



STAR and Gateway Courses 2012





Our Vision

To be the tertiary education provider of choice in the Aoraki community and make a vital and necessary contribution to the economic, educational, social and cultural development of the region.

Our Values

Excellence in academic outcomes, student support and customer service.

Connection and Partnership with industry, community, iwi and other providers.

Innovation in programme development and delivery.

Professionalism through ethical behaviour and standing.

Sustainability by ensuring a financially viable organisation and a healthy workplace.

Teamwork by working together and celebrating success.

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Welcome

to the Aoraki Polytechnic STAR and Gateway information for 2012

Introduction - Aoraki Polytechnic is pleased to offer Star and Gateway courses to Secondary School students for 2012. STAR funded courses show the progression and opportunities for senior high school students to progress into further tertiary education. Most STAR and Gateway courses are assessed against Unit Standards and ensure a smooth transition into programmes provided at Aoraki Polytechnic. In most cases students are able credit the Unit Standard achieved to full time polytechnic programmes. Most of the courses outlined in this brochure are delivered at the Timaru Campus. However, many of them can also be delivered at our Ashburton and Oamaru Campuses. Please note details of our Holiday Programmes can be found at the back of this publication.

Course and Delivery Options - Aoraki Polytechnic offers a wide range of courses but if there is a particular subject area you would like to develop for your students, please contact us. We are happy to negotiate additional courses to suit your needs or to deliver a course on site at your school where facilities allow for this. Costs may vary depending on delivery options. We aim to be flexible so please contact us to talk about options that might suit your school situation and students.

Gateway - Aoraki Polytechnic offers several courses to complement Gateway students' learning in an industry. Aoraki Polytechnic has Industry Assessors available who may assess your students in the workplace.

For students studying on a Gateway Course it is the schools' responsibility to organise a work placement in the appropriate industry. This is essential to gather evidence and attestation from a workplace supervisor to support the learning and gain the unit standards.

Student for a Day - This option brings students on to the campus for a day to give them a chance to find out what a programme is really like before committing to study it. It is free, fun and highly recommended for anyone considering studying at Aoraki Polytechnic.

Enrolment Procedure

Unit standards to be assessed are negotiated with the school; agreed unit standards are identified in the Memorandum of Understanding.

- ▼ School STAR Co-ordinator contacts Aoraki Polytechnic with specific requirements, student numbers and preferred dates
- ▼ Aoraki Polytechnic STAR Co-ordinator confirms course and dates by e-mail, phone or fax
- ▼ School sends a list of students attending, including student NSI number, at least 3 days prior to the course
- ▼ Students attend course, where they complete an enrolment form
- ▼ Aoraki Polytechnic STAR Co-ordinator sends a Student Transcript, a School Transcript and a copy of the unit standard results to the school for NZQA reporting purposes
- ▼ School reports results to NZQA using the Aoraki Polytechnic provider number
- ▼ School sends the Aoraki Polytechnic STAR Co-ordinator a copy of the school NZQA report

Frequently Asked Questions

What do students wear?

HOSPITALITY

Long sleeved top, long pants and closed-in shoes with no heels.
No jewellery or piercing to be worn during the practical sessions.
Nails short, clean with no polish.

TRADES

Closed-in leather shoes or work boots. (No runners/joggers) Loose and baggy clothing is a hazard, overalls suggested if possible. No jewellery and long hair tied back.

OUTDOOR ACTIVITIES

Track pants or long shorts and T-shirts. Runners or jogging shoes.
Loose clothing, hair or jewellery is a safety hazard. A change of clothes and extra warm clothing is recommended.

CLASSROOMS

Clean, tidy and comfortable casual clothing.

What materials should students bring to a course?

A pen.

What is the minimum number of students required to run a course?

Minimum of 8 students - The school will be charged for the minimum of 8 students if the numbers fall below this number.

Is it possible to enrol as few as one or two students on a course?

Yes. To cater for schools with small class numbers, composite class groups may be scheduled. Please enquire early.

What time do courses start and finish?

9 a.m. start and 3.30 p.m. finish with a ½ hour lunch break.
A later start may be negotiated to cater for travel arrangements.

What is the maximum number of students for each course?

Maximum of 16 students unless noted. The number varies according to the space available and safety restrictions in each specialist area. Specific numbers are noted under the relevant headings.

Behaviour requirements

Behave in a responsible manner at all times.

Students must not use any equipment until the tutor gives the appropriate training and instruction on its correct use.

Students must follow the instructions given by their tutor. Safety procedures must be observed. Students must wear safety gear provided.

Report any equipment damage to the tutor.

Resource Fees - Where a student workbook from an ITO is required for a course, this will be supplied to the school at cost price.

Personal items of value - Students are requested not to bring personal items of value or significant amounts of cash to the Polytechnic. Students are entirely responsible for any items of personal value.

Conclusion - Aoraki Polytechnic recognises that students respond positively to an interactive, challenging, practical, fun approach to learning. Our aim is to provide students with choices to enhance their education and career goals.

We look forward to working with you in 2012.

Beryl Parke

STAR Co-ordinator
Aoraki Polytechnic

Hospitality

The demand for skilled and qualified graduates in the hospitality industry continues to grow within New Zealand and worldwide. These courses are designed to equip students with the skills and knowledge to be successful in the industry. The options provide students with progressive skills through years 11, 12 and 13.

Time tabling day/times will be notified later in the year.
8.30am start times



Cookery *Timaru and Oamaru*

LEVEL 1

19770 Prepare and present egg and cheese dishes in the hospitality industry

Prepare and present nutritional egg and cheese dishes.

Level 1 Credit 2

Duration: 12 hours – 2 days

Fee: \$150 per student + resource fee

LEVEL 2

Note: Levels 2 and 3 Cookery have the prerequisite of Food Safety Units 167 and 20666.

Option 1 Individual Units. Negotiated with school

Option 2 *Timaru* Cookery Combination

These combined units are delivered in partnership with the school. Theory and practical sessions are conducted at school with practical instruction and practical assessment conducted at Aoraki. Theory assessments are undertaken and marked at school and moderated by the Aoraki tutors.

13276 Cook food items by grilling

13280 Prepare fruit and vegetable cuts

13283 Prepare and present salads for service

13285 Handle and maintain knives in a commercial kitchen

Level 2 Credit 2

Duration: 6 hours 1 practical day at Aoraki
6 hours 1 practical day in the school kitchen

Fee: \$75 per student + Tutor

Credit Total 8

LEVEL 3

13282 Prepare, assemble and present complex sandwiches for service in a commercial kitchen

Prepare and serve finger, layered, open, toasted, grilled, pinwheel and hot and cold sandwiches.

Level 3 Credit 2

Duration: 12 hours – 2 days

Fee: \$150 per student + resource fee

13333 Prepare and present cold cocktail food in a commercial kitchen

Prepare a variety of cold cocktail food garnishes and serve them with accompaniments.

Level 3 Credit 3

Duration: 18 hours – 3 days

Fee: \$225 per student + resource fee

You may wish to select different unit standard options to fit with your school curriculum.

Food Safety

LEVEL 2 *Timaru, Ashburton and Oamaru*

Unit standards 167 and 20666 are delivered together.

20666 Demonstrate a basic knowledge of contamination hazards and control methods used in a food business

Level 2 Credit 2

167 Practise food safety methods in a food business

Hazard identification and cross contamination prevention methods used during practical experience in a commercial kitchen. It is essential to have these units for those entering the food industry and they are an excellent base for further study.

Level 2 Credit 4

Duration: 18 hours – 3 days

Fee: \$225 per student + resource fee.

Credit Total: 6

Enquire about alternate delivery options

LEVEL 3

Recommended prerequisite: Units 167 and 20666

168 Demonstrate knowledge of food contamination hazards and control methods used in a commercial kitchen

Identify hazards causing food spoilage and food borne illness and how to prevent these in a food business.

Level 3 Credit 4

Duration: 12 hours – 2 days

Fee: \$150 per student + resource fee

Espresso, Café and Restaurant

LEVEL 1

Beverage Service

15905 Demonstrate knowledge of non-alcoholic beverages and service to tables in the hospitality industry

Serve hot and cold beverages to the table.

Level 1 Credit 2

Duration: 12 hours – 2 days

Fee: \$150 per student + resource fee

21057 Prepare, construct, and garnish mocktails for the hospitality industry

Make and garnish mocktails.

Level 1 Credit 2

Duration: 12 hours – 2 days

Fee: \$150 per student + resource fee

LEVEL 2

14425 Prepare and serve hot and cold non-alcoholic drinks in a commercial hospitality environment

Make and serve a variety of beverages.

Level 2 Credit 2

Duration: 12 hours – 2 days

Fee: \$150 per student + resource fee

22428 Prepare and present tea for service

Prepare, brew and present tea for service. Identify a variety of teas by smell, taste and appearance.

Level 2 Credit 2

Duration: 12 hours – 2 days

Fee: \$150 per student + resource fee

Table Service

Unit Standards 14434 and 14436 are delivered together

14434 Prepare and clear areas for table service in a commercial hospitality environment

Prepare and set tables, a tray or buffet and present a menu.

Level 2 Credit 3

14436 Provide basic table service in a commercial hospitality environment

Present a menu and take orders, serve customers and clear areas.

Level 2 Credit 4

Duration: 18 hours – 3 days

Fee: \$225 per student + resource fee

Credit Total 7

Coffee Course 1

Unit standards 17286 and 17287 may be delivered together.

17286 Prepare and present pressed coffee for service

Level 2 Credit 2

or

17287 Prepare and present filtered coffee for service

Prepare and serve pressed and filtered coffee and related beverages.

Level 2 Credit 2

Duration: 12 hours – 2 days

Fee: \$150 per student + resource fee

Credit Total: 4

Coffee Course 2 *Timaru, Ashburton and Oamaru*

17285 Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision

Identify espresso coffee equipment and prepare popular drinks using espresso equipment.

Level 2 Credit 4

Duration: 18 hours – 3 days

Fee: \$225 per student + resource fee

LEVEL 3

Unit 17285 or equivalent knowledge is a recommended prerequisite for 17288

17288 Prepare and present espresso beverages for service

Extract coffee from espresso equipment while maximising the flavour and quality of the coffee grounds.

Level 3 Credit 5

Duration: 18 hours – 3 days

Fee: \$225 per student + resource fee

Introductory Course

■ Introduction to Café and Barista

This gives an introduction to Café culture and includes barista, wine opening, table setting, and the 'art' of cocktails.

Duration: 6 hours – 1 day

Fee: \$75 per student

Customer Service

Identify industry expectations for workplace presentation and basic strategies for providing customer service. Excellent preparation for students participating in the Gateway programme before work placement. Work experience is essential for this option.

Personal Presentation and Customer Service Course

The following two unit standards will be delivered together.

56 Attend to customer enquiries face-to-face and on the telephone

Students will identify personal skills required for positions involving customer contact; greet and attend to customers face-to-face and over the telephone and identify initial needs.

Level 1 Credit 2

62 Maintain personal presentation and a positive attitude in a workplace involving customer service.

Students will learn to present a positive image and maintain personal presentation and grooming in the workplace.

Level 2 Credit 3

Duration: 12 hours – 2 days

Fee: \$150 per student + resource fee

Credit Total: 5

Introductory Course

■ Introduction to Tourism

Learn about the exciting fast paced industry of Tourism and Hospitality.

We will provide you with base knowledge into important components of this industry including tourism highlights, marketing, customer service, tourism geography, developing a visitor attraction and more!

Duration: 6 hours – 1 day

Fee: \$75 per student

Please enquire about what we can offer to complement the Gateway student studying this option.

Beauty Therapy

Timaru, Ashburton, Oamaru, Dunedin and Christchurch

Students interested in a career in beauty therapy can attend Aoraki Polytechnic to learn practical skills while completing the theory work at school.

Certificate in Beauty Skills Introductory

This is ideal for the student enhancing their own personal appearance also for those interested in a future in the industry, helping others look good and feel great about themselves.

Content includes; mini facials, personal grooming, colour consultation, figure shapes, looking after hands, feet and eye area plus brow shapes, body care, tanning and makeup application, communication and what is involved in the Beauty Industry.

This will prepare graduates for further study or jobs in a pharmacy, Beauty Salon reception or cosmetic counter consultant in department stores and pharmacies.

This programme will be scheduled in the evenings or weekends throughout the year.

Students must be 16 years of age.

Introductory Courses

■ Introduction to Beauty Therapy

This is a practical introduction to beauty therapy. Depending on the option selected, each course will include some or all of the following topics: manicures, pedicures, cosmetic make-up, eye treatments, mini-facials, and paraffin dips. *Courses can be arranged to suit.*

Option 1 Duration: 6 hours – 1 day

Fee: \$75 per student

Option 2 Duration: 12 hours – 2 day

Fee: \$150 per student

■ Introduction to Stage Makeup/Makeup Artistry

Create a character; use aging techniques and apply special effects with makeup application.

Duration: 12 hours 2 days

Fee: \$150 per student

Hairdressing

Timaru, Dunedin and Christchurch

Students will also receive a brief overview of Industry requirements, learning and participating in related practical activities such as shampooing, hair treatments, and styling/blow drying concepts during the training days at the Aoraki salon.

Hairdressing Course

The following four unit standards are delivered together.

2869 Apply treatments to the hair and scalp.

Apply treatments and massage techniques and gain knowledge of hair and scalp treatments.

Level 2 Credit 2

25077 Mould and scale the hair.

This is a practical based unit where students will be required to analyse hair and growth patterns, prepare the hair, and mould and scale the hair using a variety of techniques, distribution patterns, create partings, sections and shapes used within hairdressing services and to complete follow up actions.

Level 2 Credit 2

21940 Demonstrate knowledge of workplace requirements for employment in a commercial hairdressing salon

Learn about health and safety requirements for working in a commercial hairdressing salon, salon work procedures and the attributes required of a hairdresser.

Level 2 Credit 2

25439 Demonstrate knowledge of sustainability concepts for a salon

Learn about and explain sustainability concepts within a salon environment; identify sources of waste, ways to minimise, recycle, dispose and explain waste reduction within the salon environment.

Level 2 Credit 2

Duration: 30 hours 5 days

Fees: \$425

Scheduled dates: Theory and Practical days

Wednesday 4 April

Wednesday 2 May

Wednesday 8 and Thursday 9 August

Practical Assessment day – Wed 19 Sept

Credit Total: 8

Note: Units 21940 and 25439 are assignment based. Some delivery/instruction for these two assignment based units will occur at Aoraki, the assignment will then be completed at school and submitted prior to the final workshop day.

Introductory Course

■ Introduction to Hairdressing

A hands-on taste of a real salon: practise a shampoo, apply a treatment and create a style.

Duration: 6 hours – 1 day

Fee: \$75 per student

Arts

Timaru, Ashburton and Oamaru

Drawing and Mixed Media

■ Life Drawing

Draw the human form using a variety of techniques and mediums.

Option 1 Duration: 6 hours – 1 day

Fee: \$75 per student

Option 2 Duration: 12 hours – 2 days

Fee: \$150 per student

Days available: Thursdays and Fridays

■ Digital Photography

Take and manipulate photos.

Duration: 6 hours – 1 day

Fee: \$75 per student

■ Photoshop for Digital Photography

Enhancement of digital images

Duration: 6 hours – 1 day

Fee: \$75 per student

Photography students limited to 14

■ Graphic Design Photoshop

Use Photoshop tools to manipulate images and work with layers to combine images and save in common file formats to create digital paintings.

Duration: 12 hours – 2 days

Fee: \$150 per student

■ Multimedia and Animation

Use Adobe Creative Suite to create a basic website and animation for the web.

Duration: 12 hours – 2 days

Fee: \$150 per student

■ Automotive Airbrushing Oamaru

Talk to us about delivery options.

Specialist areas may be selected which are tailored to suit your school curriculum.

Fashion

Timaru, Ashburton and Oamaru

Pattern making and sewing: numbers are limited to 12 students.

■ Pattern Drafting

Construct and manipulate basic pattern blocks for women's outerwear.

Produce basic pattern blocks for women's outerwear and manipulate a basic pattern block to a given style.

Duration: 12 hours – 2 days

Fee: \$150 per student

■ Industrial Sewing

Thread, control, set and adjust a machine and complete an item using a variety of seaming techniques.

May be offered in a one or two day programme

Option 1 Duration: 6 hours – 1 day

Fee: \$75 per student

Option 2 Duration: 12 hours – 2 days

Fee: \$150 per student

■ Fashion Drawing

Experience using a template figure for fashion drawing and learn how to create a personal style and produce a professional design sheet for inclusion in a portfolio.

May be offered as a 1 day or 2 day programme

Option 1 Duration: 6 hours – 1 day

Fee: \$75 per student

Option 2 Duration: 12 hours – 2 days

Fee: \$150 per student

Māori Culture

Timaru

■ Introduction to Māori Studies

Learn basic command phrases particular to kapa haka. Participate in making Māori craft and weaving harakeke, poi making and Māori games. History and Māori cultural values related to these activities are explored. This course is valuable for those students intending further study in early childhood or primary school teaching.

Duration: 12 hours – 2 days

Fee: \$150 per student

■ Treaty of Waitangi

For those students focused on a pathway into nursing, early childhood, social work. Understanding our cultural heritage is valued across a broad range of vocations.

Duration: 12 hours – 2 days

Fee: \$150 per student

Early Childhood

Timaru, Ashburton and Oamaru

The learning pack is made up of four unit standards. There are workbooks to study and complete at school. Work experience in an early childhood environment including home based care, gives practical experience and the opportunity to collect the information necessary to complete the assessments. Five workshop days at Aoraki Polytechnic are scheduled where a tutor will introduce the content. Follow-up workshops give opportunities for discussion, reviewing theory and covering some practical aspects of the learning.

Early Childhood Course

Units to be advised

Scheduled dates: to be advised

Animal Care

Timaru

An introduction to the National Certificate in Animal Care, 17 week, full time programme.

Hands on learning and practical activities working with small animals.

Duration: 6 hours – 1 day

Fee: \$75 per student

Trades

Timaru, Ashburton and Oamaru

Preparing for work placement in the automotive, carpentry, welding, engineering, or meat processing industries.

This unit standard gives students participating in the Gateway programme an understanding of industry safety standards, how to keep themselves and others safe, identify hazards and minimise or eliminate them.

Workplace Safety

497 Demonstrate knowledge of workplace health and safety requirements

A practical course to learn about workplace health and safety legislation to enable students to take an active role in ensuring a safe workplace. Identify hazards and plan for hazardous situations in the Carpentry, Engineering and Automotive workshops.

Level 1 Credit 3

Duration: 12 hours – 2 days

Fee: \$150 per student

Fire Safety Timaru

These unit standards give students in the Gateway programme practical skills to prepare them for emergency situations in the workplace.

Fire Safety Course

The following two units are delivered together.

3271 Suppress fire with hand extinguishers and fixed hose reels

Identify fire classes, select and implement a strategy and apply the appropriate suppression techniques in industrial and domestic situations.

Level 2 Credit 1

16800 Take action to control small emergency situations in a workplace

Identify, assess, contain and control emergency chemical and fire situations in a workplace. Apply practical suppression techniques.

Level 3 Credit 4

Duration: 12 hours – 2 days

Fee: \$150 per student

Credit Total: 5

Farm Skills Timaru

Students interested in the farming industry will be able to learn a variety of farm related skills at the Aoraki Polytechnic Rural Training Centre. They may experience a one day introduction learning to control a tractor and ATV, how to handle or drench animals depending on the seasonal demands on the farm at the time. There may be the opportunity to attend a longer course and gain unit standards if your school identifies specific skills to suit your students' needs.

Please enquire about options available in Agriculture, Animal and Plant Care and Horticulture.

We welcome class visits to the Rural Training Centre.

Automotive *Timaru*

Automotive workshop classes are limited to 14 students.

Students interested in an automotive career can come to Aoraki Polytechnic to do the practical part of units while completing the theory at school.

LEVEL 1 Distance Learning

Automotive

These 5 unit standards are delivered together. Students complete the theory workbooks at school and attend theory and practical days and practical assessment at Aoraki Polytechnic.

15408 Describe motor vehicle safe motoring requirements and general locations of systems and components

Learn about motor vehicle safe motoring requirements, and to identify the layout of the components and systems for motor vehicles.

Level 1 Credit 4

21869 Remove and replace road wheels in the motor industry

Select and use the appropriate tools and equipment to remove and replace wheels on a motor vehicle.

This unit requires a theory workbook to be completed at school before students attend a practical workshop day at Aoraki Polytechnic.

Level 1 Credit 1

LEVEL 2

3856 Identify emergency procedures in the motor and related industries

Gain knowledge of workplace safety and emergency procedures used in the motor or related industries.

Level 2 Credit 4

231 Explain the operation of two and four stroke petrol and diesel engines

Identify spark and compression ignition, engine operation, capacity and rating.

Level 2 Credit 4

16113 Demonstrate knowledge of safe working practices in an automotive workshop Safe working practices in an auto workshop

Learn how personal behaviour affects workshop safety; identify good housekeeping practices to promote safety and how to maintain safe working practices in an automotive workplace.

Level 2 Credit 2

Duration: 24 hours 4 days

Fees: \$425

Credit Total: 15

Introductory Course

Automotive

An introduction to the automotive pre-apprenticeship programme. Courses will cover some or all of the following depending on the duration selected; the basics of removing and replacing wheels and tyres, oil filters, spark plugs and fan belts, to set valve clearances, compression testing, change thermostats and radiator hoses.

Duration: 6 hours – 1 day

Fee: \$75 per student

Welding *Timaru*

Welding classes are limited to 14 students.

21907 Demonstrate and apply knowledge of safe welding procedures under supervision

Welding principles, quality assurance, and safety in a workshop are covered. Students will demonstrate safe welding practice under supervision. This unit includes some theory work and practical experience in ARC, TIG and MIG welding.

Level 2 Credit 3

Duration: 18 hours – 3 days

Fee: \$225 per student

Introductory Course

Introduction to Welding

Learn the basics of ARC and MIG gas welding and cutting.

Duration: 6 hours – 1 day

Fee: \$75 per student

Carpentry *Timaru*

Carpentry workshop classes are limited to 14 students.

Students interested in carpentry as a career can come to Aoraki Polytechnic to start on their career pathway. Students attend practical workshop days to apply the theory studied at school.

Unit Standards 12927 and 24350 practical days are delivered together

LEVEL 1 and 2 Theory workbooks at school

12927 Identify, select, maintain, and use hand tools for BCATS projects

Identify, select, use and care for basic woodworking hand tools while completing a practical project.

Level 2 Credit 6

24350 Identify, select, maintain, and use portable power tools for BCATS projects

Identify, select, use and maintain a range of portable electric tools while completing elementary construction.

Level 2 Credit 6

Duration: 18 hours – 3 day

Fee: \$225 per student + \$25 per resource, per unit

Credit Total 12

Engineering workshop classes are limited to 14 students.

Engineering Workplace Safety

Unit standards 21911 and 21912 are delivered together.

21911 Demonstrate knowledge of safety on engineering worksites

Identify hazards, personal safety, equipment and procedures for safety on engineering worksites.

Level 2 Credit 1

21912 Apply safe working practices on an engineering worksite

Apply safe working practices while completing a practical project.

Level 2 Credit 2

Duration: 18 hours – 3 days

Fee: \$225 per student

Credit Total: 3

Engineering Equipment

2395 Select, use and care for, engineering hand tools

Learn to select and use the hand tool appropriate for the job and care for the tools while completing a practical project.

Level 2 Credit 4

Duration: 18 hours – 3 days

Fee: \$225 per student.

4435 Select, use, and care for engineering dimensional measuring equipment

Learn to select, use and care for equipment appropriate for the job while completing a small practical project.

Level 2 Credit 3

Duration: 18 hours – 3 days

Fee: \$225 per student

Introductory Course

Machine-shop fundamentals

An introduction to safety and the practical aspects of drilling, lathe and basic project work. Produce a centre punch and scriber.

Duration: 6 hours – 1 day

Fee: \$75 per student

24352 Demonstrate knowledge of and apply safe working practices in the construction of a BCATS project

Identify and use items of personal protective equipment while completing a practical project.

Level 1 Credit 2

Duration: 12 hours – 2 days

Fee: \$150 per student

12936 Construct a non-consent timber framed utility building as a BCATS project

Calculate quantities, prepare an order, set out and construct a non consent, timber framed utility building.

Level 2 Credit 8

Duration: 30 hours – 5 days

Fee: \$399 per student*

**Project material is an extra cost. Aoraki Polytechnic or the school has the opportunity to own the items, depending on payment choice*

This course may be scheduled after school or during school holidays

Other units may be negotiated between your school and the Polytechnic for partnership learning suitable for Gateway.

LEVEL 3

Carpentry Level 3

This option would suit those students participating in a Gateway placement in the Building Industry.

Students attend 5 workshop days at Aoraki where they have the opportunity to apply the theory studied at school.

12997 Demonstrate knowledge of safe working practices on construction sites

Level 3 Credit 3

12998 Demonstrate knowledge of carpentry hand tools

Level 3 Credit 4

12999 Demonstrate knowledge of timber machining equipment used on construction sites

Level 3 Credit 3

13000 Demonstrate knowledge of portable power tools used on construction sites

Level 3 Credit 4

Duration: 30 hours 5 days

Fee: \$450 per student for all resources, assessment and practical workshop days.

Introductory Course

Carpentry

A practical workshop where students learn to identify and use carpentry hand tools while constructing a wooden item.

Duration: 6 hours – 1 day

Fee: \$75 per student

Electrical

Timaru

Schneider Electrotechnology Laboratory workshop classes are limited to 12 students.

Options for Gateway students. There are workbooks to study and complete at school. Work experience in a relevant industry environment gives practical experience and the opportunity for observations to be signed off by the workplace supervisor to complete the assessment. Five workshop days at Aoraki Polytechnic are scheduled where a tutor will introduce the content. Follow-up workshops give opportunities for discussion, reviewing theory and covering some practical aspects of the learning.

15851 Demonstrate knowledge of electrical safety and safe working practices for electrical workers

Learn and apply safe practices in the workplace relating to electrical hazards, safe use of tools and test equipment; and analyse electrical incidents.

Level 2 Credit 3

15845 Draw and explain simple electrical diagrams

Draw simple electrical circuit and location diagrams, distribution and schematic circuits and wiring diagrams from inspection of a given electrical product.

Level 2 Credit 4

15849 Perform manual soldering and de-soldering procedures for electrotechnology work

Learn soldering procedures for electrical work; prepare and maintain equipment, solder and de-solder electrical components, and perform soldering and de-soldering on printed circuit boards.

Level 2 Credit 2

1178 Follow safe practices in an electrical workplace

Learn how to keep yourself safe in the workplace, use appropriate safety clothing, handle equipment and hazardous substances correctly, apply prevention and control measures to maintain a safe working environment. Use the safety tag system in electrical work and identify and report dangerous situations.

Level 2 Credit 3

Duration: 30 hours - 5 days

Fee: \$405 per student

Credit Total: 12

Horticulture

Timaru

Introductory Course

■ **Introduction to Horticulture**

Experience a practical introduction to horticulture in a real training environment at Aoraki Rural Training Centre.

Introduction to:

- Seeds, glass house planting
- Propagating
- Taking cuttings
- Rotary hoeing
- Taking soil samples
- Pruning techniques

Duration: 6 hours – 1 day

Fee: \$75 per student

Horticulture Course

The proposed format for this course is 5 Workshop days at Aoraki Polytechnic, theory workbooks at school and Industry placement.

Unit standards to be confirmed.

Workshop days include tutorials and revision of workbooks, plus practical activities in the real environment at Aoraki Rural Training Centre.

It is recommended students undertake an industry placement as well as completing workbooks at school.

There may also be an observation sheet for the workplace supervisor to sign off as verification of competency in tasks undertaken during placement. The school would be responsible for arranging placement for their students in the industry.

**Subject to approval*

Technology

Timaru

Office/Secretarial

Office and secretarial classes are limited to 12 students.

Options for Gateway students. There are workbooks to study and complete at school. Work experience in an office environment gives practical experience and the opportunity for observations to be signed off by the workplace supervisor to complete the assessment. Three workshop days at Aoraki Polytechnic are scheduled where a tutor will introduce the content. Follow-up workshops give opportunities for discussion, reviewing theory and covering some practical aspects of the learning.

122 Provide office reception services

Provide reception services, maintain and evaluate the reception area and explain the function of a receptionist. Workshop days at Aoraki Polytechnic.

Level 3 Credit 5

Duration: 18 hours – 3 days

Fee: \$225 per student

Students interested in a career in office work can attend Aoraki Polytechnic to experience a simulated office work environment.

■ Business House

Experience life in a simulated business office. This option is available in the fourth term. Students need some computer skills and good literacy skills to benefit from this course.

Duration: 6 hours – 1 day

Fee: \$75 per student

Days and Dates available: Fourth Term only

■ Reprographics

An introduction to reprographics, which includes using a photo copier, binder, guillotine to make a calendar and mini note pad and reproduce documents for the office.

Duration: 6 hours – 1 day

Fee: \$75 per student

Information Technology

IT computer suite classes are limited to 14 students.

Aoraki Polytechnic operates up-to-date computer suites and utilises modern software packages. We are able to deliver introductory programming, multimedia and electronics.

Please contact us about the learning that would suit your school requirements.

Outdoor Education

Timaru

Aoraki Polytechnic has the facilities, equipment and skilled outdoor recreation students, who, as part of their qualifications, facilitate group activities. A package can be specifically designed to meet your school needs; for example, a unique mountain experience to provide students with the skills to travel and live in the snow environment. This is an excellent taste of the outdoors for students interested in a career in Outdoor Recreation.

Your choice of: rock-climbing, kayaking, tramping, abseiling, skiing. The list is endless. (Costs involved dependent on activity). We are happy to discuss options with you.

■ Indoor Wall Climbing

Students learn basic climbing techniques to successfully climb an indoor wall, belay, hold a fall, and lower to the ground at a controlled speed.

Duration: 6 hours – 1 day

Fee: \$230 for the day (equipment hire)

■ Team Building

Students learn to build trust with other members of the group, make positive contributions, participate in a range of group activities and communicate effective messages when working in a group.

Duration: 6 hours – 1 day

Fee: \$230 for the day (equipment hire)

■ Outdoor Climbing and Abseiling

Students will build on skills learnt on the indoor wall climbing session and apply those skills to successfully climb and abseil a natural rock face.

Duration: 6 hours – 1 day

Fee: \$230 for the day (equipment hire)

■ Kayaking skills

Learn about safety requirements, effective communication, paddling and control techniques while kayaking in calm water.

Duration: 6 hours – 1 day

Fee: \$230 for the day (equipment hire)

Outdoor Education Note: Where an Outdoor Education student is unavailable to facilitate these courses an additional cost of \$250 per day will be incurred for specialist instruction.

Sport and Fitness

An introduction into the industry of physical training, professional coaching and exercise science. Develop practical and theoretical skills to get you started in an exciting and fast paced industry, or pathway into further education. Learn how theory is applied in practice with hands-on learning experiences.

Duration: 6 hours – 1 day

Fee: \$75 per student

Gateway Sports and Fitness

20673 Demonstrate knowledge of injury prevention and risk and injury management in sport or recreation

Level 3 Credit 4 Version 3

22771 Plan a beginner level coaching session for sport participants

Level 3 Credit 4 Version 2

22768 Conduct and review a beginner level coaching session

Level 3 Credit 6 Version 2

Theory workbooks at school plus workshop days at Aoraki to review theory, discuss and plan activities.

Work placement in the industry is recommended.

Duration: 5 days - 30 hours

Fee: \$450

Subject to approval

Holiday Programmes

Students will experience the buzz of campus life in short, intensive practical courses designed to showcase our fulltime programmes. All participants in our holiday programmes will receive a FREE T-shirt and Certificate of Attendance.

Many of the courses in this brochure can be delivered during the holidays, please contact us for details if this option suits your school. Please contact Beryl Parke to discuss further options.

Timaru Campus

If students are still unsure of a career choice, attending one of the following may help in identifying future directions.

■ **Totally Cafe**

Learn a variety of skills in the Aoraki Polytechnic education environment. Cook simple meals, use an espresso machine to make a variety of beverages, learn techniques for presenting food and beverages and more.

Autumn School – Mon 16 to Fri 20 April

■ **Hair, Beauty, Fashion, and Digital Photography**

An intensive 5 day practical programme where students will experience a variety of skills sets to prepare, produce and participate in a fashion shoot.

Winter School – Mon 2 to 6 Fri July

■ **Art, Design and Graphics Timaru**

Experience using Dreamweaver, Flash, InDesign and Adobe Photoshop and get an insight into the exciting IT and Graphic design industry. Learn how to generate thumbnail sketches, create artwork, add text and collate or animate materials to produce a project.

Spring School – Mon 1 to 5 Fri October

■ **Hairdressing**

These three day Salon workshops will give students an overview of the industry and introduce students to; shampooing techniques, hair treatments, styling concepts, blow drying techniques, use of professional products and personal presentation suitable for the industry.

Winter School – Mon 2 to 6 Fri July

Please contact Timaru campus see below.

Dunedin Campus

■ **Television and Radio**

Three days of intensive workshops where students will learn skills in radio and television. Students will gain an insight into the television and radio industries including broadcasting live on the Otago School of Media student radio station Monster FM.

Winter School – Mon 2 to Thurs 5 July

■ **Beauty Basics**

Students will experience practical aspects of Beauty Therapy and Make-up Artistry and gain an insight into the opportunities for further education choices in these exciting industries.

Winter School – Mon 2 to Thurs 5 July

■ **Hairdressing**

These three day Salon workshops give students an overview of the industry and will introduce students to; shampooing techniques, hair treatments, styling concepts, blow drying techniques, use of professional products and personal presentation suitable for the industry.

Winter School – Tues 3 to Thurs 5 July

Spring School Tues 2 Thurs 4 Oct

■ **Digital Photography and Graphic Design**

This four day workshop is design to introduce students to digital photography and graphic design techniques and software.

Winter School - Tues 3 to Thurs 5 July

Please contact Dunedin campus see below.

Dates to be confirmed, please enquire.

Christchurch Campus

■ **Hairdressing**

These three day Salon workshops give students an overview of the industry and will introduce students to; shampooing techniques, hair treatments, styling concepts, blow drying techniques, use of professional products and personal presentation suitable for the industry.

Dates to be confirmed

■ **Media Bites**

This course looks into the exciting world of the media. This four day course will give students a taste of media operations. They will get the chance to look behind the news and experience the life of a journalist. They will also get behind the microphone and record for radio and even go in front and behind the camera for a sneak preview of the exciting world of television.

Autumn School – Mon 16 to Fri 20 April

Winter School – Mon 2 to 6 Fri July

■ **Beauty Basics**

Students will experience four days of practical beauty treatments, getting the chance to learn about applying make-up; using false eyelashes; carrying out manicures and applying nail art.

Autumn School – Mon 16 to Fri 20 April

Winter School – Mon 2 to 6 Fri July

Please contact Christchurch campus see below.

All holiday programmes subject to sufficient numbers

Contact Details

Timaru Campus

To discuss and make arrangements for all STAR and Gateway programmes at Aoraki Polytechnic, Timaru, please contact:

Beryl Parke STAR, Co-ordinator

Phone (03) 687 1953

E-mail: beryl.parke@aoraki.ac.nz

Contact Christchurch Campus, Ph 0800 426 725 ext 700
C/- SIT campus, 60 Waterloo Rd, Hornby, Christchurch

Contact Ashburton Campus

Ph 03 308 8280, 37 Alford Forest Road, Ashburton

Contact Oamaru Campus

Ph 0800 434 7763, 44 Humber Street, Oamaru

Contact Dunedin Campuses, Ph 0800 426 725 ext 963

Hairdressing: Cnr St Andrew St and Great King St, Dunedin
Media/Beauty: 360 Cumberland St, Dunedin

Your career starts here

Aoraki has a range of courses and programmes designed to help you achieve your career goals while we support your success.

Exciting New Career Options

We are offering a wide range of subject areas

Education Pathways

We also offer a range of pathway opportunities that can lead to a degree.

Career Success

We are committed to providing industry-focused qualifications.



BUSINESS & TOURISM



HEALTH & EDUCATION



ARTS & DESIGN



HOSPITALITY



TRADES



BEAUTY & HAIRDRESSING



INFORMATION TECHNOLOGY



AGRICULTURE



OUTDOOR EDUCATION



MEDIA



SPORT

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supporting your success



Business

Arts & Design

Information Technology

Health & Education

Study towards a Degree without leaving town

Save a fortune on student loans and accommodation bills by starting your study towards a degree right here in Timaru.

Aoraki Polytechnic enables you to pathway to a degree in these popular, in demand areas.

ARTS & DESIGN

Start your degree pathway at Aoraki Polytechnic before completing your studies at NMIT.

Diploma in Arts & Media (Graphic Design) Aoraki

Diploma in Arts & Media (Fashion Design) Aoraki

Diploma in Arts & Media (Visual Arts & Design) Aoraki

Bachelor in Arts & Media - NMIT

BUSINESS

Upon completion of the NZ DipBus, enter directly into the second year of a degree at Lincoln University, CPIT and the Open Polytechnic.

NZ Diploma in Business - Aoraki Polytechnic

Bachelor of Commerce - Lincoln University

Bachelor of Applied Management - CPIT

HEALTH

Start your pathway to a degree in Early Childhood Education.

Certificate in Early Childhood Studies - Aoraki

Degree in Teaching Early Childhood Education - Open Polytechnic

Enter directly into the second year of a Social and Community Work degree.

Diploma in Social Services - Aoraki Polytechnic

Bachelor of Social and Community Work - Otago University

The perfect pathway towards a career in nursing.

Certificate in Health Studies (Aoraki Polytechnic)

Bachelor of Nursing - Otago Polytechnic

INFORMATION TECHNOLOGY

Start your degree pathway at Aoraki Polytechnic before completing the degree at CPIT.

Diploma in Information Systems Development - Aoraki Polytechnic

Bachelor of Information and Communication Technologies - CPIT

Aoraki also has a range of courses and programmes designed to help you achieve your career goals while we support your success. • Arts & Design • Beauty & Hairdressing • Business & Tourism • Health & Education • IT • Hospitality • Media • Outdoor Education & Sport • Trades & Agriculture

Contact us to discuss our degree pathway, or visit our website: www.aoraki.ac.nz

You don't have to leave home to go places

ENROL NOW FOR 2013

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