STAR Auckland Region

**Region wide**

For Star Courses and Comprehensive First Aid courses in the Auckland region, contact Matthew Smith at 04 474 5226, 0800 65 99 88 xtn 8572, or [Matthew.Smith2@tekura.school.nz](mailto:Matthew.Smith2@tekura.school.nz).

**Red Cross**

Te Kura provides for secondary students to attend Comprehensive First Aid Courses throughout the country. The Red Cross has training rooms throughout the country, and offers courses many times a month. Because of this we do not list each individual course. Courses are available in Albany, Auckland, Manukau, Pukekohe and Henderson.

**Unit Standards**:

Level 1: 6402 – Provide resuscitation (1 credit)

Level 2: 6401 – Provide First Aid (1 credit)

Level 3: 6400 – Manage first aid in emergency situations (2 credits)

**Hillary Outdoors**

Our annual residential camp for North Island students is being held at Hillary Outdoors Tongariro. The dates for this are: Sunday 28 May- Friday 2 June 2017. Applications are now open and close on **Friday 21 April 2017** and the application form with further info can be found on our website at: <http://www.tekura.school.nz/subjects-and-courses/gateway-star/>

**Auckland**

**Manukau Institute of Technology**

MIT Otara, North: Otara Road, Otara, Manukau, Auckland

MIT Otara, South: Newbury Street, Otara, Manukau, Auckland

**Creative Arts**

#### Jewelry

**About**:

Students will be introduced to the basics of jewelry design and construction. Using the theme of identity, students will complete five jewelry projects where they will learn to develop their ideas and explore jewelry designs. Practical skills include cutting, forming and shaping metal, drilling, a range of joining techniques and exploring metal surfacing. They will also learn to make a ring to size, solder, make moulds and cast in resin.

**Outcome**:

Students will produce enough work for a portfolio to apply for entry in MIT’s Certificate in Jewelry Design Techniques course, as well as understand the social and cultural role of jewelry as a mark of personal identity and have the ability to select and combine an appropriate set of jewelry skills and tools from those delivered in this course to produce five jewelry outcomes.

**Dates**:

May3, 10, 17, 24, 31, June 7, 14, 32, 28, 5th

*or;* July26, August 2, 9, 16, 23, 30, September 6, 13, 20, 27

**Time**:

9am – 2.30pm

**Location:**

MIT Lovegrove Crescent

#### Photography and Creative Writing

**About**:

Students are introduced to the genres, techniques and processes of Photography and creative writing. Using themes of identity, students will use photography and creative writing to explore composition, portraiture, narrative and poetic devices. They will also be given an introduction to basic mac-based computer skills and programmes such as Photoshop.

**Outcomes**:

Students will produce work that could be used in a portfolio to apply for entry into the Bachelor of Creative Arts (Creative Writing or Visual Arts), Diploma in Creative Writing or Diploma in Visual Arts. Students will also be able to demonstrate an understanding of the social and cultural role of creative writing.

**Dates**:

May 3, 10, 17, 24, 31, June 7, 14, 32, 28, July 5th

*or;* July 26, August 2, 9, 16, 23, 30, September 6, 13, 20, 27

#### Performing Identity

**About**:

Students will learn to explore their identities through performance. They will work in an ensemble to write, improvise and devise their own stories about who they are and tell them through acting, dancing, singing and/or spoken word poetry.

**Outcomes:**

Students will produce performance work that could be used in a portfolio to apply for entry into the Bachelor of Creative Arts (Performing Arts or creative writing), Diploma in Performing Arts or Diploma in Creative writing. Students will also be able to demonstrate an understanding of social and cultural role of performance as a mark of personal identity.

**Dates**:

May 3, 10, 17, 24, 31, June 7, 14, 32, 28, July 5th

*or;* July 26, August 2, 9, 16, 23, 30, September 6, 13, 20, 27

#### Print Design

**About**:

Students will get an introduction to print design and to the practical techniques and processes of print making. Using the theme of identity students will complete five print projects where they will learn to develop ideas within a print context, including making hand-cut stencils for screen printing, working with digital images and digital print, learning about the interface between the digital and the handmade, developing design strategies for investigating and print types, and forming and constructing book structures.

**Outcomes**:

Students will produce enough work in this course for a portfolio to apply for entry into an MIT visual arts programme. After completion of this course, students will be able to demonstrate an understanding of the social and cultural role of their print work as a mark of personal identity and have the ability to select and combine an appropriate set of traditional print and digital skills and tools from those delivered in this course and to produce a group of practical print based projects.

**Dates:**

May 3, 10, 17, 24, 31, June 7, 14, 32, 28, July 5th

*or*; July 26, August 2, 9, 16, 23, 30, September 6, 13, 20, 27

### Culinary and Hospitality

#### Baking and pastry for Café

**About**:

Students get a great introduction to the creative baking industry, learning practical skills in making yeast-based breads, doughnuts, pizza bases, scones, muffins, pikelets, sweetpaste, tartlets, flams, choux pastry, éclairs, profiteroles and small fruit, coconut or chocolate cakes.

**Prerequisites**:

Students must possess unit standard 167 – Practice food safety methods in a food business under supervision

**Unit Standards**:

13272 – Cook food items by baking – Level 2, 2 credits

**Dates**:

TBD

#### Introduction to the Flight Industry

**About:**

Students will get started learning customer service tastes, including how to interact with customers and how to take orders and serve hot and cold drinks-essential skills for those interested in a career as a flight attendant. This course can be credited towards further study in hospitality.

**Unit Standards:**

14425 – Prepare and serve hot and cold non-alcoholic drinks in a commercial hospitality establishment (Level 2, 5 credits)

28145 **–** Interact with customers in a service delivery context (Level 2, 2 Credits)

**Dates**:

*Or;* 29 May, 12, 19, 26 June, 3 July’

*Or;* 24, 31 July, 7, 14, 21 August

**Time**:

9am – 2.30pm

**Location:**

North Campus, MIT Otara

### Workplace Administration and Customer Service: Level 2 and 3.

**About**:

Get ahead in your studies or career goals in a workplace office administration and customer service skills. You will gain several unit standards towards the National Certificate in Business Administration and Computing (Level 2 or 3), or get on the path to a job if you’re not intending to gain NCEA Level 3.

**Unit Standards:**

**Level 2:** 497 – Demonstrate knowledge of workplace health and safety requirements (Level 1, 3 Credits)

6743 – Demonstrate an understanding of ergonomic principles for computer

Workstations (Level 2, 2 Credits)

3503 – Participate and communicate in a team or group to complete a routine task (Level 1, 2 Credits)

57 – Provide customer service (Level 2, 2 Credits)

62 – Maintain personal presentation and a positive attitude in a workplace involving customer contact (Level 2, 3 Credits)

121 – Demonstrate and apply knowledge of office equipment and administration processes (Level 2, 5 Credits)

25662 – Use digital communications technologies (Level 2, 3 Credits)

56 – Attend to customer enquiries face-to-face and on the telephone (Level 1, 2 Credits)

**Level 3:** 6743 - Demonstrate an understanding of ergonomic principles for computer workstations (Level 2, 2 Credits)

122 - Provide office reception services (Level 3, 5 Credits)

123 - Use office information, copying, and telecommunication systems (Level 3, 5 Credits)

328 - Identify the requirements for a financial record system for an entity (Level 3, 4 Credits)

24872 - Produce documents for a workplace using a computer (Level 3, 3 Credits)

11816 - Respond to customer enquiries by writing in a range of contexts (Level 3, 4 Credits)

**Requirements:**

In year 12 or 13,

Level 2: 10 Level 1 NCEA credits in English

Level 3: 12 Level 1 NCEA credits in English

**Dates**:

To be confirmed. One day per week, eleven weeks.

**Time**:

9am-2.30pm

**Location**:

MIT Manukau

**Computer Aided Design**

#### AutoCAD (Levels 1-3)

**About:**

Students will learn to use AutoCAD (Computer Aided Design), a design tool widely used in the manufacturing and engineering industry. They will be introduced to the basic concepts and principles of CAD software and hardware, and work towards creating simple engineering drawings.

**Unit** **Standards**:

2433 – Create Simple engineering using computer aided design (CAD) software – Level 2, 6 Credits on completion of level 1, 2 and 3

**Dates:**

Level 1: 9th & 10th May

Level 2: 23rd & 24th May *or;* 13th &14th June

Level 3: 27th & 28th June *or;* 25th& 26th July

#### SolidWorks (Level 1-3)

**About**:

Students will learn to use SolidWorks, a design program widely used in the manufacturing and technology sector. They will learn the basic concepts and principles of this solid modelling hardware and software, and work towards producing simple three-dimensional engineering models.

**Unit Standards**:

2436 – Create three-dimensional engineering models under supervision (Level 2, 6 Credits) (Awarded on completion of 1, 2, and 3.)

**Dates**:

Level 1: 3rd & 5th April

Level 2: 13th & 14th June, *or* 27th & 28th June

**Time**:

8.00am-4.30pm

**Location**:

MIT Otara

**Engineering and Trades**

#### Automotive Engineering

**About**:

Students will get a head start on the introductory skills required by the Motor Industry Training Organization (MITO), which can be put towards the Certificate in Automotive Engineering. They will learn safe workshop practices and how to carry out automotive engineering tasks. The tasks undertaken during this course do not involve working directly on motor vehicles.

**Unit Standards:**

16113 – Demonstrate Knowledge of safe working practices in an automotive workshop (Level 2, 2 credits)

21671 – Carry out engineering tasks in the motor industry (Level 2, 4 Credits)

**Dates;**

5, 12, 19, 26 May, 2, 9, 16, 23, 30 June, 7 July

**Location**:

MIT Otara

#### Motor Body Trades Parts 1 and 2

**About:**

Students will get a head start on the introductory skills required by the Motor Industry Training Organization (MITO), which can be put towards the Certificate in Motor Body Technology (Level 3). They will learn about welding equipment and techniques and use welding equipment.

**Unit Standards:**

Part 1: 24682 – Demonstrate knowledge of an oxy-acetylene welding plant in the motor industry (Level 2, 2 Credits)

24685 – Use an oxy-acetylene welding plant in the motor industry (Level 2, 3 Credits)

Part 2: 21683 – Demonstrate knowledge of MIG welding in the motor industry (Level 2, 2 Credits) 24684 – Use a MIG welding plant in the motor industry (Level 2, 3 Credits)

**Note**:

Students must provide their own personal protection equipment (PPE): steel capped boots and coveralls.

**Time***:*

9am-2.30pm

**Dates:**

Part One: 22 February, 1, 8, 15, 22, 29 March, 5, 12 April

Part Two: Available term 3

#### Motor Body Trades – Refinishing

**About:**

Students will get a head start on the introductory skills for a career in vehicle refinishing, which can be put towards the Certificate in Vehicle Refinishing (Level 3). They will learn skills in Preparing surfaces for painting, applying final coats of paint and preparing repairs.

**Unit Standards:**

Part 1: 21699 – Prepare a painted surface and prepare bare metal for painting in the motor body industry (Level 2, 3 Credits)

21696 – Apply finish coats of paint to a complete panel in the motor body industry (Level 2, 2 Credits)

21694 – Mask a repair for priming; and prime, fill, and said a repair in the motor body industry (Level 2, 3 Credits)

**Note:**

Students must provide their own personal protection equipment (PPE): steel capped boots and coveralls.

**Time**:

9am-3pm

**Dates:**

9, 16, 23, 30 May, 6, 13, 20, 27 June

## MAINZ

MAINZ Auckland STAR Courses are held at their Campus on 150 Victoria Street West, Auckland CBD

On completing either of Audio Engineering or Live Sound, students will be awarded 27703. On completing both, they will be awarded 28007

### Audio Engineering

**About**:

This course will give students an introduction to the theory and practice of studio recording and mixing. Students will acquire the skills to operate small and medium sized recording equipment within operation specifications. Students will also learn the practical skills involved in operating a recording studio and audio recording software. Over the course of the five days, each student will participate in the recording of other students, culminating in a CD of all the student projects competed during that week.

**Unit** **Standard**:

27703 – Demonstrate and apply knowledge of sound control and enhancement processes required for a performance context (Level 2, 4 credits)

*Or:* 28007 – Select and apply a range of processes to enhance sound in a performance context (Level 3, 6 credits) (If the previous date is fully booked)

**Date**:

July 10th-14th

July 17th-21st (If the previous date is fully booked)

**Time**:

9.30am-4.30pm (End time is an approximation)

### Live Sound

**About**:

This course will give students an introduction to the theory and practice of live sound mixing. Students will acquire the skills to operate the school’s sound system with confidence and within health and safety guidelines. Students will learn the practical skills involved in setting up and operating a sound system. On the final day of the programme the students will provide production for a performance by a musical group.

**Unit** **Standard**:

27703 – Demonstrate and apply knowledge of sound control and enhancement processes required for a performance context (Level 2, 4 credits)

*Or:* 28007 – Select and apply a range of processes to enhance sound in a performance context (Level 3, 6 credits) (If the previous date is fully booked)

**Date**:

July 11th-14th

July 18th-21st (If the previous date is fully booked)

**Time**:

9.30am-4.30pm (End time is an approximation)

### Introduction to DJing

**About**:

Students who complete this course are able to demonstrate and apply knowledge of electronic music production processes and demonstrate knowledge and usage of music technology equipment and techniques.

**Unit** **Standard**:

27657 – Demonstrate knowledge of the development and usage of music technology equipment and techniques (Level 2, 4 credits)

**Date**:

July 11th-14th

July 18th-21st (If the previous date is fully booked)

**Time**:

9.30am-4.30pm (End time is an approximation)

## The Learning Place

The Learning Place is an organization based in Dunedin and hold courses throughout the country. Besides the courses and dates listed, The Learning Place hold courses on request and has a minimum of 14 students for each course to run. The Learning Place offers a broad variety of courses on a variety of subjects, including Coaching, Life Skills, Health and Safety, customer Service, Employment Skills, Leadership, Hospitality, Office Management, Security and Media.

### Auckland Barista

**About:**

An introduction to foundation barista skills and the history of coffee, in this course students will learn how to use a commercial espresso machine and standard industry techniques.

**Unit Standards**

17284 – Demonstrate knowledge of coffee origin and production (Level 3, 3 Credits)

17285 – Demonstrate knowledge of commercial espresso equipment and prepare espresso beverages under supervision (Level 2, 4 Credits)

**Dates**:

21st-22nd of June *or*

20th-21st Jul

**Location**:

Onehunga Bowling Club

**Office Executive**

**About:**

This 14 credit level three course covers the essentials of office management and organization. Students will leave with a wealth of knowledge and the confidence that they are prepared for an office intern position. Work placement is required.

**Unit Standards:**

114 – Demonstrate knowledge of and use office automation systems

122 – Provide of office reception services

125 – Demonstrate knowledge of record management systems within an organization.

**Dates**:

May 11th

**Requirement:**

Students must procure a work placement of at least ten days in a workplace to meet the requirements of these unit standards.

**Location:**

Onehunga Bowling Club

### North Shore Barista

**About:**

This course is an introduction to the foundation of barista skills and the history of coffee. In this course students will learn how to use a commercial espresso machine and standard industry techniques.

**Unit Standards**

17284 – Demonstrate knowledge of coffee origin and production (Level 3, 3 Credits)

17285 – Demonstrate knowledge of commercial espresso equipment and prepare espresso beverages under supervision (Level 2, 4 Credits)

**Dates**:

3rd and 4th of July

**Location**:

Takapuna Cricket Club

### Radio and Journalism Skills

**About:**

This course is an introduction to the foundation of barista skills and the history of coffee. In this course students will learn how to use a commercial espresso machine and standard industry techniques.

**Unit Standards**

10280 – Produce and compile a pre-recorded radio programme (Level 3, 5 Credits)

10235 – Write a basic radio commercial (Level 3, 5 Credits)

10320 – Present a live-voice report on radio (Level 3, 5 Credits)

**Dates**:

10th-11th of July

**Location**:

Ponsonby Community Centre

### Communication and Leadership

**About:**

A two day, 10 credit course, that teaches students the key skills involved in communicating well as an individual and within a team. This course is excellent for students that wish to develop their confidence or those that have the confidence but aspire to manage a team and wish to develop their leadership skills.

**Unit Standards**

27563 – Describe teams and team leadership (Level 3, 4 Credits)

9681 – Contribute in a group/team which has an objective (Level 3, 3 Credits)

9705 – Give and respond to feedback on performance (Level 3, 3 Credits)

**Dates**:

13th-14th July

**Location**:

Onehunga bowling club,146 Selwyn St, Onehunga, Auckland

### Holiday Management

**About:**

This exciting three- day course requires students to work in a hands on environment, organizing a small recreation event. Students work in teams to plan an event, working with a small budget they organize the event from its initial concept, through to menus, equipment and hosting. The culmination of the course is students hosting, friends, family and invited guests.

**Unit Standards**

9681 – Contribute in a group or team which has an objective (Level 3, 3 Credits)

4864 – Demonstrate knowledge of recreation needs of target groups (Level 3, 4 Credits)

21414 – Plan and run a recreation activity (Level 3, 4 Credits)

**Dates**:

13th-14th July

**Location**:

Papakura

**New Zealand School of Food and Wine**

The New Zealand School of Food and Wine was founded by Celia hay in 1995 and is a Category 1 NCEA

The NZSFW are located at Level 3, 104 Customs Street West, Viaduct, Auckland 1010. Parking is available at the Viaduct parking building on Sturdee Street, and can be validated by the NZSFW.

Courses are also available during term time, however these are not assessed against unit standards.

**Cooking 101**

**About**:

Learn some skills to get you started with café cooking. This introductory course starts with basic knife skills and vegetable cuts, classic mayonnaise and vinaigrette to create delicious salads. You will make chocolate muffins and cheese scones, vegetarian quiche and a batch of bread to cook off on day three when we cover cooking with eggs - poached and scrambled eggs and making hollandaise for eggs benedict.

**Unit Standards:**

20666 – Demonstrate basic knowledge of contamination hazards and control methods used in a food business (Level 2, 2 Credits)

**Dates:**

July 12th-14st

October 4th-6th

**Time:**

2.00pm – 6.00pm

**Café Attendant**

**About:**

In this course students will discover how a café and restaurants work. Students will learn how to take orders, how to set up the food cabinets, and basic food safety, as well as how to use a till and point of sale and EFTPOS systems. We will discuss customer service and how you communicate and present yourself and the responsibilities as an employee and what to expect from your employer.

**Unit Standards:**

28145 – Interact with customers in a service delivery context (Level 2, 2 Credits)

**Dates:**

12th, 19th and 26th of May

17th-19th July

**Time:**

9.00am – 2.30pm

**Barista Part One**

**About**:

This 3 day course will teach you the basics of coffee preparation.

The course will cover espresso recipes, you will learn about how to grind coffee to adjust the burrs and ensure the espresso machine is heated to the correct temperature to extract the perfect shot; how to storage coffee and how to clean an espresso machine.

**Unit Standards**:

17285 – Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision (Level 2, 4 Credits

**Dates:**

July 12th-14st

July 17th-19th

October 4th-6th

**Time**

9.00am-12.30pm

**Techtorium**

Techtorium offers courses through two pathways into the IT industry, ICE and CODE. ICE courses are focused on computer engineering, and CODE courses on programming. Both of these branches are available to year 12 and up students. Techtorium also offers a Digital Literacy course available to year 11 students.

Techtorium’s campus is located at Level 3, 182 Broadway, Newmarket, Auckland

**CODE: Programming**

**About:**

This course covers the very basics of computer programming. We look at how the two components of programming: Graphical Interface and Code work together. Students are taken through programming concepts such as flowcharts, variables, constructs, loops and validations. The students create Windows applications through Virtual Studio as the development environment and Visual Basic as the programming language.

**Outcome:**

This course offers 10 credits at NCEA level 3 upon successful completion.

**Dates**:

10th, 11th, 16th, 17th, 18th May; 2.00pm-5.00pm.

10th-13th July; 1.00pm-5.00pm

17th, 18th, 19th 20th July

**CODE: Games**

**About:**

This course covers the process of creating a video game in the Visual Basic programming language.

**Outcomes:**

This course off 9 credits at NCEA level 3 upon successful completion.

**Dates**:

10th-13th July

### CODE Artificial Intelligence

**About**:

This course covers an introduction to Artificial Intelligence, Logic in Artificial Intelligence, and introduces students to the concepts of Fuzzy Logic, Heuristics and Gaming Logic.

**Outcome**:

This course offers 10 credits at NCEA Level 4 upon successful completion.

**Requirements:**

Students must complete CODE: Games to take part in this course.

**Dates**:

17th-20th July; 1.00pm-5.00pm

9th-12th October 1.00pm-5.00pm

### CODE: Mobiles

**About**:

This is an instructor led course covering the basics of creating applications for mobile phones

**Requirements:**

Students must complete CODE: Games to take part in this course.

**Outcome:**

This course offers 10 credits at NCEA Level 4 upon successful completion.

**Dates**:

17th-20th July; 1.00-5.00pm

9th-12 October; 1.00-5.00pm

**ICE: Cyber Security**

**About**:

This course is an introduction to cyber security and computer hardware.

**Outcome:**

This course offers 10 credits at NCEA Level 3 upon successful completion

**Date:**

9th, 16th, 21st May

10th-13th July

**ICE: Cloud Technologies**

**About:**

This course gives students an introduction into cloud based computing , and includes practical work with virtualization.

**Outcome:**

This course offers 12 credits at NCEA Level 3 upon successful completion

**Date:**

7th-8th, 13th, 14th, 15th of June; 2.00pm-5.00pm

### Digital Literacy

**About:**

This course is designed around understanding computer software and basic troubleshooting, including installing and uninstalling software (including applications and operating systems), altering computer settings and running anti-virus software

**Unit Standards**:

25662 – Use digital communications technologies (Level 2, 3 Credits)

2781 – Manage and protect data in a personal computer (Level 2, 3 Credits)

2783 – Demonstrate knowledge of the components of personal computer systems (Level 2, 3 Credits)

**Date**:

June 21st-22nd; 9.00am-3.00pm

*Or;* July 17th-19th; 1.00pm-4.00pm

**EDENZ**

**Animation Unleashed**

**About**:

This amazing 5-day experience transports you inside the world of 3D animation while based in the bustling metropolis of our Auckland City Campus. Get exposed to all the technology, tips and tricks. This is the ideal way to get a taste of a billion dollar industry where New Zealand is at the cutting edge. The 3D Animation Short Course is perfect for those exploring potential long term careers, full-time study options or wishing to focus on specific digital media skills.

**Outcomes:**

This course does not award NCEA credits

**Dates**:

24th-28th April

18th **–** 22nd July

3rd – 7th October

### Film Bootcamp

**About:**

The Film Boot Camp is an unforgettable 5-day experience where you’ll learn the basics of film and visual storytelling. It’s a full on, hands on creative challenge set against the bustling metropolis of our Auckland City Campus: the perfect location shoot. Film Boot camp is great for investigating your next career maneuver, scoping out full-time study options or just trying out your film production skills.

**Outcomes**:

This course does not award NCEA credits.

Dates:

24th – 28th April

17th –21st July

2nd – 6th October

**International Travel College**

The International Travel College has two campuses In the Auckland area: One located in the central city, and the other in Botany.

City Campus: ITC house, Level 4, 9 City Road, Auckland City Central

Botany Campus (BOT): level 1, Fountain Lane North, Botany Town Centre, Auckland

All of the ITC’s courses require attendees to wear neat, professional clothes, such as trousers and a button-down shirt.

**Adventure Short Course**

**About:**

Students go on their very own adventure with ITC and AJ Hackett Auckland! Take part in a full Bridge Climb and Bungee (Bungee is optional). Students will meet a professional from the industry and participate in a role play which will build confidence for the big day full of adrenaline and excitement.

**Unit Standards:**

1312 – Listen actively to gain information in an interactive situation (3 Credits, Level 3)

**Date:**

3rd – 4th May

29th – 30th May

July 13th – 14th

**Time:**

9.30am–3.30pm

**Other information**:

Smart Casual attire, warm clothing and comfortable shoes.

**Aviation Short Course**

**About:**

Students will go on a big day out, and will get experience in the exciting Aviation Industry by learning key skills this environment uses on a daily basis.

**Unit Standards:**

21834 – Demonstrate knowledge of introductory aviation terminology (2 Credits, Level 2)

**Date:**

30th June

21st July

**Time:**

9.30am–3.30pm

**Other information**:

Smart Casual attire, warm clothing and comfortable shoes.

**Careers Short Course**

**About:**

Within 2 days students will leave ITC with a sense of motivation to start preparing for their future career. The ITC will help them to market themselves and learn what it takes to stand out from the other potential applicants when applying for that “dream job”. Role plays and activities which will prepare them for interviews alongside an Industry Representative.

**Unit Standards:**

4251 – Plan a career pathway (Level 3, 2 Credits)

**Dates:**

Available on demand

**Times**:

9.30am–3.30pm

**Other Info**:

Professional Attire required. No jeans, etc.

**Employment Skills**

**About**:

Understand the challenges involved in a diverse workplace which will prepare students with positive strategies to overcome this diversity. Put the strategies to the test with an expert from the industry. Students work together to achieve the best solution as a team, and have fun in the process. Students will also learn about how companies welcome diversity in the workplace and how this is managed in a team environment.

**Unit Standard**:

377 – Demonstrate knowledge of diversity in the workplace – Level 2, 2 Credits

**Dates**:

On Request

**Flight Attending**

**About**:

This on-board experience will take part in our fantastic airport training facility which is located at both campuses. Students will participate in various fun activities during the action packed two days which will help them explore the reality of the role and responsibility that comes with being a cabin crew member.

**Unit Standard:**

23755 **–** Identify and self-evaluate the demands of a specific role in a tourism workplace (3 Credits, level 3)

**Date**:

15th-16th May

27th-28th June

11th-12th July

**Times**:

9.30am – 3.30pm

**Other Info**:

Professional Attire required. No jeans, etc.

**Maori Tourism**

**About:**

Students will learn more about one of the most important cultural areas of New Zealand Tourism and experience first-hand areas of Maori Tourism. It will open the eyes of students to why we are such a popular tourist destination and they will discover what opportunities there are for them, not to mention how exciting this major part of the industry actually is.

**Unit Standards:**

1304 – Communicate with people from other cultures (Level 3, 2 Credits)

**Dates:**

Dates on Request

**Times**:

9.30am – 3.30pm

**Other Info**:

Professional Attire required. No jeans, etc.

**Tourism Short Course**

**About**:

The aim is to offer students hands on experience of the industry and allow them to experience four very different areas of Tourism, including understanding of the variety of roles within these sites. The three tourism industry site visits may include: The Langham Hotel, Youth Hostel Association, Nomands, Explore NZ, Sky Jump, Auckland Bridge Climb and Bungee (including half a bridge climb), Auckland Museum, Maritime Museum, or Auckland Adventure Jetboat.

**Unit Standard:**

23769 **–** Demonstrate knowledge of the sales function within a tourism workplace (3 Credits, level 3)

**Dates**:

18th-19th May

13th-14th June

26th-27th July

**Times**:

9.30am – 3.30pm

**Other Info**:

Professional Attire required. No jeans, etc.

**Tour Guiding & Leadership Short Course**

**About**:

This course is designed to give the students an opportunity to work with STRAY and Voyager Maritime Museum who are amongst the premier guiding companions in New Zealand. Students will learn more about the amazing opportunities within this sector of the tourism industry and develop their public speaking abilities.

**Unit Standards:**

1307 – Speak to a known audience in a predictable situation (Level 3, 3 Credits)

**Dates:**

4th-5th July

**Times**:

9.30am – 3.30pm

**Other Info**:

Professional Attire required. No jeans, etc.

**Travel Short Course**

**About:**

This course is five consecutive days with the opportunity to learn essential and basic communication skills for the travel and tourism industry. Students learn about various cultures and gain valuable customer service techniques on their journey with ITC.

**Unit Standards:**

23758 – Demonstrate knowledge of communication and customer service theory in a tourism workplace (Level 3, 4 Credits)

18226 – Demonstrate cross-cultural communication for the tourism and travel industry (Level 3, 3 Credits)

18227 – Demonstrate knowledge of support mechanisms for customers with specific needs (Level 3, 2 Credits)

**Dates:**

11th-14th July (City Campus only)

17th-20th July (City and Botany Campus)

**Times**:

9.30am – 3.30pm

**Other Info**:

Professional Attire required. No jeans, etc.

**Te Wānaga o Aotearoa – Tamaki**

**Māngere**

Phone: (09) 256 5900

Location: 15 Canning Crescent, Māngere, Auckland

Postal: PO Box 43112, Māngere, Auckland 2153

**Police Preparation**

**About**:

This two day introduction to New Zealand Police is the starting point for a career as a police officer. The course leads into a programme at Te Wānanga o Aotearoa that will prepare you for the tests you will need to pass to get into NZ Police. Prepare yourself for the tests now by enrolling on this STAR introductory course.

**Unit Standards:**

4259 – Describe the role of New Zealand Police and the services it provides in the community (Level 2, Credits 2)

**Dates**

18th-19th May (Waitakere Campus)

29th-30th June (Takapuna District Cricket Club)

27th-28th July (Waitakere Campus

**Gold Star Training**

Gold Star Training holds courses *on request*, and can be held at Salvation Army venues throughout Auckland. Regional team leaders will be notified when Gold Star Training is holding a course in the area for other schools or at another venue with spaces for Te Kura students.

Gold Star requires 12 students to hold a course, and have a maximum of 24 students per course.

**Communication & Assertiveness**

**About:**

This exciting interactive course will develop strong communication skills and build confidence. Students will learn how to interact assertively while maintaining respect when dealing with customers, work colleagues, personal relationships and working in a team/group. Students will learn the importance of time-management in relation to achieving goals in the workplace and in their own lives

**Unit Standards**:

9677 – Participate in a team or group which has an objective (level 2, 3 Credits)

1299 – Be assertive in a range of specified situations (Level 2, 4 Credits)

10791 – Participate in an informal meeting (Level 2, 3 Credits)

**Duration:**

2 Days

**Date**:

8th and 9th of June

**Time**:

9.00am-3.00pm

**Location**:

Level 1, 691A Mt. Albert Road, Royal Oak, Auckland

**Communication & Confidence**

**About**:

Students are given the opportunity to overcome shyness and build confidence with this challenging and highly engaging course. Students will learn the communication process theory and how to identify and evaluate communication barriers encountered from their own life experiences. The ultimate communication skill that everyone needs is ‘active listening skills’, students will be assessed on their listening ability in two different contexts. There is also a fun and interactive group activity where they will learn the benefits of team work and working together to achieve a common goal. To finish off this three day event, students are given a chance to shine as they plan, prepare and deliver two small presentations on a topic of their choice which helps build self-confidence and puts their communication skills to the test.

**Unit Standards:**

9694 – Demonstrate and apply knowledge of communications process theory (Level 3, 5 Credits)

9681 – Contribute in a group/team which has an objective (Level 3, 3 Credits)

11097 – Listen actively to gain information in an interactive situation (Level 3, 3 Credits)

1307 – Speak to a known audience in a predictable situation (Level 3, 3 Credits)

**Duration:**

3 Days

**Dates**:

19th-21st of June

12th-14th July

**Location**:

Level 1, 691A Mt. Albert Road, Royal Oak, Auckland

### Advanced Customer Service

**About:**

This exciting and intense customer service course will keep students engaged and active throughout the two days. Students will develop confidence dealing with Customer Enquiries over the telephone. They will learn how to accurately record information and follow up customer enquiries with the appropriate documentation. Students will understand the importance of treating all customers with respect and without discrimination. They will learn how to apply sales skills through role-play situations and competency based assessments.

**Unit Standards:**

11815 – Answer customer enquiries on the telephone in a wide range of contexts (Level 3, 3 credits)

11818 – Demonstrate and apply product knowledge and apply product and/or service knowledge (Level 3, 2 credits)

11817 – Serve customers face to face in a wide range of contexts (Level 3, 4 credits\_

**Dates:**

10th-11th of July

**Location:**

Level 1, 691A Mt. Albert Road, Royal Oak, Auckland

**Cut Above Academy**

City Campus: Level 2, 246 Queen Street, Auckland

South Campus: 5a Ryan Place, Manukau City

Cut Above Academy offers STAR courses during the school holidays. Students can choose from the following subjects:

* Hairdressing,
* Makeup,
* Beauty Therapy,
* Special Effects makeup
* Barbering.

Cut Above’s STAR courses in the term 2 holidays will run from the 10th to the 14th of July.

**Makeup & Beauty, and Beauty Therapy**

Note: Despite offering the same unit standards, these courses cover a different schedule.

**Unit Standards:**

62 – Maintain personal presentation in the workplace (Level 2, 3 Credits)

27639 – Apply knowledge of basic beauty concepts to maintain personal presentation for a commercial beauty (Level 2, 3 Credits)

27640 – Demonstrate Knowledge of current fashion trends related to beauty

### Hairdressing

**Unit Standards:**

21939 – Demonstrate knowledge of fashion trends in relation to hairstyling (Level 1, 3 Credits)

28025 – Demonstrate knowledge of the client journey in a salon (Level 2, 2 Credits)

28835 – Demonstrate Knowledge of the fundamentals of colour (Level 2, 2 Credits)

### Special Effects

**Unit Standards:**

9681 – Participate in groups and/or teams to make decisions (Level 3, 3, 3 Credits)

28946 – Demonstrate knowledge of tools, equipment and safe operating procedures used in make-up and skin care services

### Barbering

**Unit Standards:**

19808 – Select and maintain barbering tools and equipment (Level 2, 4 Credits)

28018 – Demonstrate knowledge of removing product buildup in the hair (Level 3, 4 Credits)