

2024



NZ Certificate in Cookery

Level 3

If you are a foodie and enjoy cooking for others, why not make a career of it? This programme will introduce you to the skills you need to get a career working in commercial kitchens.

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

Location	Hawke's Bay and Tairāwhiti
Start	February* and July
Length	18 weeks full-time
Contact	Margaret Skews - Hawke's Bay Phone: 06 830 1421 Email: mskews@eit.ac.nz Kylie Kahukiwa - Tairāwhiti Phone: 06 869 3081 Email: kkahukiwa@eit.ac.nz

* February intake only available in Tairāwhiti.

For NZ Citizens and Permanent Residents



TE AHO A MĀUI



Te Pūkenga

Do you have a flair for food?

The pathway for cookery and professional chef training at EIT | Te Pūkenga 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.

Career and study opportunities

The cookery pathway at EIT | Te Pūkenga 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).

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).

Industry-based training

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

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-3.00pm, Monday to Friday.

Non-contact time


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



NZ Certificate in Cookery Level 3, 60 credits

 Hawke's Bay and Tairāwhiti

 Full-time: 18 weeks

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

Additional costs

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

Entry requirements

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

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 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 the Programme Coordinator 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

2024 Key dates

Intake one Starts: Monday, 26 February
Tairāwhiti only Ends: Thursday, 27 June

Intake two Starts: Monday, 22 July
Ends: Friday, 22 November

Semester breaks
Intake one: 15-26 April
Intake two: 30 September-11 October

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

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

EIT is now part of Te Pūkenga

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

The experience you need & the support to succeed

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

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

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

Experienced lecturers

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

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

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	NZQA level	No. of credits
HOSP3401	Introduction to Cookery Skills 1	3	15
HOSP3402	Introduction to Cookery Skills 2	3	15
HOSP3403	Introduction to Cookery Skills 3	3	15
HOSP3404	Introduction to Cookery Skills 4	3	15



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 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 and enter your National Student Number (NSN). If you are not eligible you will be responsible for paying your fees.

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

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

Student services levy

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

Student loans and allowances

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

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



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



NZ Certificate in Cookery (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
- 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.



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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 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 code	Course title	Level	Credits	Tick to enrol	CC and/or RPL (Admin/PC only)
HOSP3401	Introduction to Cookery Skills 1	3	15	<input type="checkbox"/>	<input type="checkbox"/>
HOSP3402	Introduction to Cookery Skills 2	3	15	<input type="checkbox"/>	<input type="checkbox"/>
HOSP3403	Introduction to Cookery Skills 3	3	15	<input type="checkbox"/>	<input type="checkbox"/>
HOSP3404	Introduction to Cookery Skills 4	3	15	<input type="checkbox"/>	<input type="checkbox"/>

Applicant signature:

Programme Coordinator
or Administrator signature:

Date:



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Cookery/Chef Industry Experience

Please include this page with your enrolment form.

Applicant name:

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

Company/organisation	Type of work undertaken	Length of time



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Computing Skills Declaration

Please include this page with your enrolment form.

Applicant name:

I currently have:

Unit 111

Other computing unit standards

Community computing

Other: (Please provide details)

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Applicant signature:

Date:

NZ Certificate in Cookery (Level 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:



NZ Certificate in Cookery (Level 3)

Personal Statement

Please include this page with your enrolment form.

Applicant name:

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

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Applicant signature:

Date: