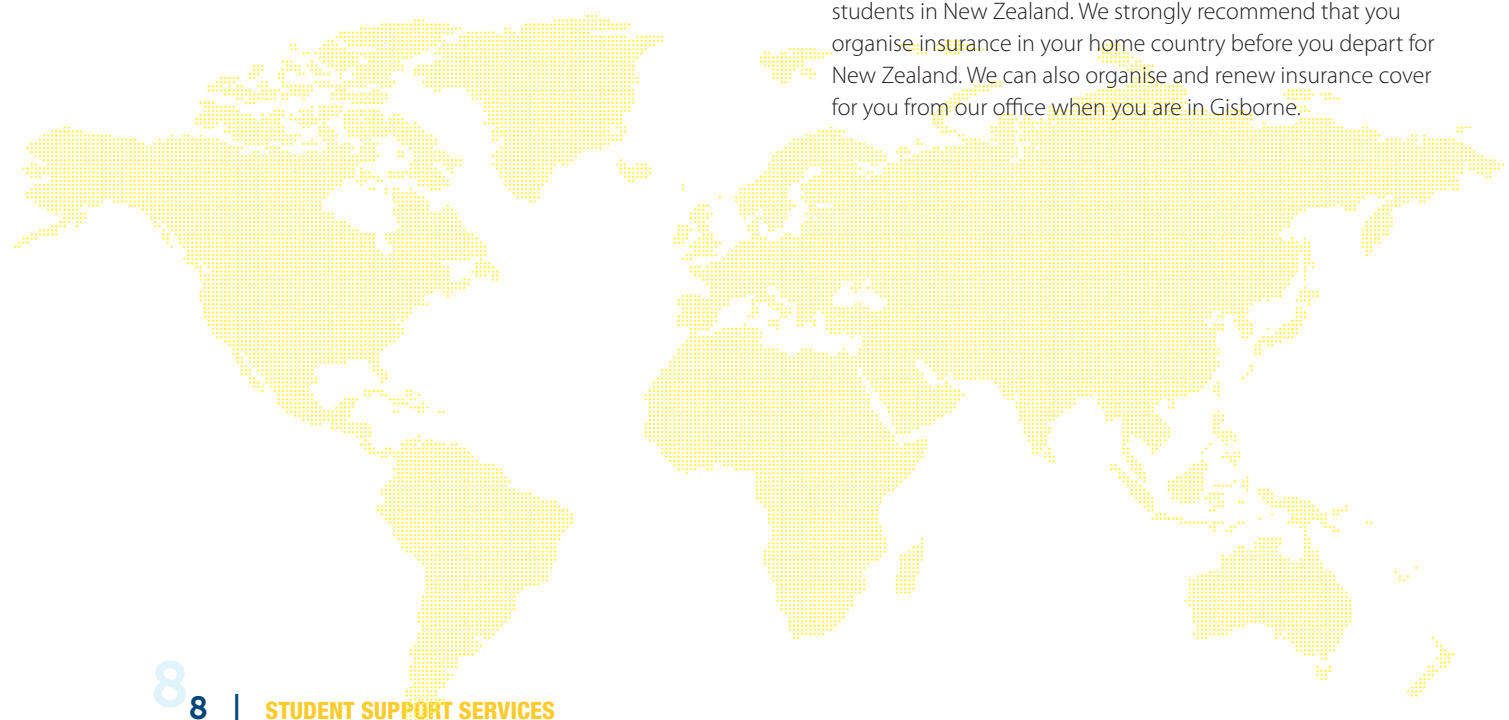
Code of Practice for the Pastoral Care of International Students

Tairāwhiti Polytechnic has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the New Zealand Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at: www.minedu.govt.nz

The Code of Practice was put in place to protect international students and provide them with quality care from the schools and institutions that they attend.

Health and Travel Insurance

Health and travel insurance is compulsory for all international students in New Zealand. We strongly recommend that you organise insurance in your home country before you depart for New Zealand. We can also organise and renew insurance cover for you from our office when you are in Gisborne.



business & computing

Business Administration & Business Management

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MYOB Training: MYOB 2 – From Pen & Paper to MYOB Accounting	10
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National Certificate in Business, Administration & Computing Level 2	11
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NZ Diploma in Business Level 6	13
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Computing & Information Technology

Certificate in Internet & Computing Operation Level 2	15
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Diploma in Information & Communications Technology Level 5	16
Diploma in Information & Communications Technology Level 6	16

Foundation

Certificate in Literacy (Ngā Pakiaka – Te Wana) Level 1	17
Certificate in Literacy (Ngā Pakiaka – Te Rea) Level 1	17
Certificate in Employment Preparation (Tū Ake) Level 2	18



MYOB Training (Mind Your Own Business) – Short Courses

MYOB 1 – A Beginners Guide to Accounting

Duration: 8 hours (assessment time additional)
Start Date: Various

What will I learn?

This course and its accompanying MYOB workbook have been designed with absolute beginners in mind. It covers the accounting equation, simple financial statements, the chart of accounts, GST, capital vs. revenue expenditure and dealing with business profits. It is a non-computer based programme on its own, or is a great complement to the computer-based course and its accompanying MYOB workbook, "From Pen & Paper to MYOB Accounting".

Career Opportunities

Suited for people with no previous knowledge of accounting. The emphasis is on a practical approach that helps non-accountants get to grips with some accounting basics that will assist them to successfully use their MYOB accounting software.

Entry

Open

MYOB 2 – From Pen & Paper to MYOB Accounting

Duration: 8 hours (assessment time additional)
Start Date: Various

What will I learn?

This course and its accompanying MYOB workbook are the classic resource for MYOB Accounting software and covers the complete set-up of a business using a friendly case study format. The course then moves on to the processing of day-to-day business transactions, bank reconciliation, GST return preparation and monthly reports.

Career Opportunities

Suited for new users of MYOB Accounting, Plus and Premier software who need to understand how best to use MYOB software. Existing users of MYOB accounting software who have used the programme for a short time.

Entry

Open

MYOB 3 – An Introduction to MYOB Payroll

Duration: 8 hours (assessment time additional)
Start Date: Various

What will I learn?

This course and its accompanying MYOB workbook will teach users to set up a new file on MYOB Payroll and be confident in working with the payroll on a day to day basis. The user should be able to load new employees and their details and annual leave/holiday pay balances, process pays, print payslips, calculate annual leave and terminate staff. Students should be able to print useful MYOB Payroll reports including those for the Inland Revenue Department.

Career Opportunities

Suited for those new to MYOB Payroll about to set up a payroll data file for the first time. Those who have some knowledge/experience with MYOB Payroll but want to better understand how the data file is actually set up and be able to check that theirs is set up correctly. Users of MYOB payroll who want to learn best practise when it comes to managing and processing pays.

Entry

Open

Mahia Morton

National Certificate in Business Administration

Mahia Morton has fitted more than most into her teenage years. The 18-year-old recipient of a Tairāwhiti Polytechnic Future Māori and Pacific Leadership Award, has just completed the National Certificate in Business Administration. Her six months' study at Tairāwhiti Polytechnic was all part of her plan to get the skills she needed to be accepted in the Navy. "I loved every day at polytech," she says. "It was enjoyable, my tutors were so helpful, and strengthened my application for the Navy."



National Certificate in Business Administration and Computing

LEVEL 2

Duration: 20 Weeks
Dates: 21 February – 8 July / 1 August – 16 December



If you want to learn basic computing and office skills this is the place to start. Caring tutors will build your confidence as you gain knowledge about business administration. You will learn to understand relevant computer programmes so that you can contribute positively to a business environment or work team.

What will I learn?

- How to operate a computer
- Software applications including Database, Email, Excel, Word and Publisher
- Word processing
- Cash handling skills
- Fundamental office systems
- Customer service

Study Pathways

- Certificate in Business Administration (Level 4)
- Certificate in Internet and Computing Operation (Level 3)

Career Opportunities

- Office junior
- Office assistant

Entry

Open

FEE FREE

Certificate in Business Administration

LEVEL 4

Duration: 41 Weeks
Dates: 28 February – 9 December



EMBEDDED QUALIFICATIONS:

- National Certificate in Business Administration & Computing (Level 3).
- National Certificate in Business Administration (Level 4).

Successful businesses rely on well-trained administration staff. This programme covers office communications and will develop your understanding of how computer systems are used in modern organisations. It includes a range of compulsory courses as well as options in financial administration or desktop publishing. To help you fit study around the other demands of your life, this programme can be studied on a part time basis.

What will I learn?

- Office administration
- Spreadsheets, database, email
- Oral, written and electronic communication
- Word processing
- Reception
- How to utilise new skills and knowledge in a practical workplace situation
- Students will gain entry level knowledge in starting a business

Options in:

- Finance, including MYOB payroll.
- Desktop publishing

Study Pathways

- Certificate in Business Foundation Level 4
- NZ Diploma in Business

Career Opportunities

- Accounting clerk
- Business administrator
- Customer services representative / receptionist
- Desktop publisher
- Personal assistant
- Word processor
- Computer operator

Entry

Applicants will require a minimum of 8 credits NCEA Level 1 from any literacy sub field or domain, and a minimum of 8 credits NCEA Level 1 from any numeracy sub field or domain. For the literacy standard, these skills can be assessed in English or Te Reo Māori. For the numeracy standard these skills can be assessed in maths or pāngarau (Māori immersion maths).

For applicants without these NCEA credits or equivalent: a pass in School Certificate English and Mathematics meets the academic entry requirements, as do NQF qualifications of an equivalent or higher level which demonstrate achievement in these discipline areas, including the National Certificate in Business Administration and Computing Level 2.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply.

Certificate in Business Foundation

LEVEL 4

Duration: 17 Weeks

Dates: 28 February – 24 June / 1 August – 25 November



Through the application of academic skills, students will be able to demonstrate knowledge of small business management in the New Zealand business context.

What will I learn?

- Knowledge of the characteristics, options and operation of small business in the New Zealand context.
- The skills of vocabulary acquisition and use, reading, note taking, critical thinking, writing and oral presentation in a business context.
- Knowledge of the nature and functions of accounting; able to apply accounting structures and concepts for a sole trader; record financial transactions for GST; complete end of period statements; and present financial statements and clarify reported financial position.

Study Pathways

- Students may move onto further learning in the fields of Business Streams (accountancy, banking, management, human resource management, marketing, self employment).
- Students will gain business knowledge relevant to starting a small business.

Entry

Applicants less than 20 years old:

Applicants will require a minimum of 8 credits NCEA Level 1 from any literacy sub field or domain, and a minimum of 8 credits NCEA Level 1 from any numeracy sub field or domain.

For the Literacy standard, these skills can be assessed in English or Te Reo Maori. For the numeracy standard these skills can be assessed in maths or pāngarau (Māori immersion maths).

For applicants without these NCEA credits or equivalent: a pass in School Certificate English and Mathematics meets the academic entry requirements, as do NQF credits of an equivalent or higher level which demonstrate achievement in these discipline areas.

For applicants where English is not their first language, evidence of language competency is required prior to acceptance:

An IELTS overall score of 5.5 or a TOEFL score of 500,

OR

Equivalent.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply.

Keleni Puloka

Certificate in Business

Pacific Islander, Keleni Puloka is a woman on a mission.

The 30-year-old Tongan, who is completing the Certificate in Business Administration (level 4), says she is proof that dreams can become reality.

Her plan is well mapped out – she completed her level 2 certificate and next year will begin the Diploma in Accounting.

“One day I will be an accountant,” she says. She is the treasurer of the Tairāwhiti Pasifika Students’ Association, assistant treasurer of the New Zealand Tongan Tertiary Students Association and an executive member of the Tairāwhiti Polytechnic Student Union.

Studying is her passion – because she knows she will reap the reward for all her hard work.



New Zealand Diploma in Business

LEVEL 6

Duration: 41 Weeks

Dates: 28 February – 8 July / 1 August – 9 December



A solid understanding of business means being familiar with areas of accounting, law, finance, management, marketing, communication and computing. If you are looking for a comprehensive education in all facets of the world of business then the New Zealand Diploma in Business (NZDipBus) is where you will find that. You will be supported by knowledgeable, passionate tutors whether you study full time, part time or choose Tairāwhiti Polytechnic's flexible DB Direct extra-mural approach.

What will I learn?

The programme provides an extensive introduction to a wide range of business issues and gives you an understanding of the relationships between the various aspects of business practice. The programme consists of six core and six optional papers. The optional papers may be focused on your specific interests, for example accounting, management or tourism. Core papers – students must choose six out of the seven core papers:

- 400 Accounting Principles
- 510 Introduction to Commercial Law
- 520 The Economic Environment
- 530 Organisation and Management
- 541 Fundamentals of Marketing
- 550 Business Computing
- 560 Business Communication

Study Pathways

- Bachelor of Management Studies (University of Waikato)
- NZIM Diploma in Management (New Zealand Institute of Management)
- New Zealand Institute of Chartered Accountants professional competence programme
- NZIM/ATTTO Diploma of Tourism Management

Career Opportunities

- Office Manager
- Product Manager
- Accounting Technician
- Start your own small business
- Team Leader

Delivery Options

Module Block Delivery

Entry

Applicants less than 20 years old must have:

- a minimum of 14 numeracy credits at level one or higher in Mathematics or Pāngarau on the National Qualifications Framework : and
- fifty credits at level two or above with at least 12 credits in each of three subjects including a minimum of 8 literacy credits at level two or higher in English or te reo Māori; 4 credits must be in reading and 4 credits must be in writing. The literacy credits will be selected from a schedule of approved achievement standards and unit standards
- or equivalent to both the above.

A student may be accepted onto the programme with fewer than 64 credits provided all the entry requirements above can be met.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply.

International students where English is a second language must also have an IELTS score of 6.0 (academic) with no individual band lower than 5.5 or TOEFL score of 550.



Certificate in Tourism & Travel

LEVEL 3

Duration: 40 Weeks
Dates: 28 February – 9 December



EMBEDDED QUALIFICATIONS:

- Students may exit the programme after six months with the National Certificate in Tourism (Core Skills) Level 3 or after one year with the Certificate in Tourism & Travel Level 3

Students will gain initial skills for first employment in the tourism and travel industries, and for further study.

It incorporates the National Certificate in Tourism (Core Skills) Level 3, plus a range of complementary tourism and travel subjects to meet the needs of tourism and travel operators.

The Certificate programme incorporates integrated teaching and assessment methods.

What will I learn?

Subject areas include:

- Communications and Work Skills
- Orientation to Tourism & Travel Industry
- Tour Guiding
- Travel Agency Operations

Study Pathways

- Diploma in Tourism & Travel Level 5

Employment Opportunities

Numerous employment opportunities in Travel Agency, Accommodation, Tourist Attractions and Airlines

Entry

Applicants will require a minimum of 8 credits NCEA Level 1 from specified literacy sub field / domain, and a minimum of 8 credits NCEA Level 1 from any numeracy sub field or domain.

For the literacy standard, these skills can be assessed in English or te reo Māori. For the numeracy standard these skills can be assessed in maths or pāngarau (Māori immersion maths).

For applicants without these NCEA credits or equivalent: a pass in School Certificate English and Mathematics meets the academic entry requirements, as do NQF credits of an equivalent or higher level which demonstrate achievement in these discipline areas.

Students for whom English is not their first language are required to have an approved TOEFL or IELTS (5.0 Academic) score, or an accepted international equivalent.

This programme is subject to approval



HAWKE'S BAY
Te Whare Takiura o Kahungunu
EASTERN INSTITUTE OF TECHNOLOGY



Certificate in Internet & Computing Operation

LEVEL 2

Duration: 42 weeks (part time)
Dates: 3 January – 16 December

EMBEDDED QUALIFICATIONS

- Internet & Computing Core Certification (IC3); International
- Computer Drivers Licence (ICDL)
- National Certificate in Computing Level 2

The Certificate in Internet and Computing Operation is a Level 2, 40-credit local qualification comprising 10 courses. Students choose 10 courses (from a selection of 37) to complete their programme.

All courses are on-line so you can study when you want and where you want. The Certificate is designed to validate your basic computer skills and internet knowledge.

What will I learn?

- Computer hardware
- Using an operating system
- Computer software
- Common programme functions
- Word processing functions
- Spreadsheet functions
- Networks and the internet
- Electronic mail
- Using the internet

- Presentation skills
- Keyboarding skills
- Introduction to web design
- Producing a curriculum vitae (CV)
- Desktop publishing
- Databases
- Graphics

Study Pathways

- Certificate in Computing Level 3
- National Certificate in Business Administration and Computing Level 2
- Certificate in Business Administration Level 4
- Diploma in Information and Communications Technology Level 5

Delivery Options

Online

Entry

Open

FEE FREE



Certificate in Internet & Computing Operation

LEVEL 3

Duration: 42 weeks (part time)
Dates: 3 January – 16 December

EMBEDDED QUALIFICATIONS

- National Certificate in Computing (Level 3)

The Certificate in Internet and Computing Operation is a Level 3 52-credit local qualification comprising 12 courses, all of which must be completed to achieve the Certificate. NZQA units are embedded within the courses and if you wish to be assessed for these, a fee will be charged.

All courses are on-line so you can study when and where you want.

This Certificate will enhance your job prospects in today's digital environment where almost all jobs require basic computer knowledge and skills.

What will I learn?

- Word Processing
- PC Systems
- Spreadsheets
- Desktop Publishing
- Databases
- Network Principles
- Presentation Development
- Website Creation
- Social Implications of IT
- Managing Projects
- Integration of Office Applications

Study Pathways

- Certificate in Business Administration (Level 4)
- Diploma in Information and Communications Technology (Level 5)
- Cisco IBM

Delivery Options

Part time – Flexible Learning – Online

Entry

Open

FEE FREE



Diploma in Information and Communications Technology

LEVEL 5

Duration: 41 Weeks
Dates: 28 February – 9 December



The world of IT is a dynamic and highly paid industry. In this rapidly evolving world of information technology it is important to know that you have training that is up-to-date and gives you a well-rounded base of skills. The Diploma in Information and Communications Technology (Level 5) offers just that.

What will I learn?

This is a modular based programme and consists of compulsory and optional courses including:

- Hardware fundamentals
- Programming principles
- Database management systems
- Software packages
- Systems overview
- Ethics and professionalism
- IT Essentials
- Network operating systems
- User support

Study Pathways

- Diploma in Information and Communications Technology (Level 6)

Career Opportunities

- PC User Helpdesk
- Trainee Web Designer
- Trainee Programmer
- Junior Database Administrator

Entry

Applicants will require a minimum of 48 credits NCEA Level 2 with credits from any sub field or domain including 14 level 2 credits in mathematics/pāngarau and 8 level 2 credits in literacy;

OR

For applicants without these NCEA credits or equivalent (includes International students): a pass in Sixth Form Certificate including 20 or less in four subjects that meets the academic entry requirements, as do NQF qualifications of an equivalent or higher level which demonstrate achievement in this area;

OR

Successful completion of a bridging/foundation programme such as the Certificate in Internet and Computing Operation (Level 3).

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply.

If English is not the first language, applicants will require an IELTS overall score of 6 or a TOEFL score of 550

OR

Equivalent.

Diploma in Information & Communications Technology

LEVEL 6

Duration: 41 Weeks
Dates: 28 February – 9 December



The world of IT is a dynamic and highly paid industry. In this rapidly evolving world of information technology it is important to know that you have training that is up-to-date and gives you a well-rounded base of skills.

What will I learn?

This is a modular based programme and consists of compulsory and optional courses including:

- Hardware fundamentals
- Programming principles
- Database management systems
- Software packages
- Systems overview
- Ethics and professionalism
- IT Essentials
- Network operating systems
- Game design and development
- Multimedia principles and development

Career Opportunities

- PC User Helpdesk
- Trainee Web Designer
- Trainee Programmer
- Junior Database Administrator

Entry

Applicants will need to have successfully completed the Diploma in Information and Communications Technology Level 5 to be eligible for entry into the Dip ICT Level 6.

If English is not the first language, applicants will require an IELTS overall score of 6 or a TOEFL score of 550

OR

Equivalent.

Certificate in Literacy (Ngā Pakiaka – Te Wana)

LEVEL 1

Duration: 20 Weeks
 Dates: 21 February – 8 July / 1 August – December 16



This programme provides opportunities for students to attain the language and numeracy skills required for further vocational training and/or employment.

What will I learn?

- Conversation
- Writing
- Reading
- Numeracy
- Introduction to computers
- Personal Wellness
- Plan for the Future
- How to fill in a form

Study Pathways

- Certificate in Literacy (Nga Pakiaka – Te Rea) Level 1
- Certificate in Employment Preparation Tū Ake
- Business and Administration Level 2
- Foundation for Nursing

Career Opportunities

- Catering
- Trades
- Armed Services

Entry

Open

FEE FREE

Certificate in Literacy (Ngā Pakiaka – Te Rea)

LEVEL 1

Duration: 20 Weeks
 Dates: 21 February – 8 July / 1 August – December 16



This programme provides opportunities for students to attain the language and numeracy skills required for further vocational training and/or employment.

Students will also have the opportunity to gain 8 credits in literacy (4 reading/4 writing) and 8 credits in numeracy, a minimum pre entry requirement for most educational and vocational advancement.

What will I learn?

- Conversation and Communication Skills
- Writing – transactional
- Reading to gain knowledge and record
- Numeracy – calculations with whole numbers, tables and graphs
- Computer Skills

Study Pathways

- Certificate in Employment Preparation Tū Ake
- Business and Administration Level 2
- Foundation for Nursing

Career Opportunities

- Catering
- Trades
- Armed Services

Entry

Open

FEE FREE



Certificate in Employment Preparation (Tū Ake)

LEVEL 2

Duration: 40 Weeks

Dates: 21 February – 25 November



Get the practical skills you need to re-enter the workforce or engage in further study. This entry level programme prepares you to improve your training and employment opportunities.

What will I learn?

Courses include:

- Back to Basics – personal development, basic keyboarding, study skills.
- Industry I – basic food handling, office skills, retail transactions, personal and team development.
- Industry II – word processing, personal and employment skills, maths for work purposes, health and safety, first aid.
- Preparation for Employment – CVs, job applications, interview skills, work experience.
- Car Learner Licence Theory

Study Pathways

Employment or higher level study in:

- National Certificate in Business Administration & Computing (Level 2)
- Certificate in Internet & Computing Operation (Level 2 and Level 3)
- Certificate in Business Administration (Level 4)
- Certificate in Literacy Skills (Level 1)
- Hospitality & Catering (TO)
- Transportation (TO)
- Forestry Driving (TO)

Entry

Open

FEE FREE







humanities

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Certificate in Early Childhood Education and Care (Te Pihiora)

LEVEL 4

Duration: 41 Weeks
Dates: 21 February – 2 December



This programme is an introduction to the skills required to begin a career in early childhood education.

What will I learn?

- Knowledge, skills and attitudes required to provide quality care in a range of early childhood settings.

Study Pathways

- Diploma of Teaching (Early Childhood Education) Level 7

Career Opportunities

- Entry level work with children
- Nanny

Entry

Applicants will require a minimum of NCEA Level 1 credits from any sub field or domain, preferably including credits in Early Childhood education.

For applicants without these NCEA credits or equivalent, completion of the National Certificate in Early Childhood Education Level 3 meets the academic entry requirements, as do NQF qualifications of an equivalent or higher level which also demonstrate achievement in this area.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply. An interview will be required before acceptance into the programme and a literacy diagnostic may be necessary.

National Certificate in Adult Education & Training

LEVEL 5

Duration: 60 Weeks (part time)
Dates: 19 July 2010 - 25 November 2011



EMBEDDED QUALIFICATIONS:

- National Certificate in Adult Education & Training (Level 4)

The National Certificate in Adult Education and Training L5 (NCAET) is designed for people undertaking a career that requires expertise in adult education and training. The programme is particularly suitable for people involved in workplace training for people tutoring in a tertiary institute. Some unit standards require previous or current adult teaching experience.

The qualification reflects competence in the areas of assessment, design, development, delivery and evaluation. Holders of the qualification will be able to demonstrate competence in these areas in a New Zealand cultural context. This qualification can lead onto further learning towards a Diploma in Adult Education and Training.

What will I learn?

Graduates will be:

- reflective practitioners as professional tertiary teachers
- able to identify the diverse cultural needs of learners and maintain a culturally safe and inclusive learning environment
- able to offer learners a considerable range of learning experiences
- able to manage the learning environment and learner group dynamics
- able to design, deliver, and evaluate learning and assessment
- able to moderate assessments.

Study Pathways

- National Diploma in Adult Education and Training Level 5.
- Bachelor of Education (Adult Education)

Career Opportunities

- Tutor

Delivery Options

Wānanga style and online

Entry

The National Certificate in Adult Education and Training Level 5 requires participants to be carrying out sufficient teaching or training and assessment of adults to meet the requirements of the programme.



Diploma of Adult Education

LEVEL 6

Duration: 34 Weeks – Average completion time for part-time study is four years for the diploma, and one year for the National Certificate

Dates: 21 February



EMBEDDED QUALIFICATIONS:

- National Certificate in Adult Education & Training (Level 5)

What will I learn?

The EIT Diploma in Adult Education enables graduates to:

- integrate current research and theory and own praxis into a personal philosophy of teaching
- demonstrate reflective self-awareness and an attitude of continuous improvement, demonstrate excellence in teaching techniques, create environments conducive to learning
- show commitment to the Treaty of Waitangi, implement a bi-cultural curriculum and respect for the cultural heritage of all New Zealanders
- confront social, political and historical construction of own practice
- perceive learning as socially and culturally constructed, apply a range of methods and techniques to meet diverse learning needs, design and implement a research project, design and develop programmes of learning.

Study Pathways

Graduates of the Diploma in Adult Education who wish to study towards the Bachelor of Education (Adult Education) at Massey University will be awarded credit for eight courses of the degree.

Career Opportunities

After successful completion of the Diploma in Adult Education, you will be better placed to apply for positions involving teaching adults in tertiary institutes, the private sector and other venues of adult education.

Entry

Open Entry, however, students must demonstrate competence in English language and will ideally be currently teaching adults (including part-time and irregular) in a paid or voluntary situation.

If applicant is not currently in a teaching situation, assistance may be given to arrange an opportunity to do so in order to complete the requirements of the programme.

Students are required to have attained an acceptable level of English language fluency. This may be demonstrated in a variety of ways, including successful study in English, approved scores on TOEFL with a score of approx. 220 or IELTS (6.0 Academic) tests, completion of accepted international equivalents.

This programme is subject to approval



HAWKE'S BAY
Te Whare Takiura o Kahungunu
EASTERN INSTITUTE OF TECHNOLOGY



Certificate in Fashion Apparel (Year 1 Only)

LEVEL 4

Duration: 40 Weeks
Dates: 21 February – 2 December



EMBEDDED QUALIFICATIONS:

- The National Certificate in Clothing Manufacture (Elementary Industrial Sewing Skills) Level 2, 45 Credits.

The aim of this programme is to provide knowledge and skills needed in different areas of the apparel production industry. Students will learn to:

- maintain and operate industrial sewing machines
- draft patterns,
- make samples, and
- design, construct and model garments

You will gain a broad introduction and understanding of the different areas in the apparel industry, to prepare you for employment or to go on to further study.

What will I learn?

- Machine skills and textile knowledge
- Apparel technology
- Pattern design and drafting
- Garment construction
- Fashion illustration

Students will attend one field trip in Year One.

Study Pathways

- EIT Certificate in Fashion Apparel
- Degree level study in Fashion Design

Career Opportunities

Possible jobs and career opportunities may include:

- Machinist for clothing manufacturer
- Assistant to fashion designers
- Fashion Retail Assistant
- Independent Clothing Designer.

Entry

Open (Applicants will be invited to attend an interview where detailed information about the programme will be provided, and students and tutors will have the opportunity to ask questions and share expectations. Entry is on a first come, first served, basis).

This programme is subject to approval



National Certificate in Massage (Relaxation Massage)

LEVEL 4

Duration: 17 Weeks
Dates: 28 February – 24 June / 8 August – 2 December



Provide entry level professional training in massage to those seeking a career as a massage practitioner or therapist.

What will I learn?

- Massage skills and techniques involved in giving full body relaxation massage
- A basic, yet thorough, coverage of human anatomy and physiology, with a focus on muscles, bones, circulation, skin and other parts of the body affected by massage
- Foot reflexology or Sports massage.
- Aromatherapy is offered as an additional course which may be studied part time; however this is not part of the National Certificate in Massage (Relaxation Massage) Level 4.

Study Pathways

- National Diploma in Massage (Therapeutic Massage) (Level 6)
- Certificate in Foundation Studies for Nursing, Recreation and Sport Science (Level 4)

Career Opportunities

Practise relaxation massage professionally in:

- hotels and cruise ships
- physiotherapy clinics and rest homes
- spas and home beauty therapy clinics
- or for personal achievement

Entry

Applicants will require a minimum of 8 credits NCEA Level 1 from any literacy sub field or domain. These skills may have been assessed in English or Te Reo Māori.

For applicants without these NCEA credits or equivalent, a pass in School Certificate English meets the academic entry requirements, as do NQF qualifications of an equivalent or higher level which demonstrate achievement in this area.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply.

Certificate in Health and Fitness

LEVEL 3

Duration: 17 Weeks
Dates: 21 February – 1 July / 1 August – 9 December



The Certificate in Health and Fitness is a 17 week full-time, or equivalent part-time, programme which offers you stimulating studies and provides a pathway to a career in the wide field of recreation, sport and leisure.

In particular, the programme is designed to enable a student to:

- integrate knowledge of the structure and function of the human body
- plan and organise active recreation, sport and fitness programmes
- apply skills in sport and fitness industries.

What will I learn?

Courses within the programme include:

- Anatomy & Physiology
- Group Exercise
- Individual Fitness

Study Pathways

This programme has close links with both the EIT Bachelor and Diploma of Recreation and Sport.

Career Opportunities

For trained sport, fitness and recreation professionals, employment opportunities are varied and exciting. Possible jobs and career opportunities can include:

- Fitness Trainer
- Community Recreation Assistant
- Group Exercise Instructor
- Gym Worker

Entry

Applicants must meet one of the following criteria:

Standard Entry: A minimum of 60 credits at NCEA Level 2 or higher in one year in best 4 subjects or Successful completion of the EIT Certificate in Sport and Health Massage, or the Certificate in Foundation Studies for Nursing, Recreation and Sport Science, or another programme which demonstrates an applicant's ability to achieve at this level or Completion of a local or overseas qualification which is considered by the Admissions Committee to be the equivalent of one of the above qualifications.

Provisional Entry Applicants who do not meet the criteria above, but present evidence of ability to succeed (eg. maturity, life experience, work experience, other study) or is enthusiastic and motivated to achieve or provides evidence of relevant prior learning and experience. This does not apply to international students.

English Language Entry Requirement: Students are required to have attained an acceptable level of English language fluency. This may be demonstrated in a variety of ways, including successful study in English, approved scores on IELTS (6.0 Academic) tests, completion of accepted international equivalents.

This programme is subject to approval



Certificate in Foundation Studies for Nursing, Recreation & Sport Science

LEVEL 4

Duration: 19 Weeks
Dates: 21 February – 1 July / 1 August – 9 December



This popular programme runs for 17 weeks fulltime. It's a thorough introduction to many health qualifications including UCOL's Bachelor of Nursing programme run at Tairāwhiti Polytechnic.

It's ideal if you have been out of school a while or have low qualifications. It will prepare you for further maths and science study while you learn about psychology and how to write academic essays and tackle study at degree level.

What will I learn?

- Basic Health Science
- Workplace first aid
- Human Development & Health
- Social Psychology
- Numeracy, academic and writing skills for degree study

Study Pathways

- National Certificate in Massage(Relaxation Massage) Level 4
- Bachelor of Nursing (EIT and UCOL)
- Bachelor of Recreation and Sport (EIT)
- Bachelor of Midwifery (Wintec)

Entry

Must have completed year 12 / 6th form year and attained a maximum Grade 5 /12 credits or more at NCEA level 2 in an academic subject, or an NQF unit standard at level 4

Applicants not meeting these requirements will be accepted for enrolment if the interviewer is satisfied that the applicant could undertake the programme with reasonable prospects of success. A personal interview may be part of the application process.

International students require an IELTS 5.5 (overall academic) band and a good school record in biological sciences.

Discuss assessment of prior learning with the Academic Staff Member.

Bachelor of Nursing

LEVEL 7

Duration: Three Years (full time)
 Dates: 14 February – 9 December



This degree programme provides graduates with the skills, attitude and qualifications required for a career in nursing. The Bachelor of Nursing is run in Gisborne by UCOL. Tairāwhiti Polytechnic is the physical base for the programme providing class rooms, resources and library services in association with UCOL.

What will I learn?

- Clinical experience and theory
- Knowledge and skills to provide effective nursing care
- Experience in hospitals and community agencies
- Human Biology
- Relational Skills
- Nursing practice in a disability setting
- Child Health

Career Opportunities

- Nurse
- Health Related Education
- Clinical Research
- Management or Health Administration

Entry

Applicants under 20 years of age:

- A minimum of 42 credits at NCEA Level 3 or higher including a minimum of 14 credits at Level 3 or higher in each of two subjects from the NZQA approved list (<http://www.nzqa.govt.nz/ncea/acrp/secondary/6/62/.html>) with a further 14 credits at Level 3 or above from no more than two additional domains on the NQF, AND 8 credits in English or Te Reo Māori (4 in reading, 4 in writing) at Level 2 or higher; AND At least 13 credits at Level 1 or higher in Mathematics or Pāngarau.
- OR A minimum of 42 Level 3 credits from a UCOL Certificate in Health, Science and Technology, or equivalent, as approved by the Programme Manager.
- OR Cambridge International Examinations: 120 points on the UCAS Tariff with a minimum grade of D in at least three subjects equivalent to those in the list approved for NZUEBS and NCEA at AS, A2 (or A) level;

PLUS A minimum D pass in IGCSE mathematics;

PLUS A minimum E pass in AS English. Candidates must meet the equivalent science requirements as specified for NCEA Level 2 International Baccalaureate (IB) equivalence.

A minimum of 24 points in the International Baccalaureate Diploma (IBDP)

AND meet the literacy requirements by having at least four points in an English-rich subject in the IBDP

AND meet the numeracy requirements by having at least four points in mathematics in the IBDP or by meeting the necessary numeracy requirements by some other means.

Applicants 20 years of age or over:

A person having reached the age of 20 years before the first day of the programme in the year for which admission is sought, is not required to meet any of the academic qualifications above.

Applicants will however be encouraged to meet with a UCOL Personal Educational Plan (PEP) Advisor prior to their enrolment being accepted. The purpose of this meeting is to discuss their career goals, reasons for study, choice of study, possible challenges, and the support that is available for them at UCOL.

In some instances, applicants may be advised to complete the Short Course Certificate in Introduction to Human Science Level 2 or the Certificate in Health, Science and Technology Level 3 available through UCOL.

Additional Requirements for Admission:

- Each applicant is required to submit the names of at least two referees who are able to affirm that the applicant is of good character and reputation and is likely to be a "fit and proper" person to register as a registered nurse. Relatives may not be used as referees. Referees must have known the applicant for at least two years.
- The applicants level of health shall be such that it is possible to achieve the competencies required for registration as a nurse. A health declaration is required and further reports may be requested with the consent of the applicant. Immune status must be provided for specified conditions as determined by the School of Nursing from time to time.
- Applicants are required to declare all criminal or pending criminal convictions with enrolment. In cases where a previous criminal conviction has been reported applicants will be interviewed by the Director of Nurse Education and their prospects of gaining registration upon successful completion of the programme will be outlined.
- To maintain confidentiality of information related to health consumers, all students are required to sign a confidentiality agreement.
- The applicant must be able to attend clinical placements at the specified times and places.



Certificate in Reo Māori (Te Pae Aka)

LEVEL 2

Duration: 40 weeks (part time)
Dates: 21 February – 25 November



If you have little understanding of the Māori language this programme offers you the chance to learn the language in a supportive and nurturing environment. It begins with basic language skills to build your confidence and knowledge. As a part time course it also has the benefit of an on-line learning resource.

What will I learn?

- The confidence to speak, listen, read and write in Māori.
- The Creation and stories of origins will be the contextual base of this programme.
- An online learning resource in a Māori language context.

Study Pathways

- National Certificate in Reo Māori (Level 4)

Career Opportunities

- Kohanga Reo – entry level position
- Kura Kaupapa – support role

Delivery Options

Part time blended delivery

Entry

Open

National Certificate in Reo Māori

LEVEL 4

Duration: 40 Weeks
Dates: 21 February – 25 November



EMBEDDED QUALIFICATIONS:

- National Certificate in Māori (Te Waharoa) (Level 2) (It is noted that this award occurs automatically with no consideration of course or programme design required)

This introductory programme in reo and tikanga Māori will enable people who are at the very beginning of their Māori language learning journey to make basic greetings in Māori; conduct a short and simple conversation in Māori and conduct themselves appropriately in Māori cultural settings.

What will I learn?

- Basic greetings in Māori.
- Listening, speaking, reading and writing language skills.
- Māori cultural concepts through language and learning traditional customs and practices.

Study Pathways

- Bachelor of Arts or Bachelor of Māori & Pacific Development (Te Tohu Paetahi Specialisation)

Career Opportunities

- Kaiawhina and Kaiarahi positions
- Front line communication positions in public services
- Māori Liaison/Advisors
- Reo Māori Media presenters – radio, film, television

Delivery Options

Noho Marae, 2 week Practicum.

Entry

Applicants will require a minimum of 8 credits NCEA Level 1 from any literacy sub field or domain, and a minimum of 8 credits NCEA Level 1 from any numeracy sub field or domain. For the literacy standard, these skills can be assessed in English or Te Reo Māori. For the numeracy standard these skills can be assessed in maths or pāngarau (Māori immersion maths).

For applicants without these NCEA credits or equivalent: a pass in School Certificate English and Mathematics meets the academic entry requirements, as do NQF qualifications of an equivalent or higher level which demonstrate achievement in these discipline areas.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply.

Bachelor of Arts or Bachelor of Māori & Pacific Development

LEVEL 7 (Te Tohu Paetahi Specialisation)

Duration: Three years (full time)
Dates: March – October



To provide students an opportunity to continue studies at Waikato University while residing in Gisborne.

What will I learn?

Te Tohu Paetahi is a specialised degree programme where students learn Māori and may complete a Bachelor of Arts or Bachelor of Māori and Pacific Development degree taught mainly through the medium of Te Reo Māori.

Year 1

- MAOR111-11C (TAI) – Te Reo Māori Introductory 1
- MAOR112-11C (TAI) – Te Reo Māori Introductory 2
- MAOR211-11C (TAI) – Te Reo Māori Post-Introductory 1
- MAOR212-11C (TAI) – Te Reo Māori Post-Introductory 2
- MAOR213-11C (TAI) – Te Reo Māori Post-Intermediate 1
- MAOR214-11C (TAI) – Te Reo Māori Post-Intermediate 2

Year 2 & 3

100 Level

- TIKA163-11A (NET) Te Ao Tawhito, Te Ao Hou: Introduction to Traditional and Contemporary Māori Society

200 Level

- MAOR266-11A (TAI) Ko te Whakawhanaunga Matauranga Ahua Reo o te Reo Tuhutuhi
- MAOR290-11A (TAI) Kaupapa Korero Motuhake: Directed Study

300 Level

- MAOR312-11A (TAI) Te Whakatakoto I te Kupu me ona Tikanga Katoa: A Description of Māori Language
- MAOR313-11A (TAI) Te Reo Māori: Pre-Advanced
- MAOR314-11B (TAI) Te Reo Māori: Advanced
- MAOR390-11B (TAI) Nga Ahuatanga o te Rangahau Korero Nehe: Directed Study

Papers accepted as credit from other institutions:

Tairāwhiti Polytechnic:

1. Te Toi o Ngā Rangi Bachelor of Māori Visual Arts
 - 111 Ruatēpupuke (Introduction to Māori Design)
 - 112 Ruatēpukenga (Introduction to Media and Techniques)
 - 142 Te Urunga Tū (Kapa Haka I)
 - 241 Pou-ka-ngangahu (Moteatea II)
 - 242 Te Urunga Pae (Kapa Haka II)
 - 341 Pou-ka-whēkoki (Moteatea III)
 - 342 Te Urunga Mātiketike (Kapa Haka III)
2. NZ Diploma in Business: Selected papers

Career Opportunities

- Broadcasting
- Education
- Development Specialist
- Foreign Affairs/Government Agencies
- Policy Analyst
- Researcher
- Tourism

Delivery Options

Video conferencing

Entry

Applicants can gain admission by one of the following ways:

- University Entrance (NCEA or equivalent)
- Discretionary Entrance
- Provisional Entrance
- Special Admission
- Admission at entrance level with credit based on previous tertiary study

University Entrance applicants should have:

- (i) A minimum of 42 credits at Level 3 or higher on the National Qualifications Framework,
 - (a) including a minimum of 14 credits at Level 3 or higher in each two subjects from an approved list and
 - (b) 14 credits at Level 3 or higher taken from one or two additional domains or approved subjects
- (ii) and the numeracy requirements of 14 credits at Level 1 or higher in Mathematics or Pāngarau on the National Qualifications Framework
- (iii) and the literacy requirement of a minimum of 8 credits at Level 2 or higher which show reading and writing skills in English or Te Reo Māori

Or:

Higher School Certificate and a C grade or higher in each of three New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) subjects; or an A or B Bursary

Or:

A D grade or higher in each of four NZUEBS subjects

If you do not have University Entrance you may be considered under Discretionary, Provisional, Special Admission or Admission with previous tertiary credit. Waikato University can help determine your eligibility.



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Certificate in Social Services

LEVEL 4

Duration: 40 Weeks

Dates: 21 February – 25 November



The Certificate in Social Services (Level 4) whilst not a professional qualification, is an introductory step on the pathway towards professional training for those wishing to work in the social services sector.

What will I learn?

- Social Services Skills
- Social Services Theory
- Responding to Violence and Abuse
- Professional Practice
- Reflective Practice and Self Care
- Assessment and Intervention
- Preparing for Tertiary Study
- Te Tiriti o Waitangi

Study Pathways

Graduates awarded this Certificate may choose to move on to further study in the Wintec degree, the Bachelor of Applied Social Science (Social Work).

Career Opportunities

- Community Work
- Youth Work
- Social Services Support Work
- Advocacy Education and Teaching
- Iwi Māori Social Services

Delivery Options

Noho marae

Entry

Academic: Applicants will require a minimum of 8 credits NCEA Level 1 credits from any literacy sub field or domain. For the literacy standard these skills can be assessed in English or te reo Māori.

For applicants without these NCEA credits or equivalent, a pass in School Certificate English meets the academic entry requirements as do NQF qualifications of an equivalent or higher level which also demonstrate achievement in this discipline area.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply. A Literacy diagnostic may be necessary.

English Competency/IELTS Criteria: Applicants with English as an additional language need an IELTS score of 5.0 or above in all bands.



National Diploma in Mental Health (Mental Health Support Work)

LEVEL 6

Duration: 18 Months

Dates: 21 February 2011 – June 2012



The Diploma in Mental Health is designed for people who have already developed or wish to develop a higher level of competence in mental health support work than is covered by the National Certificate in Mental Health. These mental health support workers may have more seniority in the workplace, carry a higher level of responsibility, and engage in more complex relationships with consumers/tangata whai ora. They may also lead a team of mental health workers.

What will I Learn?

The National Diploma is based upon a recovery approach to mental health support work. Subject areas include:

- Mental illnesses and approaches to treatment
- Personal development
- Providing safe environments
- Mental health and alcohol or drugs
- Law and consumer rights
- Models of health and wellbeing
- Te Tiriti o Waitangi
- Human development
- Leadership and group work
- Providing information and education to families/whanau
- Discrimination and stigma
- Accessing employment support services

Practical work experience in mental health organisations forms an integral part of the Diploma in Mental Health (Mental Health Support Work). Students often regard their student placement as a key part of their learning experience.

Career Opportunities

In the diverse Mental Health environment, support workers provide a variety of services to clients within a range of health and community settings. Possible jobs and career opportunities can include:

- Mental Health and Addiction services
- Iwi health providers
- Residential services
- Home-based support providers
- Community/NGO (non-government organisation) sector
- Volunteer sector

Entry

Under 20 years old: 50 credits at Level 2 NCEA in one year in 4 subjects, or sixth form certificate with 16 or less in 4 subjects

Over 20 years: Motivation and commitment

Preferred criteria National Certificate in Mental Health (Mental Health Support Work), Level 4.

All students will have an informal interview with the programme coordinator and/or lecturer before their enrolment is accepted.

English Language Entry Requirement: Students are required to have attained an acceptable level of English language fluency. This may be demonstrated in a variety of ways, including successful study in English, approved scores on TOEFL or IELTS tests, completion of accepted international equivalents.

This programme is subject to approval



HAWKE'S BAY
Te Whare Takiri o Kahungunu
EASTERN INSTITUTE OF TECHNOLOGY

Kayla Cooper

Bachelor of Applied Social Science
(Social Work)

Bachelor of Social Sciences student Kayla Cooper took one look at youngsters wasting their lives away and knew just what she was not going to do with her life.

"I want to be a youth worker," says the very driven 19-year-old. "I watch a lot of youth go round practically ruining their lives – I don't want to do that."

Fresh out of school she headed to Tairāwhiti Polytechnic to complete her National Certificate in Social Services and she wants to specialise in youth work once she completes her degree in two years time.

She's thankful she can do her degree in Gisborne, and says her tutors are there every step of the way to ensure she passes.

"It's an awesome place to study."



Bachelor of Applied Social Science (Social Work)

LEVEL 7

Duration: Three years (full time) – part time options available

Dates: 14 February



There is a shortage of social workers throughout New Zealand and this degree is how you can get into this rewarding industry. The Bachelor of Applied Social Science (Social Work) provides in-depth knowledge and skills relating to social work practices in contemporary Aotearoa. It has a collaborative focus, encouraging people to work in teams and recognise strengths in others.

A career in social work means you'll enjoy interaction with all types of people; from personal clients to other professionals. Your services will be frequently sought after to assist people in your community, provide advice, advocacy and support for challenged individuals or groups to help them realise their social, emotional, psychological, physical and environmental ability.

What will I learn?

- Undertake work as a Social Worker under professional supervision, with a considerable degree of autonomy and accountability.
- Establish and maintain working relationships with different user groups.
- Provide and facilitate the provision of social services, in fields such as healthcare, schools, government and non-government agencies
- Undertake your practice according to the ethical and legislative boundaries.
- Incorporate the Treaty of Waitangi into your practice.
- Have social and political awareness of the structures, behaviour and processes that disadvantage and oppress people.

Career Opportunities

The Bachelor of Applied Social Science (Social Work) may lead to employment in the health field, child protection (including Child Youth and Family), government agencies, probation service and family support agencies.

Entry

1.1 Candidates are required to have:

A minimum of 60 credits at NCEA Level 2 across four subjects, including English or equivalent, or

42 credits at NCEA Level 3 across three subjects, or

NCEA University Entrance, or equivalent;

1.2 As an alternative to the entry requirements specified in section 1.1 of the Bachelor of Applied Social Science (BAppSocSci) programme regulations, candidates for the degree with endorsement in Social Work may be granted entry if they have gained one of the following certificates:

- Certificate in Social Services (Level 4)
- National Certificate in Mental Health – Mental Health Support Work (Level 4)
- National Certificate in Social Services (Level 4)
- Or equivalent level 4 qualification

1.3 Special admission may be granted to candidates aged 20 years or over who do not meet the specified entry requirements. These candidates may be required to demonstrate an ability to successfully complete the programme through the process of an interview and / or assessment.

1.4 Candidates whose first language is not English or Māori or who did not undertake their secondary schooling in English or Maori, will be required to demonstrate English language competency by having gained an overall International English Language Test System (IELTS) score of 6.5 in all academic bands.

1.5 Candidates are required to indicate whether they have been convicted of, or are being prosecuted for, a criminal offence. Prior to commencing the programme all successful candidates will be required to complete a police vetting form. Some types of criminal conviction may limit the ability to secure practicum placements and therefore complete the programme. Candidates should also be aware that, under the Social Workers Registration Act (2003) some types of criminal conviction may result in the Social Workers Registration Board refusing to allow a person to register as a Social Worker.

1.6 Candidates will be required to provide a record of:

qualifications, employment history, work experience and two written references (forms provided) and attend a selection interview/hui.

Selection will involve a written exercise /personal biography and will consider:

- ability to undertake academic work to the standard required;
- communication skills – verbal and written, in both interpersonal and group contexts;
- awareness and knowledge of the Treaty of Waitangi;
- awareness of their own beliefs and values;
- ability to work independently and as part of a group.

TOIHOUKURA MĀORI VISUAL ARTS & DESIGN

Diploma in Māori Visual Arts (Tipu Te Whaihanga)

LEVEL 5

Duration: 2 Years (80 Weeks)
Dates: 21 February – 25 November



EMBEDDED QUALIFICATIONS:

- Certificate in Māori Visual Arts (Foundation) Level 4

The Diploma in Māori Visual Arts (Tipu Te Whaihanga) Level 5, is a two year programme which introduces you to the study of Māori visual arts.

If you wish to pursue degree study, the one year Certificate in Māori Visual Arts (Foundation) Level 4 is an embedded exit qualification, on completion of which you will be eligible to enter Year 1 of the degree Te Toi o Ngā Rangi. (Bachelor of Māori Visual Arts)

But if you are more interested in the practical application of Māori visual art, the diploma provides the opportunity to study at foundation level and gain an art qualification that will prepare you for employment in a range of art-oriented occupations. If graduates of the diploma decide that they do wish to undertake study at degree level, they will also be eligible to enter Te Toi o Ngā Rangi at Year 1.

What will I learn?

- An understanding of tikanga, Te Reo Māori, mōteatea and waiata in the production of art works;
- The use of safe and effective processes to create Māori artworks;
- An understanding of the contextual aspects of the forms of contemporary Māori art expression;
- Competence in Māori art professional practice;
- Sound academic study skills
- How to produce art work of a public exhibition standard.

Study Pathways

Students may move onto further learning in the field of Māori visual arts eg. Te Toi o Ngā Rangi (Bachelor of Māori Visual Arts).

Career Opportunities

- Self employment in the visual arts
- Commercial art environments
- Community art projects

Delivery Options

Full time(part time available)

Entry

An interview with the Principal Tutor/ ASM is required for all applicants.

Academic: Applicants will require a minimum of 8 credits NCEA Level 1 from any literacy sub field or domain. These skills can be assessed in English and Te Reo Māori.

For applicants without these NCEA credits or equivalent: a pass in School Certificate English and/or Te Reo Māori meets the academic entry requirements, as do NQF qualifications of an equivalent or higher level which demonstrate achievement in these discipline areas.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply.

English Competency/IELTS Criteria: Applicants with English as an additional language need an IELTS score of 5.5 or above in all bands.

This programme is subject to approval

Certificate in Studio Workshop Studies (Art & Design Māori)

LEVEL 6

Duration: 42 Weeks
Dates: 21 February – 9 December



This is a self-directed programme in practical art and design. There is opportunity to study a specialised area of work and work alongside others with access to resources not normally available to individual artists and craftspeople.

What will I learn?

- Art Practice
- Design
- Manaakitanga
- Ngā Mōteatea
- Te Reo, Technical Skills
- Theory of Professional Practice.

Study Pathways

- Diploma in Teaching

Career Opportunities

- Visual artist
- Self-employment
- Art Teacher

Entry

Applicants will have completed the Diploma in Advanced Visual Arts & Design (Māori) Level 6 or an equivalent qualification and provide evidence of ability to work in a self-directed learning environment

Te Toi o Ngā Rangi/Bachelor of Māori Visual Arts

LEVEL 7

Duration: 3 Years (full time)

Dates: 21 February – 25 November



Taught by some of New Zealand's premier Māori artists, this three-year programme is designed to impart practical skills and inspire creativity. It is a broad based programme introducing a range of disciplines with a view to specialisation.

Toihoukura's continuing exhibition and marae based wananga programme guarantees valuable exposure and a constant goal to work toward.

What will I learn?

- Application of Māori philosophy to practical knowledge and techniques of art and design
- Practical disciplines which may include Whakairo (carving), Raranga (Fibre Arts), Waituhi (painting), Uku (clay), Ta Moko (traditional skin marking), Multimedia Studies
- Understanding of Māori culture, including te reo, tikanga and a variety of kawa and moteatea
- Māori values (tikanga) as they apply to studio practice and the use of different media
- Historical development of Māori art and its place in society
- Introduction to intellectual property issues
- Research and critical analysis practices
- Communication and presentation skills
- Effective work and project management practices
- Exhibition and curatorial skills

Entry

Applicants will need one of the following:

- University Entrance (NCEA Level 3 or equivalent)
- Successfully completed the Certificate in Māori Visual Arts (Foundation) Level 4
- Discretionary Entrance
- Provisional Entrance
- Special Admission
- Admission at entrance level with credit, based on previous tertiary study.

University Entrance Applicants should have:

- Minimum of 42 credits at Level 3 or higher on the National Qualifications Framework (including a minimum of 14 credits at Level 3 or higher in each of two subjects from an approved list, and 14 credits at Level 3 or higher from approved subjects).
- The numeracy requirements of 14 credits at Level 1 or higher in mathematics or Pāngarau on the National Qualifications Framework.
- The literacy requirement of a minimum of 8 credits at Level 2 or higher which show reading and writing skills in English or Te Reo Māori.

or

- Higher School Certificate and a C grade or higher in each of three New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) subjects; or an A or B bursary

or

- A D grade or higher in each of four NZUEBS subjects

If you do not have University Entrance you may be considered under Discretionary, Provisional, Special Admission, or Admission with previous tertiary credit.

If English or Māori is not your first language, a specified IELTS or TOEFL score at academic level is required.





rural & trades

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Achievement Certificate in Food Safety – Introductory

LEVEL 2

Duration: 8 weeks part-time (2.5 hours contact per week)
Dates: Determined by Course demand

If you are working with food or want to gain employment in the food industry, you need to know how to handle food safely and hygienically.

What will I learn?

How to handle food safely (unit standards 167 and 20666). Students who hold food safety U/S 15620 will have useful background knowledge for this course.

Study Pathways

- Achievement Certificate in Food Safety – Supervisor
- Achievement Certificate in Food Safety – Operator

Career Opportunities

Career and employment opportunities in any area of the food industry i.e. cafés, restaurants, bars, catering companies, food manufacturing, transportation

Any employment position where the employee is associated with food including fresh produce e.g. farmers' markets, bread and milk delivery, ice-cream sales (corner dairy) etc

Entry

Minimum of 16 years old at the start date of the programme unless enrolled under a STAR programme, or has an exemption from their Secondary School Principal.

Achievement Certificate in Food Safety – Operator

LEVEL 3

Duration: 20 weeks part-time (25 hours contact)
Dates: Determined by Course demand

This short course is designed for people working in a business which has a Food Control Plan in place.

What will I learn?

- Food contamination and control methods
- How to work under a food safety programme
- NZQA Unit Standards 168 & 15274

Study Pathways

- Achievement Certificate in Food Safety – Supervisor

Career Opportunities

Career and employment opportunities in a food business with a Food Safety Control Plan which is based on Hazard Analysis Critical Control Point (HACCP). They will be able to monitor and record control at critical control points and take corrective action according to the food safety programme.

Any employment position where the employee is an operator working under a Food Control Plan.

Entry

- Hold credit for Standard 167 or equivalent.
- minimum of 16 years old at the start date of the programme unless enrolled under a STAR programme, or has an exemption from their High School Principal

NB: Students will need to be able to understand the sometimes complex language and numeracy components used in the workbooks. They need to be counselled at enrolment as to these requirements and be encouraged to take up the literacy/numeracy support available should they need it



Achievement Certificate in Food Safety – Supervisor

LEVEL 3

Duration: 20 weeks part-time (25 hours contact)
 Dates: Determined by Course demand

This course will provide you with the skills required for working in the food industry at a supervisory level.

What will I learn?

- Food contamination and control methods
- Supervising staff and facilitating a food safety programme
- NZQA Unit Standards 168 & 15275

Study Pathways

- Unit 15276 Develop, implement & verify the operation of a food safety programme for a food business.

Career Opportunities

Supervisor working under a Food Control Plan in a business where food products are handled.

Delivery Options

Can be taught on off-site venue e.g. Marae.

Entry

- Hold credit for standard 167 OR equivalent skill and knowledge
- Minimum of 16 years old at the start date of the programme unless enrolled under a STAR programme, or has an exemption from their High School Principal.

Certificate in Café Service

LEVEL 3

Duration: 16 weeks
 Dates: 28 February & 1 August



EMBEDDED QUALIFICATIONS:

- Achievement Certificate in Food Safety Introductory (Level 2)
- HSI Certificate of Achievement in Barista (Level 3)

If good food, good service and a great coffee turns you on, then our Certificate in Café Service programme is for you! Within this course you will learn how to prepare and present coffee, cookery methods, food costing, knife skills and much more! Get you foot in the door of the hospitality industry and enrol now!

What will I learn?

- How to prepare and present espresso, pressed and filter coffee
- Cookery methods
- Knife skills
- Pasta making
- Food costing
- Food Safety

Study Pathways

- Certificate in Professional Catering & Cookery Level 3
- National Certificate in Hospitality (Food & Beverage Service) Level 3
- Achievement Certificate in Food Safety – Operator
- Achievement Certificate in Food Safety – Supervisor

Career Opportunities

- Café Assistant
- Hotels and catering companies
- Supervised restaurant and café service, particularly in cafés, bistros, taverns and brasserie restaurants.

Entry

Open



Certificate in Professional Catering & Cookery

LEVEL 3

Duration: 40 weeks
Dates: 21 February – 25 November



EMBEDDED QUALIFICATION:

- Achievement Certificate in Food Safety Introductory (Level 2)
- National Certificate in Hospitality (Basic Cookery) (Level 3)
- City & Guilds Certificate in Food Preparation & Cooking

If you're into food and enjoy cooking for others, why not make a career of it? With tourism predicted to boom, work in cafés and restaurants will demand qualified staff. This programme will teach you the skills to start your career in the industry.

What will I learn?

- Real world skills in our modern training kitchen.
- Qualified chefs, using their years of kitchen experience, will teach you the wide range of food preparation and cookery skills you need to succeed.

Study Pathways

- Certificate in Advanced Culinary Practice
- National Certificate in Hospitality (Cookery) (Level 4)

Career Opportunities

- Employment in a range of Hospitality Operations, including restaurants and hotels

Entry

Open



National Certificate in Horticulture (Practical)

LEVEL 1

Duration: Part-time offering within the calendar year
 Dates: Various dependent on specific Course offering

EMBEDDED QUALIFICATION:

- Comprehensive First Aid Certificate

This qualification provides flexibility to tailor programmes that reflect their particular area/s of employment. In addition to basic horticulture skills it may include the use of chainsaws, forklifts, tractors, motorcycles, and All Terrain Vehicles (ATVs). An important aspect of basic skills acquisition is gaining knowledge of the associated safety requirements applicable to horticulture situations.

What will I learn?

General horticulture skills, and may include but not limited to the following:

- Use of chainsaws
- Forklifts
- Tractors
- Motorcycles
- All Terrain Vehicles (ATVs)
- Safety requirements of horticulture
- First aid

Study Pathways

- NC Horticulture (Introductory) Level 2
- Certificate in Sustainable Horticulture Level 3

This qualification shares a number of unit standards in common with the National Certificate in Farming Skills (Work Ready) Level 3 and the National Certificate in Agriculture (General Skills) Level 2.

Delivery Options

Contact course only, flexible

Entry

Open

This programme is subject to approval

National Certificate in Horticulture (Introductory)

LEVEL 2

Duration: 20 week
 Dates: 21 February – 8 July / 1 August – 16 December



Learning and applying useful horticulture skills is the aim of this programme. The learning revolves around horticultural projects which can take place at locations outside of the Polytechnic. This could be working on your own home project or in conjunction with a community organisation. Projects could include community gardens, planting trees and shrubs, vegetable production, propagation of native trees and shrubs.

What will I learn?

- Soils & fertilisers
- Permaculture
- How to design a home garden
- Plant names
- Companion planting principles
- The yearly garden calendar
- Plant propagation methods
- Weed control methods
- How to plant & care for trees, shrubs and perennials
- Composting methods
- Prepare sites for landscaping
- Using horticulture machinery

Study Pathways

- Certificate in Sustainable Horticulture (Sustainable Lifestyle) (Level 3)
- Certificate in Sustainable Horticulture (Fruit Production) (Level 3)
- Certificate in Sustainable Horticulture (Growing & Using NZ Natives) (Level 3)
- Start your own enterprise

Career Opportunities

You may choose to apply this learning to your own home garden, lifestyle block, community project or gain employment in the horticulture industry:

- Nursery
- Orchard or vegetable production

Entry

Open

FEE FREE

Certificate in Sustainable Horticulture (Fruit Production Methods)

LEVEL 3

Duration: 20 weeks

Dates: 21 February – 8 July / 1 August – 16 December



What will I learn?

- Planting plans and layout
- Establish orchard shelter
- Weather formations
- Pruning and training fruit trees
- Operate and maintain orchard equipment
- Pest and disease control
- Harvest fruit crops
- Liquid fertilisers and plant growth
- Tractor Basic
- Tractor Advanced

Study Pathways

This qualification has been developed so that it can staircase to higher-level qualifications. These higher-level qualifications build upon the skills and knowledge recognised by this qualification, and allow for a degree of specialisation to occur.

- National Certificate in Horticulture (Level 4) with optional strands in Amenity Horticulture, Fruit Production, Landscape, Nursery Production, Organic Horticulture, and Viticulture
- National Certificate in Horticulture (Advanced) (Level 4) with strands in Amenity Horticulture, Fruit Production, Landscape, Nursery Production, Organic Horticulture, Production Horticulture and Viticulture
- Certificate in Sustainable Horticulture (Sustainable Lifestyle) (Level 3)
- Certificate in Sustainable Horticulture (Growing and Using NZ Native Plants)(Level 3)

Career Opportunities

There are limited employment options in horticulture outside of the greater Gisborne region, in particular full time employment. This programme focuses on self employment and enterprise skills. Skills that people can use to create an income stream or savings that would supplement their current income.

Opportunities for employment and or self-employment include:

- Nursery person
- Apiculture
- Contracting
- Pest Management
- Fruit production
- Grounds person
- Garden - landscape maintenance
- Production horticulture worker
- Organic production

People who complete this qualification will be able to develop their own or community land in a sustainable manner.

They will be able to identify land based business opportunities and with assistance be able to develop these.

Delivery Options

Contact Course Only

Entry

Open. It is recommended that applicants have completed the National Certificate in Horticulture Level 2 (Introductory) programme or have equivalent knowledge and skills.

FEE FREE



Certificate in Sustainable Horticulture (Sustainable Lifestyle)

LEVEL 3

Duration: 20 weeks

Dates: 21 February – 8 July / 1 August – 16 December



EMBEDDED QUALIFICATION:

- PINZ Permaculture Design Certificate

What will I learn?

- Development of organic horticulture
- Introduction to permaculture
- Permaculture design
- Planting knowledge for landscape design
- Identify trees, shrubs and climbers used in amenity horticulture
- Organic gardening practices
- Project planning
- Introduction to bee keeping
- Propagation of heritage varieties (vegetables & flowers)
- Organic horticulture practices

Study Pathway

This qualification has been developed so that it can staircase to higher-level qualifications. These higher-level qualifications build upon the skills and knowledge recognised by this qualification, and allow for a degree of specialisation to occur.

- National Certificate in Horticulture (Level 4) with optional strands in Amenity Horticulture, Fruit Production, Landscape, Nursery Production, Organic Horticulture, and Viticulture
- National Certificate in Horticulture (Advanced) (Level 4) with strands in Amenity Horticulture, Fruit Production, Landscape, Nursery Production, Organic Horticulture, Production Horticulture and Viticulture

This programme focuses on self employment and enterprise skills. Skills that people can use to create an income stream or savings that would supplement their current income.

Career Opportunities

Opportunities for employment and or self-employment include:

- Nursery person
- Apiculture
- Contracting
- Pest Management
- Grounds person
- Garden - landscape maintenance
- Production horticulture worker
- Organic production

People who complete this qualification will be able to develop their own or community land in a sustainable manner. They will be able to identify land based business opportunities and with assistance be able to develop these.

Delivery Options

Contact Course Only

Entry

Open. It is recommended that applicants have completed the National Certificate in Horticulture Level 2 (Introductory) programme OR have equivalent knowledge and skills.

FEE FREE



Certificate in Sustainable Horticulture (Growing & Using NZ Natives)

LEVEL 3

Duration: 20 weeks (18 tuition weeks) full-time

Start Date: 21 February – 8 July / 1 August – 16 December



What will I learn?

- Prepare and use soil-less growing media
- Growing plants in containers
- Propagate plants from seed
- Soil properties
- Revegetate indigenous plant areas
- Chainsaw
- Fencing
- Seed Collection
- Vegetative Propagation
- Weed Control

Study Pathways

This qualification has been developed so that it can staircase to higher-level qualifications. These higher-level qualifications build upon the skills and knowledge recognised by this qualification, and allow for a degree of specialisation to occur.

- National Certificate in Horticulture (Level 4) with optional strands in Amenity Horticulture, Fruit Production, Landscape, Nursery Production, Organic Horticulture, and Viticulture
- National Certificate in Horticulture (Advanced) (Level 4) with strands in Amenity Horticulture, Fruit Production, Landscape, Nursery Production, Organic Horticulture, Production Horticulture and Viticulture
- Certificate in Sustainable Horticulture (Sustainable Lifestyle) (Level 3), and
- Certificate in Sustainable Horticulture (Fruit Production) Level 3

Career Opportunities

There are limited employment options in horticulture outside of the greater Gisborne region, in particular full time employment. This programme focuses on self employment and enterprise skills. Skills that people can use to create an income stream or savings that would supplement their current income.

Opportunities for employment and or self-employment include:

- Nursery person
- Apiculture
- Contracting
- Pest Management
- Fruit production
- Grounds person
- Garden - landscape maintenance
- Production horticulture worker
- Organic production

People who complete this qualification will be able to develop their own or community land in a sustainable manner.

They will be able to identify land based business opportunities and with assistance be able to develop these.

Delivery Options

Contact Course Only

Entry

Open. It is recommended that applicants have completed the National Certificate in Horticulture Level 2 (Introductory) programme or have equivalent knowledge and skills.

This programme is subject to approval

FEE FREE



Certificate in Viticulture & Winemaking

LEVEL 4

Duration: 41 Weeks
 Dates: 24 January – 10 June / 25 July – 2 December



This is a hands-on programme that marries the growth of the grape with its production into premium wine. Many international students travel to New Zealand to complete this unique programme. The programme includes a road trip to other wine growing regions of New Zealand where you will visit, taste and discuss wines with industry leaders.

What will I learn?

We follow the annual vine growth cycle from bud burst and fruit development through to harvesting and winemaking. You will be responsible for the entire viticulture and oenological management of vines through to label design and final bottling. You will learn in an operational environment, completing a vintage with full tutorial support.

Study Pathways

- Bachelor of Viticulture or Bachelor of Wine Science

Career Opportunities

- Work vintages around the world
- Supervisory positions within the wine industry
- Cellar hand
- Contractor
- Vineyard worker
- Laboratory technician
- Start your own wine label

Entry

Applicants will require a minimum of NCEA Level 3, preferably Level 4.

For application you must pass in Six and Mathematics and do NQF grade 1 demonstration.

Students must meet the ability and will be recommended by the Coordinator.

If English is not your first language, you must complete a 5-6 programme or equivalent.

Jason Cook

Certificate in Viticulture & Winemaking

Jason Cook headed into his Tairāwhiti Polytechnic Viticulture and Wine Making course excited, and graduated positively charged on the experience.

The Auckland father of two says he got so much more out of his year-long study than he ever anticipated.

"This is absolutely me," he says. "The course is such a great opportunity to see both sides of wine – viticulture and wine making. It's the perfect mix."

The Anahera chardonnay he created during his course won him a bronze medal at the International Chardonnay Challenge.



National Certificate in Agriculture (General Skills)

LEVEL 2

Duration: 12 weeks (if offered full-time) Part-time offered within the calendar year
 Dates: Varies depending on specific course.

The National Certificate in Agriculture (General Skills) Level 2 provides the general skills essential for people already working in the agriculture industry.

What will I learn?

May include but not limited to the following:

- hazard identification and control
- use of agricultural vehicles
- basic fencing
- personal and workplace safety
- use of chainsaws
- use of agrichemicals
- tree felling
- use of orchard machinery
- First aid

Study Pathways

Credit for agrichemical standards may contribute to Approved Handler certification under the requirements of the Environmental Risk and Management Authority (ERMA)

- NC Horticulture (Introductory) Level 2
- Certificates in Sustainable Horticulture Level 3

This qualification shares a number of unit standards in common with the National Certificate in Farming Skills (Work Ready) Level 3 and the National Certificate in Horticulture (Practical) Level 1.

Delivery Options

Face to face delivery only

Entry

Open

This programme is subject to approval

FEE FREE

National Certificate in Farming Skills (Work Ready)

LEVEL 3

Duration: 40 Weeks
 Dates: 21 February – 25 November

EMBEDDED QUALIFICATIONS

- Comprehensive First Aid Certificate

There is a huge demand for qualified farm workers throughout New Zealand. Enjoy excellent employment opportunities with more positions available than there are people to fill them! Local farmers have verified that well-trained farm workers are much more successful at holding jobs through good and bad years because they are so valuable to the productivity of the property.

What will I learn?

- Handling sheep and cattle
- Working safely
- Safe use of vehicles
- Knowledge of pasture & plant control
- Fencing

Study Pathways

- Further training with the Agriculture Industry Training Organisation (AGITO)
- National Certificate in Agriculture (Level 4) with strands in Cattle Farming and Sheep Farming

Career Opportunities

- Farming
- Stock Management

Entry

Open



Certificate in Automotive Trade Skills

LEVEL 2

Duration: 42 Weeks
Start Date: 21 February – 9 December



EMBEDDED QUALIFICATIONS:

- National Certificate in Motor Industry (Entry Skills) (Level 2) with strands in Automotive Electrical and Mechanical, and Collision Repair

This entry-level programme will develop your skills, knowledge and work ethic to begin a career or apprenticeship in the automotive industry.

What will I learn?

- First year requirements of an apprenticeship
- Occupational Safety and Health in relation to working in the automotive industry
- Be able to demonstrate knowledge of most vehicle systems
- Basic automotive repairs and maintenance
- Welding to automotive standards
- Use and care of a range of tools and automotive test equipment
- Measurement and measuring equipment for automotive and mechanical engineering

Study Pathways

- National Certificate in Motor Industry (Foundation Skills) (Level 1)
- National Certificate in Motor Industry (Automotive Body) (Level 4) with strands in Coach-building, Collision Repair, and Refinishing
- National Certificate in Motor Industry (Automotive Body) with strands in Coach-building, Collision Repair, Dismantling and Recycling, Refinishing, and Vehicle Detailing

Career Opportunities

- Employed as an apprentice in all automotive industry apprenticeships that are currently available through MITO.
- Mechanical engineering
- Automotive engineers assistant
- Automotive parts departments
- Panel beater
- Graduates could also expect employment in associated industries such as horticulture or agriculture where automotive skills/knowledge would be an advantage

Entry

Applicants will require a minimum of 8 credits NCEA Level 1 from any literacy sub fields or domain, and a minimum of 8 credits NCEA Level 1 from any numeracy sub fields or domain.

Applicants without NCEA leaving achievement or NQF achievement: a pass in School Certificate English and Mathematics meets the academic entry requirements, as do qualifications of a higher level in these discipline areas.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply.

Kat Marino

Certificate in Automotive Trade Skills

Kat Marino is already mapping out her next few years of education – before she's even finished the year.

The automotive trade skills student is planning an apprenticeship followed by specialist diesel mechanic work.

As a female she's a bit of a rarity in the world of mechanics, but that doesn't hold this single mum back at all.

"I've always had a real strong passion for working with motors," she says.

Every day is a joy for Kat.

"I love working with my hands and the tutors are very good at helping to explain things, I just love my learning"



TRADES

Certificate in Engineering Trade Skills

LEVEL 2

Duration: 40 weeks
Dates: 21 February – 25 November



EMBEDDED QUALIFICATIONS:

- National Certificate in Mechanical Engineering Level 2
- Comprehensive First Aid Certificate

If you're interested in engineering and welding, are good with your hands and want the stability of a trade behind you, then this programme is a great place to start.

What will I learn?

The aim is to give you a strong foundation of essential skills on which to build. These are

- Maintenance, design and fitting
- Machining and tool making
- Advanced Fabrication engineering
- Advanced Welding
- Drawing skills
- Workshop safety

Study Pathways

Further study towards National Certificates in manufacturing, mechanical, machining, tool making or fabrication engineering

Career Opportunities

This programme meets the requirements of the first year of an engineering apprenticeship. Immediate employment would be expected in any engineering workshop that was seeking to employ an apprentice.

Entry

Applicants will require a minimum of 8 credits NCEA Level 1 from any numeracy sub field or domain. These skills may have been assessed in maths or pāngarau (Māori immersion maths).

For applicants without these NCEA credits or equivalent: a pass in School Certificate Mathematics meets the academic entry requirements, as do NQF qualifications of an equivalent or higher level which demonstrate achievement in this area.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply.

Certificate in Introductory Trade Skills (Carpentry)

LEVEL 2

Duration: 42 weeks
Dates: 21 February – 9 December



EMBEDDED QUALIFICATIONS:

- National Certificate in Building Construction and Allied Trades Skills (Level 2)
- Comprehensive First Aid Certificate

Trades people are always in demand. This programme will give you knowledge and experience in the building and joinery industry.

What will I learn?

- Carpentry skills
- Personal financial management
- Joinery skills

Study Pathways

- Certificate in Carpentry Pre-Trade Level 3
- National Certificate in Carpentry Level 4
- Certificate in Advanced Building Practice Level 4
- Apprenticeships

Delivery Options

Project Based Learning

Entry

Open

Certificate in Carpentry Pre-Trade

LEVEL 3

Duration: 40 weeks

Start Date: 21 February – 25 November



EMBEDDED QUALIFICATIONS:

- Comprehensive First Aid Certificate

Build a solid foundation for the future and become a qualified Carpenter. The building industry needs well-qualified energetic staff and this programme will give you all the skills you'll need to work in this ever-changing industry.

What will I learn?

You will learn introductory building skills, like using tools and safety issues, then building planning and types of structures, wall and roof structures, interior planning and construction processes.

Career Opportunities

This highly practical programme combines both classroom and on-site industry experience to give you all the skills and contacts you need to find employment.

After year one most students move into full time employment as a trainee carpenter.

Entry

Applicants require a minimum of 8 credits NCEA Level 1 from any literacy sub field or domain, a minimum of 8 credits NCEA Level 1 from any numeracy sub field or domain.

For the literacy standard, these skills can be assessed in English or Te Reo Māori. For the numeracy standard, these skills can be assessed in maths or Pāngarau (Māori Immersion maths).

For applicants without these NCEA credits or equivalent: a pass in School Certificate English and Mathematics meets the academic entry requirements, as do NQF qualifications of an equivalent or higher level which demonstrates achievement in these discipline areas.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply.

For people who do not have English as their first Language, the level of English language skills required is equivalent to an International English Language Testing System (IELTS) score of 5.0, as detailed in the National Certificate in Carpentry (Level 4) version 10.

All applicants will be advised of the physical demands required to work in this industry and to reflect on their ability to carry out such tasks when considering a career in the carpentry industry.

This programme is subject to approval



National Certificate in Carpentry

LEVEL 4

Duration: Three to six years (full time and/or part time)
Start Date: 21 February – 25 November



EMBEDDED QUALIFICATIONS:

- Comprehensive First Aid Certificate

Build a solid foundation for the future and become a qualified Carpenter. The building industry needs well-qualified energetic staff and this programme will give you all the skills you'll need to work in this ever-changing industry.

What will I learn?

This qualification is delivered over 3 to 6 years, with year one being campus based or part time option, and years 2 to 4 practically oriented with the support of specialised classes on campus.

- Year 1 (Certificate in Carpentry Pre-Trade Level 3) or part-time study
- You will learn introductory building skills, like using tools and safety issues, then building planning and types of structures, wall and roof structures, interior planning and construction processes.

Years 2-4:

- Learn about construction planning and supervision, flooring, exterior and interior finishes and alternative building methods.

Career Opportunities

This highly practical programme combines both classroom and on-site industry experience to give you all the skills and contacts you need to find employment.

- After year one most students move into full time employment as a trainee carpenter.
- Years 2 to 4 you will continue to study on a part-time basis to become a qualified Carpenter.

Entry

Applicants require a minimum of 8 credits NCEA Level 1 from any literacy sub fields or domain, and a minimum of 8 credits NCEA Level 1 from any numeracy sub fields or domain.

Applicants without NCEA leaving achievement or NQF achievement: a pass in School Certificate English and Mathematics meets the academic entry requirements, as do qualifications of a higher level in these discipline areas.

Students over 20 are classified as mature students. Mature students with life skills and/or work experience who do not meet the stated entry requirements but have the equivalent ability and experience are encouraged to apply, but should attend a meeting with a tutor before being accepted.

For people who do not have English as their first Language, the level of English language skills required is equivalent to an International English Language Testing System (IELTS) score of 5.0, as detailed in the National Certificate in Carpentry (Level 4) version 10.

All applicants will be advised of the physical demands required to work in this industry and to reflect on their ability to carry out such tasks when considering a career in the carpentry industry.



National Certificate in Construction (Leading Hand)

LEVEL 4

Duration: 1 Year (part time)
Start Date: 21 February – 25 November



This is an advanced qualification for those wishing to work either as a Leading Hand or Supervisor to promote a range of skills required in the construction industry.

What will I learn?

- Explain and implement site safety plans
- Communicate verbally and in writing as related to a building site
- Use leadership and conflict resolution skills
- Display technical skills and knowledge in drawings and specifications, ordering and weatherproofing
- Display time management skills
- Demonstrate a knowledge of building regulations

Study Pathways

- National Certificate in Construction (Supervisor) Level 5
- National Diploma in Construction Management Level 6

Career Opportunities

- Leading Hand
- Owner / Operator construction company
- Supports Site 1 & 2 Licensed Building Practitioner requirements

Entry

Applicants must hold either:

- National Certificate in Carpentry Level 4
- OR
- Trade certificate in a building or construction trade
- OR
- Completed an approved apprenticeship from the construction industry
- OR
- Demonstrate equivalent knowledge and skills as determined by the Building and Construction Industry Training Organisation (BCITO)

National Certificate in Construction (Supervisor)

LEVEL 5

Duration: 2 Years (part time)
Start Date: 1 August

EMBEDDED QUALIFICATIONS:

- Comprehensive First Aid Certificate

The National Certificate in Construction (Supervisor) (Level 5) is designed to give people credited with the qualification the skills and knowledge required by the industry of a capable construction supervisor. The qualification is aimed at people already working as a construction supervisor, or alternatively those wishing to move into the role.

The qualification comprises compulsory supervisory and technical standards designed to assess a broad range of knowledge and skills. Supervisory skills include on-site administration and supervision, knowledge of building enactments, preparation of construction programmes, time management, knowledge and implementation of site safety plans, communication skills as related to building sites, knowledge of drawings and specifications, and preparation of order lists. Technical skills include knowledge of excavations, construction methods, weatherproofing, exterior cladding, subcontractor supervision, and principles of building design.

What will I learn?

- First line management skills
- Construction Health & Safety planning
- Administration and supervision skills for construction site operation
- Knowledge of construction methods, materials and finishes for Supervisors

Study Pathways

People who have met the requirements of this qualification will meet the requirements of the National Certificate in Construction (Leading Hand) (Level 4). The National Certificate in Construction (Supervisor) (Level 5) also provides a pathway to the National Diploma in Construction Management (Level 6).

Delivery Options

Face to face delivery only

Entry

The following prerequisites apply: National Certificate in Carpentry (Level 4), or Trade Certificate in a building or construction trade, or have completed an approved apprenticeship, or demonstrate equivalent knowledge and skills as determined by the Building and Construction Industry Training Organisation (BCITO).

This programme is subject to approval

National Certificate in Forestry (Generic Skills - Workplace Safety & Operations)

LEVEL 2

Duration: 20 weeks

Dates: 21 February – 8 July / 1 August – 16 December

The content covers health and safety knowledge required for all forestry workers to meet regulatory compliance requirements. And provides a selection of standards from other industry sectors which are required in some forestry roles, for health and safety compliance. Also a combination of introductory standards from a variety of forest operations to ensure they have knowledge of the operations they work in.

What will I learn?

- Health and safety knowledge
- Entry level forestry skills
- First Aid

May include:

- ATV & ATUV
- Chainsaws
- Safe work practices in the workplace
- Hazard identification and risk assessment procedures

Study Pathways

On completion of this qualification, workers who continue to be employed in forest operations can progress to the National Certificate in Forest Operations (Level 3) with strands in:

- Establishment
- Pruning
- Thinning to Waste (Small Trees)
- Tree Felling – Basic Techniques
- Breaking Out for Ground Based Harvesting
- Breaking Out for Cable Harvesting
- Landing Operations

Delivery Options

Face to face delivery only

Entry

Open

This programme is subject to approval

Certificate in Forestry Driving

LEVEL 3

Duration: 40 weeks

Dates: 21 February – 25 November

EMBEDDED QUALIFICATIONS:

- Comprehensive First Aid Certificate
- Driver Safe Passport
- Forklift (F Endorsement)
- Full Class 2-5 Licences
- Wheels (W Endorsement)
- Tracks (T Endorsement)
- Rollers (R Endorsement)
- Dangerous Goods (D Endorsement)
- OSH Forklift Certificate

As a successful graduate you will have the skills, knowledge and experience to work effectively and safely in the forestry driving industry, and will hold all the necessary industry qualifications.

What will I learn?

- Drivers Licence Class 5 (including class 3 and 4) (dependant on class of licence currently held) forklift, wheels/tracks/rollers and dangerous goods endorsements
- Defensive driving and practical driving
- First Aid
- Safe loading practices
- ACC Driver Safe Passport

Study Pathways

National Certificates in Transport/Driving, etc

Career Opportunities

A wide range of enhanced employment opportunities in any industry where vehicles are driven. And in areas where the range of licence classes are required e.g. the transport and logging industry, pack houses, couriers, bus driving etc

Entry

- Hold a current Full Class 1 Licence
- Hold a medical certificate no older than 60 days for the level of licence required



Hospitality & Catering (TO)

LEVEL 2

Duration: 42 weeks
Dates: 21 February – 9 December

Launch yourself into the world of a commercial kitchen. Learn to create great food, how to present it with flair and how to serve it.

What will I learn?

Prepare and cook food, work safely and hygienically in food preparation and presentation, have a wide knowledge of food preparation, including weighing, measuring, mise en place of food ingredients and understanding of the correct terminology relating to those preparations. Graduates will also be able to work under pressure in a supervised commercial kitchen environment.

Study Pathways

Further study options:

- Certificate in Café Service (Level 2)
- National Certificate in Hospitality (Food & Beverage) (Level 2)
- National Certificate in Hospitality (Food & Beverage Service) (Level 3)
- Achievement Certificate in Food Safety – Operator
- Achievement Certificate in Food Safety – Supervisor
- Certificate in Professional Catering & Cookery (Level 3)

Career Opportunities

Immediate employment opportunities:

This programme prepares students for the following careers and/or employment opportunities:

- Kitchen Hand
- Dishwasher
- Sandwich Hand
- Food Processing Worker
- Bakery Assistant
- Fast Food Assistant
- Employment in corporate in-house training programmes e.g. hotels, franchise restaurants, catering industry workers

Entry

Learners must be aged 16 years or older and meet one of the following criteria:

- Registered with Work and Income, aged 18 or 19, with low qualifications and have left school in the last 26 weeks.
- Registered with Work and Income as an unemployed job seeker for at least 26 weeks, and have low qualifications
- Registered with Work and Income for fewer than 26 weeks, or a client of Work and Income with low qualifications and assessed by Work and Income as being at risk of long-term unemployment.

FEE FREE

Retailing (TO)

LEVEL 2

Duration: 22 weeks
Dates: 4 July – 2 December
Venue: Napier Campus, 24 Leyland Street, Napier

EMBEDDED QUALIFICATIONS:

- National Certificate in Retail (Level 2)
- Comprehensive First Aid Certificate

An introduction to all aspects of retailing.

What will I learn?

- Basic customer awareness
- Selling skills
- Window displays
- Product knowledge
- Basic calculations and cash register operations
- Advertising and consumer law
- Health and safety practice
- Selling
- Merchandising
- Stock control
- Data entry

Career Opportunities

Careers and/or employment opportunities in:

- sales and customer service
- preparing goods for customers
- merchandising and presenting goods to customers, and using creative skills
- business management, including using marketing and accounting skills, and
- managing a team of people

Entry

Learners must meet one of the following criteria:

- Registered with Work and Income, aged 18 or 19, with low qualifications and have left school in the last 26 weeks.
- Registered with Work and Income as an unemployed job seeker for at least 26 weeks, and have low qualifications
- Registered with Work and Income for fewer than 26 weeks, or a client of Work and Income with low qualifications and assessed by Work and Income as being at risk of long-term unemployment.

OR

Open for EFT funded

FEE FREE

TRAINING OPPORTUNITIES & YOUTH TRAINING

Introduction to Office Skills (TO)

LEVEL 2

Duration: 42 Weeks
Start Date: 21 February – December
Venue: Ruatoria Campus, Hekiera St, Ruatoria

EMBEDDED QUALIFICATIONS:

- National Certificate in Business Administration and Computing (Level 2)

Learn the basics of office systems. From keyboarding skills, word processing and basic accounts, to office procedures and introductory computing.

What will I learn?

- Business Administration
- Computer Concepts
- Word Processing
- Data Presentation
- Online – web
- Web enhanced learning
- Interpersonal / Communication Skills
- MYOB
- Cooking
- Meeting Management
- Nutrition and Fitness
- Personal Presentation

Career Opportunities

Careers and/or employment opportunities in Business Administration or any other suitable computing course of their choice, within a tertiary environment. Students may move onto further learning. Qualifications available at advanced levels include:

- Business Administration Level 3 and 4
- Travel and Tourism
- Computing
- Humanities sector (Nursing, Social Work etc)

Entry

Learners must meet one of the following criteria:

- Registered with Work and Income, aged 18 or 19, with low qualifications and have left school in the last 26 weeks.
- Registered with Work and Income as an unemployed job seeker for at least 26 weeks, and have low qualifications
- Registered with Work and Income for fewer than 26 weeks, or a client of Work and Income with low qualifications and assessed by Work and Income as being at risk of long-term unemployment.

FEE FREE

Certificate in Introductory Trade Skills – Carpentry (TO)

LEVEL 2

Duration: 42 Weeks
Start Date: 21 February – 9 December
Venue: Ruatoria Campus, Hekiera St, Ruatoria

EMBEDDED QUALIFICATIONS:

- National Certificate in Building Construction and Allied Trades Skills (Level 2)
- Comprehensive First Aid Certificate

Trades people are always in demand. This programme will give you knowledge and experience in the building and joinery industry.

What will I learn?

- Carpentry skills
- Personal financial management
- Joinery skills

Study Pathways

- Certificate in Carpentry Pre-Trade Level 3
- National Certificate in Carpentry Level 4
- Certificate in Advanced Building Practice Level 4
- Apprenticeships

Delivery Options

Project Based Learning

Entry

Learners must meet one of the following criteria:

- Registered with Work and Income, aged 18 or 19, with low qualifications and have left school in the last 26 weeks.
- Registered with Work and Income as an unemployed job seeker for at least 26 weeks, and have low qualifications
- Registered with Work and Income for fewer than 26 weeks, or a client of Work and Income with low qualifications and assessed by Work and Income as being at risk of long-term unemployment.

FEE FREE



Certificate in Introductory Trade Skills – Automotive (TO)

LEVEL 2

Duration: 42 Weeks
Start Date: 21 February – 9 December
Venue: Ruatoria Campus, Hekiera St, Ruatoria

EMBEDDED QUALIFICATIONS:

- National Certificate in Mechanical Engineering Technology (Level 1)
- Comprehensive First Aid Certificate

Trades people are always in demand. This programme will give you knowledge and experience in the automotive and engineering industry.

What will I learn?

Graduates will have acquired introductory level skills and knowledge in automotive skills relevant to entry level employment or apprenticeship. Includes introductory welding, automotive and engineering skills.

Study Pathways

- Apprenticeship
- National Certificate in Motor Industry (Entry Skills) Level 2
- National Certificate in Mechanical Engineering (Level 2)

Delivery Options

Project based learning

Entry

Learners must meet one of the following criteria:

- Registered with Work and Income, aged 18 or 19, with low qualifications and have left school in the last 26 weeks.
- Registered with Work and Income as an unemployed job seeker for at least 26 weeks, and have low qualifications
- Registered with Work and Income for fewer than 26 weeks, or a client of Work and Income with low qualifications and assessed by Work and Income as being at risk of long-term unemployment.

FEE FREE

National Certificate in Farming Skills – Work Ready (TO)

LEVEL 3

Duration: 42 Weeks
Start Date: 21 February – 9 December
Venue: Ruatoria Campus, Hekiera St, Ruatoria

EMBEDDED QUALIFICATIONS:

- Comprehensive First Aid Certificate
- National Certificate in Farming Skills (Work Ready) Level 3

This entry level programme provides basic skills in farming situations involving the handling and treatment of livestock, working with both cattle and sheep; use of vehicles; workshop skills and fencing; working safely and maintaining health on a farm; knowledge of pasture and plant control; knowledge of stock feeding and digestion and working a farm dog

What will I learn?

On successful completion of this programme, graduates will have the skills and knowledge to be able to independently apply basic skills in farming situations involving:

- The handling and treatment of livestock, working with both cattle and sheep
- Working safely and maintaining their health on the farm
- Safe use of vehicles
- Knowledge of pasture and plant control
- Workshop skills
- Fencing

Study Pathways

- National Certificate in Agriculture Level 4

Career Opportunities

- Farmhand

Delivery Options

Contact course and work experience

Entry

Learners must meet one of the following criteria:

- Registered with Work and Income, aged 18 or 19, with low qualifications and have left school in the last 26 weeks.
- Registered with Work and Income as an unemployed job seeker for at least 26 weeks, and have low qualifications
- Registered with Work and Income for fewer than 26 weeks, or a client of Work and Income with low qualifications and assessed by Work and Income as being at risk of long-term unemployment.

FEE FREE

TRAINING OPPORTUNITIES & YOUTH TRAINING

New Zealand Conservation Corps

Duration: 10 Weeks
Start Date: 21 February – 29 April
9 May – 15 July
25 July – 30 September
10 October – 16 December

EMBEDDED QUALIFICATIONS:

- Comprehensive First Aid Certificate

Do you enjoy the outdoors? Then this free course is for you! The focus is on teamwork, fun in the outdoors and learning new skills along the way. This takes place while working on conservation and community projects.

What will I learn?

The aim of the course is to give you the chance to try as many things as possible in a short time. This could include:

- Chainsaw use and fencing
- ATV driving
- Forklift
- First aid

The outdoor recreation includes:

- Mountain biking
- Kayaking
- High ropes
- Bush tramps
- Fishing
- Snorkelling
- Abseiling

Career Opportunities

Trades, Primary & Industry Leisure

Entry

Must be between 15- 24 years old (Ministry of Youth Development Contractual Requirement)

FEE FREE

Certificate in Forestry Driving (TO)

LEVEL 3

Duration: 40 Weeks
Start Date: 28 February – 2 December
Venue: Napier Campus, 24 Leyland Street, Napier

EMBEDDED QUALIFICATIONS:

- Comprehensive First Aid Certificate
- Driver Safe Passport
- Forklift (F Endorsement)
- Full Class 2-5 Licences
- Wheels (W Endorsement)
- Tracks (T Endorsement)
- Rollers (R Endorsement)
- Dangerous Goods (D Endorsement)
- OSH Forklift Certificate

As a successful graduate you will have the skills, knowledge and experience to work effectively and safely in the forestry driving industry, and will hold all the necessary industry qualifications.

What will I learn?

- Drivers Licence Class 5 (including class 3 and 4) (dependant on class of licence currently held) forklift, wheels/tracks/ rollers and dangerous goods endorsements
- Defensive driving and practical driving
- First Aid
- Safe loading practices
- ACC Driver Safe Passport

Study Pathways

National Certificates in Transport/Driving etc

Career Opportunities

A wide range of enhanced employment opportunities in any industry where vehicles are driven. And in areas where the range of licence classes are required e.g. the transport and logging industry, pack houses, couriers, bus driving etc

Entry

- Hold a current Full Class 1 Licence
- Hold a medical certificate no older than 60 days for the level of licence required

Learners must meet one of the following criteria:

- Registered with Work and Income, aged 18 or 19, with low qualifications and have left school in the last 26 weeks.
- Registered with Work and Income as an unemployed job seeker for at least 26 weeks, and have low qualifications
- Registered with Work and Income for fewer than 26 weeks, or a client of Work and Income with low qualifications and assessed by Work and Income as being at risk of long-term unemployment.

FEE FREE

Transportation (TO)

Duration: 44 Weeks (Napier) 42 Weeks (Gisborne)
Start Date: 21 February – 9 December (Gisborne)
14 February – 16 December (Napier)
Venue: Rural Studies, 312-320 Stout Street, Gisborne
Napier Campus, 24 Leyland Street, Napier

EMBEDDED QUALIFICATIONS:

- National Certificate in Commercial Road Transport (Introductory Skills)
- Comprehensive First Aid Certificate
- Achievement Certificate in Food Safety (Introductory)
- Forklift (F Endorsement)
- Forklift OSH Certificate
- Dangerous Goods (D Endorsement)
- Driver Safe Passport

If life on the road as a truck driver appeals to you then this programme will get you rolling.

What will I learn?

- First aid
- Safe and legal driving
- Driver responsibilities
- Light motor vehicle driving and vehicle ownership
- New Zealand road transport industry
- Basic health and safety
- Interpersonal communication
- Numeracy and literacy skills
- Forklift endorsement
- Forklift OSH certificate
- Dangerous goods endorsement
- Driver safe passport
- Progression into truck licences
- Food safety

Career Opportunities

A wide range of enhanced employment opportunities in any industry where vehicles are driven. And in areas where the range of licence classes are required e.g. the transport industry, pack houses, couriers, bus driving.

Entry

Learners must meet one of the following criteria:

- Registered with Work and Income, aged 18 or 19, with low qualifications and have left school in the last 26 weeks.
- Registered with Work and Income as an unemployed job seeker for at least 26 weeks, and have low qualifications
- Registered with Work and Income for fewer than 26 weeks, or a client of Work and Income with low qualifications and assessed by Work and Income as being at risk of long-term unemployment.

FEE FREE



Workbased Training (TO)

LEVEL 2

Duration: 40 Weeks

Start Date: 14 March - 16 December

EMBEDDED QUALIFICATIONS:

- Comprehensive First Aid Certificate
- Achievement Certificate in Food Safety (Introductory)

What will I learn?

On successful completion of this programme students will have achieved a broad range of introductory skills in the work place. It would be realistic to expect students who successfully complete a Level 2 programme to have the skills and knowledge to be able to

- successfully move from work experience to paid employment either with a work based training employer, or within the chosen industry
- where the student is not yet ready for the transition, further industry focused training will be undertaken

Study Pathways

Students may move onto further learning. The intention is that students will gain units towards the national certificate relevant to the industry in which they are placed and other units selected as part of their individual learning plan towards their preparation for paid employment.

An academic record is provided to students who are assessed against unit standards on this programme. Apart from the embedded qualifications students do not receive a certificate for this programme.

Entry

Learners must meet one of the following criteria:

- Registered with Work and Income, aged 18 or 19, with low qualifications and have left school in the last 26 weeks.
- Registered with Work and Income as an unemployed job seeker for at least 26 weeks, and have low qualifications
- Registered with Work and Income for fewer than 26 weeks, or a client of Work and Income with low qualifications and assessed by Work and Income as being at risk of long-term unemployment.

FEE FREE





**Tairāwhiti
Polytechnic**

te kuratini o te tairāwhiti

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