



NZ Certificate in Cookery [Level 4]

Do you want to become a chef? With the NZ Certificate in Cookery [Level 4] two study options are available:

1. You will undertake a one year journey starting with basic cooking and food preparation, and continue on to develop the skills to tempt and delight the taste buds of diners in fine dining restaurants locally, nationally and internationally.
2. If you are already employed or planning to be employed in a commercial kitchen, this programme is offered as a part-time In Work option over a two year period. You will study at EIT one day a week over the standard academic year whilst working a minimum of 20 hours a week in the workplace.

You will start with the NZ Certificate in Cookery [Level 4] and progress on to the NZ Diploma in Cookery (Advanced) [Level 5].

Campus	EIT Hawke's Bay and EIT Tairāwhiti
Starts	February Full-time, Hawke's Bay only Part-time, Hawke's Bay and Tairāwhiti July Part-time only, Hawke's Bay and Tairāwhiti
Length	One year full-time or two years part-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

Do you have a flair for food?

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

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

Subject Areas

Level 4 Modules:

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

YOUR FUTURE CAREER AND STUDY OPPORTUNITIES

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

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

WHAT YOU NEED TO KNOW

NZ Certificate in Cookery

Level	4	Credits	120
Length	One year full-time or two years part-time (In Work day release of one day per week)	Fee*	\$7,574 approximately (excludes Culinary Concepts) Including compulsory course related costs of: Membership subscription for Menu Costa Software Workbook (Theory of Catering 11th Edition. Fossett, Creserani, Kinton), Knife Kit, Uniforms (Two of each - jacket, trousers, aprons, hats, neckchiefs) NOTE: students who have done Level 3 will already have NZ Chef Textbook and a knife set and so will receive a refund.

* 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.

2022 KEY DATES

FULL-TIME PROGRAMME - FEBRUARY

Culinary Concepts starts Tuesday, 8 February Programme ends Friday, 25 November

Level 4 programme starts Monday, 28 February

PART-TIME PROGRAMME - FEBRUARY

Culinary Concepts starts Tuesday, 8 February

Level 4 programme starts Monday, 28 February

Programme ends November 2023

PART-TIME PROGRAMME - JULY

Culinary Concepts starts Monday, 4 July

Level 4 programme starts Monday, 25 July

Programme ends July 2024

EIT SEMESTER HOLIDAYS

15 April - 29 April

3 October - 14 October

INDUSTRY-BASED TRAINING

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

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

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

TIMETABLE

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

Contact Time

Full-time students: Classes are scheduled between 8.00am - 11.00pm, Monday to Friday.

Part-time In Work students: Culinary Concepts is four days a week, six hours per day for three weeks.

NZ Certificate in Cookery is six hours, one day per week for two years.

Non-contact Time

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

ENTRY CRITERIA

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

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

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

- ▶ Meet the NCEA Level 1 Literacy and Numeracy Requirement, or provide evidence of achievement at a higher level, and
- ▶ Be able to demonstrate introductory cookery skills in one the following ways:
 - ▶ Have achieved NZ Certificate in Cookery [Level 3]; or
 - ▶ NZ Certificate in Hospitality (Basic Cookery) [Level 3]; or
 - ▶ NZ Certificate in Hospitality [Level 2]; or
 - ▶ Demonstrate introductory cookery knowledge and skills, including knife handling and food safety, i.e. NZ Certificate in Food and Beverage Service Level 3 / Level 4 and EIT Trades Academy Hospitality programme.

Demonstration of knowledge and skills can be either through study at EIT or another institution, or practical work in the hospitality or similar industry that includes a focus on professionalism.

Part-time In Work Study

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

Compulsory Foundation Course

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

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

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

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

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

Rationale for Entry Criteria and Process

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

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

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

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), approved scores on IELTS tests (Academic score of 5.5 with speaking and listening bands no lower than 5.5, and reading and writing bands no lower than 5.0) or completion of accepted international equivalents.

ENTRY WITH CREDIT

For information and enquiries about Recognition of Prior Learning and Cross Credit please contact 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

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

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

ADDITIONAL COSTS

- ▶ Black leather shoes, fully enclosed and flat.

FACILITIES

Large modern training and production kitchens are complemented by fully licensed restaurants on both the Hawke's Bay and Tairāwhiti campuses and will be open to the public on selected days for breakfast, lunch and dinner from March to December. It is run by 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 maintains contact with other professionals through organisations such as HCIMA (Hotel and Catering Industry Management Association), London City and 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.

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

NAME	QUALIFICATION	NAME	QUALIFICATION
Mark Caves	Workplace Assessor, NZQA 751, 752 & 753, Professional Chef	Earl Zapf	Professional Chef
Korey Field	NZQA 751, 752 & 753, Professional Chef	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
Amanda Libeau	NCertCookery, Professional Chef		

PROGRAMME INFORMATION

The NZ Certificate in Cookery [Level 4] consists of 130 credits and is made up of five core compulsory courses and one optional course.

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

Course Descriptions

COURSE NO.	BRIEF DESCRIPTION	NO. OF CREDITS	NZQA LEVEL
PCP4.01	Culinary Concepts (if required)	10	3
PCP4.06	Entremetier	30	4
PCP4.03	Garde Manger	30	4
PCP4.04	Saucier	30	4
PCP4.05	Patissier	30	4
PCP4.07	Work Experience	0	4





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

NZ CERTIFICATE IN COOKERY [LEVEL 4] (NZ2101)

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
- ▶ Uniform Order Form – completed, signed and dated
- ▶ Kit Order Form – completed, signed and dated
- ▶ 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.



NZ CERTIFICATE IN COOKERY [LEVEL 4] (NZ2101) 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.

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

Please select your study option:

Full-time study option	Part-time In Work study option

Course No	Brief Description	Level	Credits	To Enrol ✓	Cross Credits (Sec/PC Only) ✓
PCP4.01	Culinary Concepts (ELECTIVE)	3	10		
PCP4.06	Entremetier	4	30		
PCP4.03	Garde Manger	4	30		
PCP4.04	Saucier	4	30		
PCP4.05	Patissier	4	30		
PCP4.07	Work Experience	0	4		

Applicant's Signature:

Programme Coordinator/Secretary Signature:

Date:



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

NZ CERTIFICATE IN COOKERY [LEVEL 4] (NZ2101) 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



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

NZ CERTIFICATE IN COOKERY [LEVEL 4] (NZ2101) 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)

.....

.....

.....

.....

.....

Applicant's Signature:

Date:



NZ CERTIFICATE IN COOKERY [LEVEL 4] (NZ2101) 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:

NZ CERTIFICATE IN COOKERY [LEVEL 4] (NZ2101) UNIFORM ORDER FORM

PLEASE INCLUDE THIS PAGE WITH YOUR ENROLMENT FORM

Applicant's Name:

Male Female (Please tick)

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

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

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

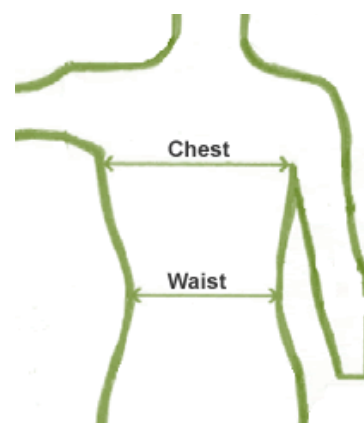
Item Description	QTY	I already own this item ✓
CHEF UNIFORM		
CHEF JACKET COTTON WHITE 77cm – 157cm (your chest in cm)	2	
TROUSER D/STRING COT H/T 68cm – 116+cm (your waist in cm)	2	
APRON 88x 88 cm COTTON WHITE	2	
SKILL CAP MSH TOP ELASTIC WHITE	1	
NECKERCHIEF COTTON DRILL HEAVY	2	
BUTTONS BLACK SET OF 10	2	

IMPORTANT - DO NOT FORGET TO INCLUDE YOUR SIZING FOR YOUR JACKET AND TROUSERS AS REQUESTED. YOUR ENROLMENT WILL NOT BE ACCEPTED WITHOUT THIS INFORMATION.

CHEF JACKETS (please circle size)	
SIZE	CHEST
01	77
02	82
03	87
04	92
05	97
06	102
07	107
08	112
09	117
10	122
11	127
12	132
13	137
14	142
15	147
16	152
17	157

DRAWSTRING TROUSER SIZING (please circle size)		
SIZE	WOMENS (SIZE)	MENS (CM)
Small	6 - 10	68 - 76
Medium	10 - 14	80 - 92
Large	14 - 16	96 - 104
X Large	16 - 18	108 - 112
XX Large	18 - 20	116+

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





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

NZ CERTIFICATE IN COOKERY [LEVEL 4] (NZ2101) KIT ORDER FORM

PLEASE INCLUDE THIS PAGE WITH YOUR ENROLMENT FORM

Applicant's Name:

The following items are provided to students prior to the commencement of the programme. The cost of these items is incorporated within the programme fee. Our local suppliers are Total Food Equipment and Southern Hospitality. If you have previously done our EIT Cookery Level 3 programme, you would have received your knife kit and NZ Chef Textbook

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

Item Description	QTY	I already own this item ✓	Cost
Knife Kit	1		\$222
Item Description - TEXTBOOKS	QTY	I already own this item ✓	Cost
NZ Chef 4 th Edition	1		\$115
FOR ADMIN TO COMPLETE ONLY: Costs to be reimbursed			

Applicant's Signature:

Date:

ACTION: Registry – please note that the student should not be charged for the total costs identified above.