

2024

# NZ Certificate in Baking

## Level 3

This programme is all about being hands-on. You will be taken out of the classroom and into the real-world environment of a local commercial bakery kitchen and The Hub Café.

In our bakery training environment you will work as an effective member of the team and learn to communicate clearly with customers and your colleagues and gain a solid background of general bakery knowledge.

Location	Tairāwhiti
Start	February
Length	18 weeks full-time
Contact	Kylie Kahukiwa Phone: 06 869 3081 Email: <a href="mailto:kkahukiwa@eit.ac.nz">kkahukiwa@eit.ac.nz</a>

For NZ Citizens and Permanent Residents



TE AHO A MĀUI



Te Pūkenga

# Rise to the challenge

Delivered over one semester, this programme is designed to help you learn to produce a range of baked goods to a consistent standard. The programme will build on your basic bakery skills and knowledge.

During the programme you will build professional relationships and connections with employers. The structure of the timetable will enable you to pursue employment in the industry whilst you are completing your studies.

The programme progresses bakery learning and experience to senior technical levels. Study is based on bakery techniques research, and its culinary specialties.

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

## Career and study opportunities

With a worldwide shortage of skilled people in the industry, graduates may take their place in the workforce, progress to further industry-based training or progress onto the NZ Certificate in Baking (Generalist) (Level 4) programme and then the NZ Diploma in Cookery (Advanced) (Level 5) - Pâtisserie strand.

## Partnerships

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

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

## Industry-based training

For the NZ Certificate in Baking (Level 3) there is no requirement for work experience, however, EIT | Te Pūkenga will encourage you to take opportunities for experience in the workplace when not attending EIT | Te Pūkenga.





## NZ Certificate in Baking Level 3, 60 credits

 Tairāwhiti

 Full-time: 18 weeks

 Fee:  
Visit [fees.eit.ac.nz](https://fees.eit.ac.nz) to see the fees for this programme

### 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-4.00pm, Monday to Friday.

### Non-contact time

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

### Additional costs

- Black leather shoes, fully enclosed and flat

### Entry requirements

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

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.

### Rationale for entry requirements and process

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

### Interviews

An interview may be required.

### English language entry requirements

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

## 2024 Key dates

**Programme starts** Monday, 19 February

**Programme ends** Friday, 21 June

**Semester and statutory holidays**  
Term break: 15-26 April  
Easter: 29 March-2 April  
King's birthday: 3 June

### Entry with credit

For information and enquiries about Recognition of Prior Learning (RPL) and Cross Credit (CC) please contact Korey Field on 06 830 1174.

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.

### Assessments

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

### Facilities

You will receive hands-on training which takes you out of the classroom and into the real-world environment of a local commercial bakery kitchen and The Hub Café.

# How to enrol

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

## Step 1

Check out [eit.ac.nz](http://eit.ac.nz) to see the programmes available for you to study. A copy of the course information for each programme is available on our website.

## Step 2

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

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

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

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

## Step 3

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

**Fees-free government scheme:** Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to [FeesFree.govt.nz](http://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](http://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](http://studylink.govt.nz) to find out more about StudyLink.

## Student services levy

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

## Student loans and allowances

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

Check out what you qualify for at [studylink.govt.nz](http://studylink.govt.nz).



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## EIT is now part of Te Pūkenga

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

## The experience you need & the support to succeed

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

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

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

## Experienced lecturers

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

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

## Programme information

The NZ Certificate in Baking (Level 3) consists of 60 credits and is made up of four core compulsory courses.

The EIT | Te Pūkenga School of Tourism and Hospitality baking programme is essentially hands-on training which takes participants out of the classroom and into the real-world environment of a local commercial bakery kitchen and The Hub Café.

## Course descriptions

Course no.	Brief description	NZQA level	No. of credits
CB3.01	Introduction to Baking	3	15
CB3.02	Baking Industry Essentials	3	15
CB3.03	Bakery Café Assistant	3	10
CB4.01	Introduction to Craft Baking Skills	4	20





## NZ Certificate in Baking (Level 3)

### Enrolment Checklist

# Please Note

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

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

Please complete and return the following:

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

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

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

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

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







## NZ Certificate in Baking (Level 3)

### Course Selection Form

Please include this page with your enrolment form

Applicant name: .....

Please fill out your course selection form by ticking each course that you need to be enrolled into and ticking any unit standards 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 code	Course title	Level	Credits	Tick to enrol	CC and/or RPL (Admin/PC only)
CB3.01	Introduction to Baking	3	15	<input type="checkbox"/>	<input type="checkbox"/>
CB3.02	Baking Industry Essentials	3	15	<input type="checkbox"/>	<input type="checkbox"/>
CB3.03	Bakery Café Assistant	3	10	<input type="checkbox"/>	<input type="checkbox"/>
CB4.01	Introduction to Craft Baking Skills	4	20	<input type="checkbox"/>	<input type="checkbox"/>

Applicant signature: .....

Programme Coordinator  
or Administrator signature: .....

Date: .....





## NZ Certificate in Baking (Level 3)

### Bakery Industry Experience

Please include this page with your enrolment form

Applicant name: .....

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

Company/organisation	Type of work undertaken	Length of time







# NZ Certificate in Baking (Level 3)

## Computing Skills Declaration

Please include this page with your enrolment form

Applicant name: .....

I currently have:

Unit 111

Other computing unit standards

Community computing

Other: (Please provide details)

.....  
.....  
.....  
.....  
.....

Applicant signature: .....

Date: .....





# NZ Certificate in Baking (Level 3)

## Health and Fitness Declaration

Please include this page with your enrolment form

Applicant name: .....

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

Hospitality programmes require strength and stamina.

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

Hospitality programmes are challenging and require commitment.

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

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

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

Applicant signature: .....

Date: .....





