

For NZ Citizens and
Permanent Residents



NZ Certificate in Cookery [Level 3]

With New Zealand's tourism sector about to return, cafés and restaurants are demanding qualified staff. So, if you're a foodie and enjoy cooking for others, why not make a career of it? This programme will teach you all the skills you need to do just that.

You will learn real world catering and cookery skills in modern training kitchens. Our qualified chefs, with decades of kitchen experience, will teach you the wide range of food preparation and cookery skills needed to succeed in the exciting and dynamic hospitality industry.

Campus EIT Hawke's Bay and EIT Tairāwhiti

Starts February (Tairāwhiti only) and July (Hawke's Bay and Tairāwhiti)

Length 18 weeks full-time

Contact **Hawke's Bay** Margaret Skews | Phone: 06 830 1421 | Email: mskews@eit.ac.nz
Tairāwhiti Rosie Recter | Phone: 06 869 3074 | Email: rrecter@eit.ac.nz

EASTERN INSTITUTE OF TECHNOLOGY

eit.ac.nz | 0800 22 55 348 |   





Do you have a flair for food?

The pathway for cookery and professional chef training at EIT starts with one semester full-time and can continue into a two year journey which offers you stimulating studies and provides the opportunity to begin a career in the hospitality industry.

We aim to provide competent employees for the hospitality sector who are able to work as chefs in junior positions producing basic dishes in a commercial kitchen. This programme is designed:

- ▶ To provide for those individuals who are employed or will be employed as chefs in junior positions, a credential that will support their employment opportunities in a commercial kitchen across the hospitality sector.

- ▶ To establish standards of professional practice for basic cookery that can provide customers with confidence in a range of hospitality environments.

The pathway consists of three programmes at three different levels that build upon one another:

- ▶ Level 3 (one semester)
- ▶ First Year: Level 4
- ▶ Second Year: Level 5

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

YOUR FUTURE CAREER AND STUDY OPPORTUNITIES

The cookery pathway at EIT consists of three programmes:

- ▶ NZ Certificate in Cookery [Level 3]
- ▶ NZ Certificate in Cookery [Level 4]
- ▶ NZ Diploma in Cookery (Advanced) [Level 5]

The NZ Certificate in Cookery [Level 3] programme offers you first employment opportunities as a kitchen assistant in a range of establishments; starting positions in commercial catering business; café kitchen; junior positions in institutionalised catering (school and business cafeteria, rest homes).

WHAT YOU NEED TO KNOW

NZ Certificate in Cookery

Level	3	Credits	60
Length	18 weeks full-time	Fee*	\$3,716 approximately Including course related costs for textbooks, uniform and field trips.

* This is a guide only based on the previous year. All costs quoted include GST and student services levy. Fees apply to New Zealand citizens and New Zealand permanent residents only.

INDUSTRY-BASED TRAINING

During the year you will work on rostered lunch or dinner productions as part of routine classes.

2022 KEY DATES

INTAKE ONE		INTAKE TWO	
Programme starts	Monday, 28 February	Programme starts	Monday, 25 July
Programme ends	Thursday, 7 July	Programme ends	Friday, 25 November

EIT SEMESTER HOLIDAYS	
15 April - 29 April	3 October - 14 October

TIMETABLE

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

Contact Time

On-campus classes are usually scheduled between 8.00am - 11.00pm, Monday to Friday.

Non-contact Time

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

ADDITIONAL COSTS

- ▶ \$60 approximately for black leather shoes, fully enclosed and flat

ENTRY CRITERIA

Applicants must:

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

Entry Process

Applicants with the NCEA Level 1 Literacy and Numeracy requirements are automatically accepted onto the programme.

An up-to-date CV or a personal declaration will be required of those without the NCEA criteria to demonstrate their potential to succeed. An interview will be carried out if the CV or personal declaration does not initially demonstrate the potential to succeed.

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

Interviews

Interviews will only be required in "out of the ordinary" applications. These will be conducted by the Programme Coordinator and overseen by the Head of School.

ENGLISH LANGUAGE ENTRY REQUIREMENT

Applicants for whom English is not their first language must have an acceptable level of English language fluency prior to enrolment in the programme. This may be demonstrated in a variety of ways, including successful study of a programme in which English was the language of instruction, completion of a New Zealand Certificate in English Language (Level 3 with an Academic endorsement), approved scores on IELTS tests (Academic score of 5 with no band score lower than 5) or completion of accepted international equivalents.

ENTRY WITH CREDIT

For information and enquiries about Recognition of Prior Learning and Cross Credit please contact Celia Kurta, on 06 830 1146.

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

Please note: Fees are not transferable between institutes.

LITERACY AND NUMERACY SKILLS

A Literacy and Numeracy assessment is part of the preparation for all level 1 to 3 programmes. This is a national requirement from the Tertiary Education Commission (TEC). This information gives your tutors information on what you already know to help them provide the support that you may need in your studies.

There are two assessments. The first assessment will take place within the first three weeks of the programme. The second will be a week or two before you finish the programme. This final assessment will show how you have improved with your Literacy and Numeracy skills.

There will always be a tutor to help you when doing the assessment. The most important thing to know about this assessment is that you CANNOT fail. You will merely get information on your Literacy and Numeracy skills. The result will NOT have an impact on any of your assessment marks in your course work.

FACILITIES

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

ASSESSMENTS

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

THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED

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

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number. They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.

HOW TO ENROL

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

STEP 1

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

STEP 2

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

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

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

You will receive an acceptance letter from your Faculty with programme information. This will include the start date of your

study and any special information regarding your programme. Depending on your chosen programme of study, you may be invited to attend an interview before you are accepted.

STEP 3

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

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

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

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

STUDENT SERVICES LEVY

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

STUDENT LOANS AND ALLOWANCES

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

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



EIT is now part of Te Pūkenga

Te Pūkenga will bring together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on campus and online learning. The services we offer will not only remain, they will be strengthened by being part of the extensive Te Pūkenga network around the country. From 2023 your enrolment will transfer to Te Pūkenga and you will become part of the extensive Te Pūkenga network around the country.



EXPERIENCED LECTURERS

You can be confident in the quality of our teaching and your learning experience at EIT.

EIT is one of the top ITPs in New Zealand for research excellence due to the quality of our community centred research, and associated publications and level of government and external grant income. This means that your lecturers use the latest knowledge and research in their field of expertise to inform their teaching, and many are at the forefront of knowledge creation within their discipline area.

Our lecturers are highly trained professionals with particular areas of expertise in culinary arts and food and beverage service. The staff maintain contact with other professionals through organisations such as HCIMA (Hotel and Catering Industry Management Association), London City & Guilds Association, RANZ (Restaurant Association of New Zealand), HANZ (Hospitality Association of New Zealand), Service IQ (Service Industry Qualifications), NZCA (New Zealand Chefs Association) and CFANZ (Cookery and Food Association of New Zealand).

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

NAME	QUALIFICATION
Mark Caves	Workplace Assessor, NZQA 751, 752 & 753, Professional Chef
Korey Field	NZQA 751, 752 & 753, Professional Chef
Amanda Libeau	NatCertCookery, Professional Chef
Kylie Howard	NZQA 751 & 752, Professional Chef
Mark Gooding	Professional Chef

NAME	QUALIFICATION
Tony Davis	Professional Chef
Chris Toomey	MPS, Workplace Assessor Hospitality, Service IQ
Celia Kurta	Dip Hotel Management & Admin, London Wine & Spirit Education Trust Certificate, Higher Certificate in Wine

PROGRAMME INFORMATION

To provide competent employees for the hospitality sector who are able to work as chefs in junior positions producing basic dishes in a commercial kitchen.

To provide for those individuals who are employed or will be employed as chefs in junior positions, a credential that will support their employment opportunities in a commercial kitchen across the hospitality sector.

To establish standards of professional practice for basic cookery that can provide customers with confidence in a range of hospitality environments.

Course Descriptions

COURSE NO.	BRIEF DESCRIPTION	NO. OF CREDITS	NZQA LEVEL
PCP3.01	Kitchen Fundamentals	20	3
PCP3.02	Culinary Fundamentals	40	3





Te Kura Kaupapa Tāpoi, Ringa Hora
School of Tourism and Hospitality

NZ CERTIFICATE IN COOKERY [LEVEL 3] (NZ2100)

ENROLMENT CHECKLIST

Please Ensure

you have returned the following information. Your application cannot be considered if any of this information is missing.

- ▶ Application Form – completed, signed and dated
- ▶ Course Selection Form – completed, signed and dated
- ▶ Evidence of Learning – if you are seeking the cross credit of any courses
- ▶ Industry Experience Form – completed, signed and dated
- ▶ Computing Skills Declaration Form – completed, signed and dated
- ▶ Health and Fitness Declaration – completed, signed and dated with support information if required
- ▶ Personal Statement Form – completed, signed and dated and in your own words and handwriting
- ▶ Birth Certificate
- ▶ Marriage Certificate or Change of Name document – if you are enrolling under a different name from your birth certificate

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

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



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School of Tourism and Hospitality

NZ CERTIFICATE IN COOKERY [LEVEL 3] (NZ2100) COURSE SELECTION FORM

PLEASE INCLUDE THIS PAGE WITH YOUR ENROLMENT FORM

Applicant's Name:

Please fill out your course selection form by ticking each course that you need to be enrolled into and ticking any unit standard that you have already achieved and would like Cross Credited.

Evidence that you have achieved a unit standard is required to be sent for you to gain a Cross Credit.

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

Course No	Brief Description	Level	Credits	To Enrol ✓	Cross Credits (Sec/PC Only)✓
PCP3.01	Kitchen Fundamentals	3	20		
PCP3.02	Culinary Fundamentals	3	40		

Applicant's Signature:

Programme Coordinator/Secretary Signature:

Date:



Te Kura Kaupapa Tāpoi, Ringa Hora
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NZ CERTIFICATE IN COOKERY [LEVEL 3] (NZ2100) COOKERY/CHEF INDUSTRY EXPERIENCE

PLEASE INCLUDE THIS PAGE WITH YOUR ENROLMENT FORM

Applicant's Name:

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

COMPANY/ORGANISATION	TYPE OF WORK UNDERTAKEN	LENGTH OF TIME



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NZ CERTIFICATE IN COOKERY [LEVEL 3] (NZ2100) BASIC COMPUTING SKILLS DECLARATION

PLEASE INCLUDE THIS PAGE WITH YOUR ENROLMENT FORM

Applicant's Name:

- I currently have:
- Unit 111
 - Other Computing Unit Standards
 - Community Computing
 - Other (Please explain)

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Applicant's Signature:

Date:



NZ CERTIFICATE IN COOKERY [LEVEL 3] (NZ2100) HEALTH AND FITNESS DECLARATION

PLEASE INCLUDE THIS PAGE WITH YOUR ENROLMENT FORM

Applicant's Name:

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

Hospitality programmes require strength and stamina.

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

Hospitality programmes are challenging and require commitment. 90% attendance is also required.

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

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

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

Applicant's Signature:

Date:



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NZ CERTIFICATE IN COOKERY [LEVEL 3] (NZ2100) PERSONAL STATEMENT

PLEASE INCLUDE THIS PAGE WITH YOUR ENROLMENT FORM

Applicant's Name:

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

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Applicant's Signature:

Date: