



OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

2011 STAR Course Guide

Take hold of your future

Enrol Now

0800 762 786

www.otagopolytechnic.ac.nz

Welcome

Welcome to the Otago Polytechnic's STAR courses for 2011. Enrol now to study with us, and take hold of your future.

STAR funded courses show the links and the opportunities for senior high school students to progress into polytechnic education. Most STAR funded courses contain assessments against Unit Standards and are planned to meet Curriculum Alignment objectives by providing barrier-free pathways, ensuring a smooth transition into further study at a polytechnic. In most cases students are able to credit Unit Standards achieved to full-time polytechnic programmes.

Contact details

For information and enrolment forms contact the specific listed contacts associated with your programme choice, or:

Phone: (03) 477 3014

Freephone: 0800 762 786

Fax: (03) 471 6870

Email: info@op.ac.nz

Post: Otago Polytechnic
Private Bag 1910
Dunedin 9054

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PLEASE NOTE: While every endeavour is made to ensure that the information contained in this publication is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.

Information

FAQ

If I have a number of students who wish to attend a single course, can one be set up just for them, and how long would this take?

Yes, it is quite likely. Please contact the Otago Polytechnic School with individual requests. It usually takes approximately five weeks to organise individual classes.

Is it possible to undertake Unit Standards not listed in the STAR Programme?

It may be possible in consultation with the Otago Polytechnic School. Please contact the School with your request.

What is the process for distance learning?

All enrolments must be directed to the individual School, even if the student has been previously enrolled in another programme. Distance learning packages will be dispatched on receipt of the enrolment forms.

Can any senior student participate in Animal Care/Veterinary Nursing programmes?

Only students who have attained NCEA Level 1 Science with 12 credits are eligible to attend and to be assessed against these Unit Standards. See Page 10 for further information.

Enrolment

STAR confirmation/enrolment procedure:

1. Secondary school has students wanting to do a specific STAR course.
2. Enquiry to Otago Polytechnic via specific listed contacts associated with the course choice, as listed in this booklet. Enquiry should state requirements, student numbers and preferred dates.
3. Confirmation letter sent to secondary school with an enrolment form, which should be completed and returned to Otago Polytechnic.
4. Otago Polytechnic enrolls students and invoices secondary school. Secondary school students attend/complete course.
5. Upon payment of fees Otago Polytechnic sends results to secondary school, and secondary school sends results to NZQA.

Options

Need some help with deciding on career options?

During 2011 Otago Polytechnic will be holding a number of information days for students. You will have the opportunity to meet with our Liaison team and visit our Departments/Schools. Please come along with any questions you might have. Details will be posted to schools in due course.

Tertiary Information Day:

Place: Otago Polytechnic Dunedin Campus
Date: Wednesday 4 May
Time: 9.00am - 3.00pm

All Otago Polytechnic Schools participate in this day. There will be seminars and school displays, a free lunch time BBQ and entertainment. Parents are also welcome.

International Students at Tertiary Information Day:

Place: Otago Polytechnic Dunedin Campus
Date: Wednesday 4 May
Time: 9.00am - 3.00pm

To allow international students the opportunity to check out schools and possible study options, with pathways from ESOL and Foundation to degree-level study.

Central Otago Campus Open Day:

Place: Otago Polytechnic Cromwell Campus
Date: Saturday 3 September
Time: 11.00am - 12.30pm

This open day welcomes prospective students to visit Otago Polytechnic's Central Otago campus. Take a tour of the fantastic facilities and talk to lecturers about the options available to your students when they leave school. Parents are also welcome to attend.

Central Otago Information Day:

Place: Otago Polytechnic Cromwell Campus
Date: Saturday 3 December
Time: 11.00am - 12.30pm

This information day is for students who want to apply for a programme at Otago Polytechnic's Central Otago campus. Take this opportunity to talk with lecturers about our programmes, view the facilities specific to your preferred programme, and discuss study plans.

Dunedin School of Art

Artists are essential to society. They enhance our understanding of the world with objects and situations that are new, interesting and challenging. Amidst all today's visual and sensory experiences, art offers a richer, more considered space.

At Otago Polytechnic we believe that art education is about creating strong individuals who will be able to make their own way in the world; not only in art, but in many other fields of visual culture. Students can go on to design their own pathways within the eight disciplines available: Ceramics, Electronic Arts, Jewellery and Metalsmithing, Painting, Photography, Printmaking, Sculpture and Textiles. Theory and Drawing support the student's ability to develop and claim their own areas of research.

What skills do I need?

- > Creativity and imagination
- > The ability to think laterally and independently
- > To be motivated and have a good work ethic
- > Confidence and the ability to accept criticism
- > To be adaptable and open to new ideas.

Life drawing night class

For people interested in improving their observation and drawing technique. This course is taught by local artists who use drawing extensively in their own practice.

Place:

Dunedin School of Art: Life Drawing Room, Riego Street entrance.

Date:

Tuesdays – begins 22 February

Time:

6.00pm - 8.00pm

Entry criteria:

Students must be over 16 years of age.

Requirements:

Paper, charcoal and bulldog clips.

Cost (per student):

\$120 – paid per 8 week term.

Contact:

Steev Peyroux

Email: Steev.Peyroux@op.ac.nz

Printmaking night class

Ideal for beginners through to practicing artists looking at improving their range of printmaking skills.

Place:

Dunedin School of Art: Printmaking Workshop, Riego Street entrance.

Date:

Tuesday – begins 22 February 2011

Time:

7.00pm - 9.00pm

Entry criteria:

Students must be over 16 years of age.

Cost (per student):

\$120 – paid per 8 week term.

Contact:

Steev Peyroux

Email: Steev.Peyroux@op.ac.nz

Tertiary portfolio submission course

For senior art, design and graphics students applying for tertiary study in 2012.

A series of individual consultations and classes designed to help students achieve success in gaining entry into any art or design-related programme in New Zealand.

This course will help students with:

- > Understanding the requirements of individual art and design institutions
- > Tailoring submissions to best meet the requirements of individual institutions

Life modelling and aluminium casting

Spend two days in our sculpture department learning life modelling and the process for aluminium casting.

Place:

Dunedin School of Art: Sculpture Department, Riego Street entrance.

Date:

Wednesday 29 and Thursday 30 June

Entry criteria:

For Years 11, 12 and 13 students

Requirements:

Craft knife (with new blade), vivid marker and lunch.

Numbers:

Minimum of 10 and a maximum of 15 students.

Cost (per student):

\$180

Contact:

Julie Goldsack

Email: Julie.Goldsack@op.ac.nz

- > Preparing applications for more than one course of study
- > Assistance with documentation and layout of work
- > Assistance also available with completing art related tasks required by some institutions, which fall outside the normal course of study at Year 12 and 13 at secondary school.

Place, date and time:

Second term – TBA

Contact:

Alex Kennedy

Email: Alex.Kennedy@op.ac.nz

School of Design

Designers are creative, passionate, able to take an idea from concept to reality, able to communicate their ideas to others, practical, interested in the world around them and enjoy working with others.

The School of Design offers three-year degree programmes in Communication, Fashion, Interiors and Product. The one-year Certificate in Creative Studies is the ideal programme for those who want to explore their creativity and possibly prepare for further study.

Portfolio preparation:

Degree portfolios should be a comprehensive view of your current design achievements and your design potential. Students generally draw on material from work they have undertaken at school – art, photography, design, technology, media studies etc, but ideally your interest would extend to projects undertaken outside the school curriculum. We are looking for evidence that you are able to be original, versatile and enterprising, and that you are committed to creative study.

You will need to include a covering letter in support of your application which explains why you have chosen to apply for the selected degree. This letter should communicate your interest in the discipline and discuss what steps you have already taken to increase your chances of being accepted onto the programme. Please include your career goals in this letter and any other relevant information.

Certificate in Creative Studies portfolios should demonstrate your creativity and include drawing as well as work from at least two other media – for example: painting, printmaking, photography, digital work including website development, short films, graphics, fashion (clothes you have made), objects you have made e.g. sculpture, woodwork, jewellery.

If you have no examples of the above work, think laterally. Have you designed a garden, decorated a room, recorded an original song, painted your skateboard deck, have an original tag, air-brushed your car, designed a logo for a tee-shirt or made a poster for a friend's band?

You will also need to include a covering letter to tell us why you have chosen to apply.

Information on portfolio formats is also displayed on our website: www.op.ac.nz/design

If you want to find out more about the opportunities to develop your creativity and practical design skills in a school which connects you with the wider design industry – come along to our information and portfolio sessions in August 2011. Your school will be advised of exact dates closer to the time.

Contact:

For further information please contact Pam Hodgkinson at the School of Design.
Email: Pam.Hodgkinson@op.ac.nz

Trades and Technologies

Welding

Mechanical engineering involves the design, manufacture and maintenance of machinery, equipment and tools.

What skills do I need?

- > Practical thinking
- > Analytical and problem-solving skills
- > Good computer skills
- > Planning and organisational ability
- > Excellent communication skills.

Course outline and Unit Standards involved:

Training of people involving welding of low carbon steel, using the Manual Metal Arc (MMAW), Metal Inert Gas (MIG), Tungsten Inert Gas (TIG) and Oxyacetylene welding processes.

Practical classes cover:

An appreciation of the hazards to people, products and worksite, associated with welding and thermal cutting operations.

Qualifications:

Unit Standard 21911: Demonstrate Knowledge of Safety on Engineering Worksites (Level 2, 1 Credit)

Unit Standard 21907: Demonstrate and Apply Knowledge of Safe Welding Procedures Under Supervision (Level 2, 3 Credits)

Entry criteria:

For Year 11, 12 and 13 students.

Requirements:

Students must bring their own non-synthetic overalls and leather shoes (gym shoes are not permitted).

Numbers:

Classes are limited to 14 students.

Place:

Practical courses are held on site: A Block, Otago Polytechnic, Corner of Forth and St David Streets

Dates and cost (per student):

Date	Unit Standard	Price
6 - 8 April	21911	\$160
11 - 15 April	21907	\$460
1 - 5 August	21907	\$460
17 - 19 August	21911	\$160

Other course dates may be possible upon consultation with Otago Polytechnic.

Contact:

Cara-Jane Smith
Email: abeadmin@op.ac.nz



Automotive Engineering

People employed in the automotive industry repair, maintain, modify, and sell vehicles and vehicle parts. Some professionals within this industry specialise in working with one type of vehicle, product or service.

What skills do I need?

- > The ability to work with tools and equipment
- > People and communication skills
- > To be responsible, alert and adaptable
- > Good hand-eye coordination and hearing
- > Good memory and an eye for detail.

Distance based learning modules

Course outline:

To introduce students to the automotive engineering industry, with Unit Standards in motor vehicles and components, tyres and automotive workshop safety. Individual units may be taken.

Qualifications:

Unit Standard 16113: Demonstrate Knowledge of Safe Working Practices in an Automotive Workshop (Level 2, 2 Credits)

Unit Standard 21857: Identify the Occupational Areas and Structure of the New Zealand Motor Industry (Level 1, 2 Credits)

Unit Standard 231: Explain the Operation of Two and Four Stroke Petrol and Diesel Engines (Level 2, 4 Credits)

Unit Standard 229: Identify the Functions and General Locations of Motor Vehicles Systems and Components (Level 2, 4 Credits)

Entry criteria:

For Year 11, 12 and 13 students.

Structure:

Distance learning by correspondence. Enrolments close either when the course is full or by August 31.

Cost (per student):

Unit Standard	Price
Unit Standard 16113	\$140
Unit Standard 21857	\$140
Unit Standard 231	\$240
Unit Standard 229	\$240



Veterinary Nursing

In 2011 the School of Veterinary Nursing will not be offering STAR or GATEWAY programmes. These students will be directed to enrol in our National Certificate in Animal Care programme as full EFTS funded students. This is a part-time distance programme delivered online and at block courses at various venues throughout New Zealand. Students will not be eligible to enrol in individual Unit Standards only, but must enrol in the entire programme which is made up of 17 Unit Standards.

Animal Care is not an easy option; neither is studying by distance, therefore students considering taking this option must be highly motivated and want to achieve this qualification. When initial enquiries are made by a secondary school, we would need to talk with the student directly prior to them making a firm enrolment.

This is to ensure they are making the right decision for themselves and that information and details are understood by the student.

The School of Veterinary Nursing prefers to only deal directly with the secondary student. We will not send out course material, etc to the secondary school but to the student's home contact address.

The Unit Standards within this programme are at a tertiary level and all students will be treated as tertiary students. This means they must take responsibility for their learning, obtaining extensions and handing in all the required assessments by the due date, as for all students within these programmes.

- > All students must fill in the appropriate application, enrolment and Path of Study and provide any other required information to: the School of Veterinary Nursing, Otago Polytechnic, Private Bag 1910, Dunedin 9054 or phone 0800 762 786.
- > The programme commences on 7 February 2011 and finishes on 18 November 2011. All assessments must be submitted, marked and returned to the student by this date. The School of Veterinary Nursing is responsible for sending all final results to NZQA.
- > All Unit Standards offered to secondary students are delivered 100 percent electronically. This means all course materials and assessments are accessed via our Student Learning System, *Moodle*. Therefore, secondary students must have access to a computer and be able to access a minimum of *Moodle* and Otago Polytechnic Student email (Otago Polytechnic generated email account) via the Internet, as well as use the Internet search facilities to research information and to submit and collect all assignments.
- > Students are expected to access *Moodle* and student emails at least three times per week to ensure they are keeping up with their study and to maximise success. *Moodle* log-ins are closely monitored and are followed up if students do not log-on for some time. No *Moodle* log-in will be given to the secondary teacher/STAR co-ordinator – it is the student's decision as to whether they share their log-in with the teacher.
- > Secondary school students must have permission from their school principal to say that they have permission to enrol in this programme while they are still a secondary school student – without this they are not permitted to enrol.
- > Secondary students must be in Year 12 or 13 (and have achieved Level 1 or greater in NCEA Science).
- > Students must use their Otago Polytechnic student-allocated email address – this cannot be changed to a personal email address.
- > Students are expected to attend animal related facilities in order to complete diaries and video assessment for specific animal species – these will include dogs, cats, birds, rabbits and rodents and horses. There are also two compulsory block courses at venues in Dunedin, Christchurch, Wellington and Auckland throughout the programme. These are normally run in February/March and again in July/August. Dates are still to be confirmed for the venues. Students must make their own arrangements to attend block courses and animal facilities for this programme. All costs are incurred by the student.
- > Should the student want to give their secondary teacher or STAR coordinator permission to receive feedback on their progress then the 'Third Party Confidentially Form' must be signed by the student and returned. This form will be held by the School of Veterinary Nursing in the student's individual file, before any discussions can be had (as per any other student enrolled in the School).

Contact:

For further enquiries, please contact Barbara Kerr (Programme Manager).

Email: Barbara.Kerr@op.ac.nz

National Certificate in Animal Care – distance only

Duration	One year part-time
Location	Distance, with block courses at selected New Zealand locations
Options	Part-time by distance
Start	7 February
Fee*	Domestic (approx): \$3,100
Application	Applications will be received up until the programme commencement date.

This programme is the first step if you want to enter an animal-related profession such as grooming and exercise, habitat design, conservation, education, owning or operating a kennel, cattery or assisting at the SPCA. It can also help you gain entry to our veterinary nursing and rural animal care programmes. There is no work placement required in this programme.

This programme is a pre-requisite into the second year of the Certificate in Rural Animal Technology, and the second year of the National Certificate in Veterinary Nursing (distance).

Programme details:

During the year you will need to attend two compulsory hands-on block courses which will be available in Dunedin, and at various locations throughout New Zealand.

Entry requirements:

Entry to this programme is open, however for guidance it is desirable that applicants have the following background:

Academic:

- > NCEA Level 1 Science, NCEA Level 2 Biology, School Certificate Biology or equivalent **and to assist you in your studies, we recommend you have:**
- > An understanding of the industry (a recommendation would be that you have worked or visited a veterinary clinic or SPCA)
- > A commitment to study
- > A commitment to animal welfare
- > Computer skills equivalent to NCEA Level 2[^]

[^] Please contact our Community Learning Centres if you need to improve your basic computing skills. Free computer training is available to help you with your studies.

International Students: Are not eligible to enter this programme.

Additional documentation:

Applicants must supply certified copies of proof of identity, academic records, proof of residency (where appropriate) and evidence of tetanus status.

Acceptance to the programme:

All applicants are advised within ten working days of receipt of their application whether they have been accepted.

Additional costs:

- > This programme is delivered electronically; regular access to a computer is compulsory
- > Access to a digital camera
- > Access to a video camera/phone that can record video footage
- > Stethoscope \$20
- > Closed-in shoes (approx \$100)
- > Compulsory text (approx \$200)
- > Shirt \$50
- > Name badge \$15
- > Photocopy and printing costs for personal work and assessments
- > Travel and accommodation costs associated with attendance at block courses.

Further study options:

This programme leads directly into year two of the Certificate in Rural Animal Technology and year two of the National Certificate in Veterinary Nursing (which commence in February). To complete these programmes you will be required to study a further year part-time by distance.

You will study:

This programme focuses on the companion animal (horses, cats, dogs, rabbits, rodents, birds). You will learn about the husbandry, anatomy, physiology and handling of animals. You are strongly encouraged to undertake some volunteer work in an animal-related workplace while you study. This could be the SPCA or your local boarding kennels. This will provide you with access to animals for your animal husbandry diary assessment requirements.

Block courses:

Include practical components of different unit standards. For example, Block Course One includes the practical components required to achieve unit standards such as Health and Safety and practical handling of animals. Applications received after a block course venue is full will be directed to an alternative block course venue. Block courses will be held in locations throughout New Zealand.

Programme-specific risks:

You will be given full training to minimise all programme-specific risks. Examples of risks associated with this programme are: lifting, animal bites and scratches, zoonotic diseases, computers, radiation from x-rays, gaseous anaesthetic gases, chemicals and drugs, UV radiation, sharp instruments, electricity, fire, gas cylinders, mercury thermometers. Your tetanus injection status will have to be up-to-date to handle any animals in this programme.

Your workload:

All study is self-directed. Part-time students should typically aim for around 15 hours of study per week, and complete assessments approximately every two weeks as per the programme calendar.

Qualification structure

Unit Standard	Unit No.	Level	Credits
Monitor health and provide husbandry for cats	5148	2	5
Monitor health and provide husbandry for rodents and rabbits	5149	2	4
Monitor health and provide husbandry for caged birds	5151	2	3
Demonstrate knowledge of the anatomy and physiology of animals	5180	2	10
Provide emergency first aid care to companion animals	5181	5	8
Handle and transport injured companion animals	5183	3	2
Follow safe working practices and standards in the animal facility	5189	3	4
Recognise and interpret problems of behaviour in companion animals	5222	5	5
Monitor health and provide husbandry for dogs	7337	2	5
Demonstrate time management	12349	2	3
Demonstrate knowledge of stress and ways of dealing with it	12355	2	2
Demonstrate knowledge of zoonoses and their control	19894	3	3
Demonstrate and apply knowledge relating to animal facility environmental hygiene	21380	3	5
Monitor health and provide husbandry for horses	5152	2	5
Provide emergency first aid to large animals	5182	4	12
Handle and transport injured large animals	5184	3	2
Demonstrate knowledge of ethical behaviour in relation to animals	21381	2	3

Hospitality

Demand in New Zealand and all over the world for skilled, qualified hospitality graduates continues to grow. At the School of Hospitality, Dunedin, we offer a wide range of courses and programmes designed to equip students with the necessary skills and knowledge to be successful in this industry.

Undertaking a STAR Hospitality course gives senior secondary school students an opportunity to see if hospitality is something they wish to pursue further. We currently offer STAR courses in Espresso Coffee making and Food Safety. These courses are Unit Standard based and can be credited if applicable to our full-time programmes. Courses will run during the April school holidays or by prior arrangement with individual secondary schools.

Espresso Coffee

Qualification:

Unit Standard 17285: Demonstrate Knowledge of Commercial Espresso Coffee Equipment and Prepare Espresso Beverages Under Supervision (Level 2, 4 Credits)

Dates:

Class 1	18 - 20 April	9.00am - 2.30pm
Class 2	27 - 29 April	9.00am - 2.30pm

Numbers:

Each class is limited to 12 students.

Cost (per student):

\$230

Food Safety

Qualification:

Unit Standard 167: Practice Food Safety Methods in a Food Business (Level 2, 4 Credits)

Dates:

Class 1	18 April	8.30am - 5.00pm
Class 2	19 April	8.30am - 5.00pm

The theory and practical will be held on the same day (theory 4.5 hours, practical 3.5 hours).

Numbers:

Each class is limited to 18 students.

Requirements:

To comply with Food Safety regulations no rings, bangles, facial and tongue piercings, earrings, watches, necklaces or pendants are allowed in the practical session. Nails are to be short, clean and with no nail polish. Shoulder length and longer hair must be tied back. Closed-in shoes with no heels must be worn in the kitchen.

Cost (per student):

\$165 (approx)

Contact:

Helen White

Email: Helen.White@op.ac.nz

Central Otago

In Central Otago you can choose to study whole qualifications, or select short courses that enhance your own skills in areas such as horticulture, viticulture, hospitality and stonemasonry.

Outdoor Careers

Outdoor Careers Residential Course

If you are looking for a career that will allow you to enjoy the great outdoors, but are not sure which option would suit you best – our introduction course will give you a taste of a range of our programmes. This course offers an introduction to a wide range of outdoor careers, combining practical experience and visits to industry.



Course outline:

Day 1: Plant propagation and hydroponics

Learn to grow your own plants.

Day 2: Stonemasonry and landscaping

Learn to build stonework for building and landscaping.

Day 3: Viticulture and fruit production

Visits to orchard and vineyard, practical skills.

Day 4: Golf greenkeeping

Visit to golf courses, learn to drive some of the machinery.

Numbers:

Minimum of 10 students, maximum of 20.

Dates:

10 - 13 October

Cost (per student):

\$550

The cost of the course includes accommodation at Cromwell College Apartments, and all meals, which are cooked together. On one evening you will have the opportunity to cook and eat a three course meal at our chef training school.

Confirmation of the running of the course will be known two weeks prior to commencement.

Two teaching staff from any participating school is essential to supervise students outside of class times. Costs for supervisors to be confirmed.

Contact:

For further information regarding dates, or to create a course specifically for your students, please contact Barbara Emmitt.

Email: Barbara.Emmitt@op.ac.nz

Natural Resources

Horticulture workers assist in the design, production and maintenance of plants, gardens and landscapes for both local and international markets.

The industry is extremely diverse and horticulturists may specialise in a number of areas including viticulture (growing grapes for making wine), arboriculture (pruning, felling, transplanting, and maintaining the health of trees and shrubs), amenity horticulture (care, maintenance and growth of ornamental plantings), landscape construction (build and maintain gardens and landscapes), sports turf management (preparing and maintaining sports fields), nursery production (growing plants for sale), fruit production and sustainable growing.

What skills do I need?

- > An enjoyment of working outdoors
- > Physical fitness
- > Planning and organisational skills
- > Good communication skills
- > An eye for detail.

Certificate in Sustainable Growing – distance based learning

Plant Science, including:

Unit Standard 829: Demonstrate Knowledge of Plant Nomenclature (Level 2, 5 Credits)

Unit Standard 22177: Demonstrate Knowledge of the Structure and Function of Plants (Level 2, 5 Credits)

Unit Standard 22178: Demonstrate Knowledge of Plant Processes and Plant Life Cycles (Level 2, 5 Credits)

Climate weather and frost including:

Unit Standard 19138: Monitor and Interpret Weather Information (Level 2, 4 Credits)

Unit Standard 21955: Demonstrate Knowledge of Frosts, and Frost Protection Methods for Viticulture (Level 4, 5 Credits)



Developing and using soil including:

Unit Standard 22174: Demonstrate Knowledge of Soils and Fertilizers (Level 2, 5 Credits)

Unit Standard 22175: Demonstrate Knowledge of Soil Properties and their Effect on Plant Growth (Level 3, 10 Credits)

Structure:

Students are able to enrol into one module per term, and study the modules online from their school via our learning system *Moodle*. Full lecturer support is available via email or phone. These modules lead towards tertiary study in the National Certificate in Horticulture (Level 4).

Cost (per student):

\$175 per module

Contact:

Online assistance and further information is available by contacting Jo Wakelin.

Email: Jo.Wakelin@op.ac.nz

Hospitality

Our hospitality courses cater to the requirements of the hospitality industries, which are in constant need of skilled workers.

What skills do I need?

- > Creativity
- > The ability to work well under pressure
- > To be motivated, with a good work ethic
- > A willingness to try new things and constantly update your skills.

Courses will run during the school holidays or by prior arrangement with individual schools.

Food Safety Unit Standard 167 and 168

Qualification:

Unit Standard 167: Practise Food Safety Methods in a Food Business (Level 2, 4 Credits)

Practical application and assessment of food safety methods. Theory and practical components.

Unit Standard 168: Demonstrate Knowledge of Food Contamination Hazards, and Control Methods Used in a Food Business (Level 3, 4 Credits)

Entry criteria:

For Year 12 and 13 students.

Numbers:

Minimum of 6 students and a maximum of 10.

Structure:

Length: Two full days: 9.00am - 3.00pm.

Cost (per student):

\$165 per unit.

Contact:

Barbara Emmitt

Email: Barbara.Emmitt@op.ac.nz

Espresso Coffee Practical and Coffee Origin and Production

Qualifications:

Unit Standard 17285: Demonstrate Knowledge of Espresso Coffee Equipment and Recipes and Prepare Espresso Beverages under Supervision (Level 2, 4 Credits)

Unit Standard 17284: Coffee Origin and Production (Level 3, 3 Credits)

Entry criteria:

For Year 12 and 13 students.

Numbers/structure:

Minimum of 6 students, maximum of 8
Length: Two full days: 9.00am - 3.00pm

Cost (per student):

\$250

Sandwich Making in a Commercial Kitchen

Qualification:

Unit Standard 13282: Prepare, Assemble, and Present Complex Sandwiches for Service in a Commercial Kitchen (Level 3, 2 Credits)

Entry criteria:

For Year 12 and 13 students.

Numbers:

Minimum of 6 students, maximum of 10.

Cost (per student):

\$165

Youth Guarantee Scheme

The aim of the Youth Guarantee Scheme is to improve the educational achievements of students aged 16 to 17 years of age, who are not currently engaged in education – and to improve the transition between school, tertiary education and work.

The Scheme will provide successful candidates with improved access to study, allowing them to study towards qualifications that are at Levels 2 to 3 on the National Qualifications Framework (NQF) in tertiary education. Each student will complete an individual learning plan, and will also receive career planning advice and support.

Who is eligible for the Youth Guarantee Scheme?

The Youth Guarantee Scheme is open to all students who:

- > Are aged 16 and 17 years, who have achieved NCEA Level 1 or less, and for whom a vocational pathway would be a preferred choice. Students must not turn 18 years of age within three months of starting study under the Youth Guarantee Scheme.

Due to recent revisions made by the Tertiary Education Commission (TEC), it is now possible for students to enter the Youth Guarantee Scheme part-way through year 11.

Condition of eligibility:

- > Students must be new to tertiary education e.g. not previously or currently enrolled in a Student Achievement Component (SAC) funded course.
- > Students must be enrolled full-time.
- > Students must not be enrolled in school and a Youth Guarantee Scheme programme simultaneously.

- > Students must enrol in a minimum of a full year's worth of study (the equivalent of 0.8 EFTS).
- > Students may move from a Training Opportunities, Youth Training or Industry Training programme into the Youth Guarantee Scheme although this is not expected to be a common path.
- > Students enrolled in Youth Guarantee Scheme are not eligible for Student Loans administered by StudyLink.

Which programmes can I enrol in?

Certificate in Foundation Studies (Trades) (Levels 2 and 3)

- > Starts Monday 14 February (Dunedin Campus)

Certificate in Automotive and Mechanical Engineering (Level 2)

- > Starts Monday 14 February (Dunedin Campus)

Applications for both certificates will be accepted up until Friday 11 February. All applications will be placed on a waitlist until such time as a selection process has been completed.

How much will it cost?

The Scheme will cover the tuition fees, material and equipment costs of your programme of study for one year. It is important to note that students enrolled under the Youth Guarantee Scheme will not be eligible for student loans and, in some cases, student allowances.

Where can I find further information?

Check out our website:

www.otagopolytechnic.ac.nz/programmes/youth-guarantee-scheme.html or go the Tertiary Education Commission website: www.tec.govt.nz



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