STAR and Gateway Catalogue

Te Tai Tokerau

Kia Ora Koutou… Information for 2024 will be updated in the Holiday break as information comes to hand. Please express interest in Course options and provide your TK Student ID when contacting, Cheers!

**For STAR courses enquiries, please email** natalie.jones@tekura.school.nz

Or **0210680467**

Booking Form here:

For Courses listed as **Gateway** Courses, please Contact: Ruth.church@tekura.school.nz

**Vocational Pathways:** The courses in this catalogue are sorted into the Vocational Pathways under which they fall.

There are different ways of searching for a particular offering:

**Vocational Pathway**

Say you are interested in exploring a particular Vocational Pathway e.g. Service Industries. Scroll through the **Contents** below till you find the Vocational Pathway. You will then see the various offerings below. Hover +Cntrl+ click on ‘Service Industries’. This will take you directly to that part of the catalogue.

**Month**

Perhaps you wish to take a course in a particular month. Cntrl+F and type the name, e.g. ‘Oct’. Pressing enter will take you to the first offerings available for that Month and the following Oct courses will be highlighted.

A note for Te Kura Kaimahi: STAR courses can also be organized by group if you are in Huinga Ako for example, and I can help promote for extra numbers if needed to get it away (on average 14 min students for many courses to go ahead). Call me for a chat to discuss this option.

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**Primary Industries**

This industry includes agriculture, horticulture, dairy, forestry, and fishing. A fantastic pathway for students interested in exploring scientific and outdoor careers. (Distance Only)

**Construction and Infrastructure**

The Construction and Infrastructure Industries are a great pathway for practical students who are keen to learn on the job. The STAR options below may present an opportunity to get an idea of what is involved in moving forward into a career in a trade. NZMA

**Manufacturing and Technology**

From hands-on production and assembly to cutting-edge research. From massive machines and busy production lines to individual crafts or computer design, this sector offers a range of working styles and options.

**Service Industries**

This is a great sector for young people. If you enjoy working with people, you’ll get a kick out of this industry. Good communication and presentation skills are important. Working in teams and dealing with people means you’ll need to speak and listen well to others and relate to people from all walks of life.

**FACE to FACE OPTIONS**

# **Northtec**

**Barista Level 2 and 3**

This course is for those students wishing to enter the hospitality industry and who are interested in working in the area of producing coffees.

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| **Venue** | **Duration** | **Dates** | **Times** | **Unit Standard** |
| Hospitality Building, Raumanga Campus, Whangarei | 4 Days | 2024 |  | Level 3 offers 8 credits at NCEA level 3. |

**Hot and Cold Desserts**

Students will learn to prepare, cook, produce, and present basic hot and cold dessert items.

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| **Venue** | **Duration** | **Dates** | **Times** | **Unit Standard** |
| Hospitality Building, Raumanga Campus, Whangarei | 3 Days | 2024 |  | Level 3 offers 8 credits at NCEA level 3. |

**L2 Cookery**

Students will learn to: Practise food safety methods in a food business. Handle and maintain knives in a commercial kitchen. Cook food items by Grilling. Prepare and present salads for service.

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| **Venue** | **Duration** | **Dates** | **Times** | **Unit Standard** |
| Hospitality Building, Raumanga Campus, Whangarei | 3 days | 2024 | 9.00am to 3.00pm | 5 credits, L3. |

**Hot and Cold Canapes**

Students will learn to prepare basic canapes and basic cold cocktail food, and to cook and present basic hot canapes in a commercial kitchen.

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| **Venue** | **Duration** | **Dates** | **Times** | **Unit Standard** |
| Hospitality Building, Raumanga Campus, Whangarei | 3 days | 2024 | 9.00am to 3.00pm | 4 credits, L 3. |

**L3 Basic Pastry**

Prepare and cook basic pastry dishes in a commercial kitchen. This course offers 4 credits at NCEA level 3.

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| --- | --- | --- | --- | --- |
| **Venue** | **Duration** | **Dates** | **Times** | **Unit Standard** |
| Hospitality Building, Raumanga Campus, Whangarei | 3 days | 2024 | 9.00am to 3.00pm | 4 credits, L3. |

**Introduction to Beauty**

If a profession in the beauty industry interests you, this is the course for you! Learn the basics of service, operations, and trends within the beauty industry. This course is a mix of practical and theory work and is delivered onsite at Northtec’s purpose built Hair and Beauty Salon.

This course offers 19 credits at NCEA level 3.

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| --- | --- | --- | --- | --- |
| **Venue** | **Duration** | **Dates** | **Times** | **Unit Standard** |
| Hospitality Building, Raumanga Campus, Whangarei | 3 days | 2024 | 9.00am to 3.00pm | 4 credits, L3. |

**OTHER COURSES AVAILABLE (Min 14 to run)**

**Basic Meat** Students will learn to prepare and cook basic meat dishes. This course offers 8 credits at NCEA level 3.

**Basic Pasta** This course is for students who intend to work in a commercial kitchen who have an understanding of preparation practises and basic cooking techniques. This course offers 3 credits at NCEA level 3.

**Basic Sponges, Cakes and Scones**

Students will learn to prepare, cook, produce and present basic sponges, cakes and scones

**All of the above courses are suitable for students who are in year 12 or 13.  We have also had some academic year 11’s attend.  There is no minimum to book but a maximum we can take.  We can also send you a pdf version of the flyer if you would prefer this.**

**ITC**

**Flight Attending**

2 practical days where students participate in various tasks of a Flight Attendant and learn the reality & role of a Cabin Crew Member using real equipment! 3 Credits, Level 3.

**Communications and Marketing**

Walk away with skills to communicate effectively in the workplace, research leading companies in the industry to find what makes them successful. 11 credits, Level 3

# **The Learning Place**

All Courses are available during the year at the Providers discretion across the Terms and I will email out offerings to Kauri Team for their Kaimanaaki Ropu.

**Bartending:**

This course informs learners about maintaining responsible drinking environments in licensed premises and expands their knowledge of alcoholic and non-alcoholic beverages. Students will also create their own mocktails and leave the course with a greater understanding of the hospitality industry. Perfect for students who are interested in working for licensed hospitality establishments.

**Course Requirements**:

* Learners must be year 12 or 13
* No alcohol is used on this course; however, alcohol and its uses are discussed in a responsible manner.

**Units Standards:**

* 4645 Demonstrate knowledge of maintaining a responsible drinking environment as a server in a licensed premises L3 C2 V9
* 14420 Demonstrate knowledge of alcoholic and non-alcoholic beverages L3 C3 V7
* 21057 Prepare, construct and garnish mocktails for the hospitality industry L1 C2 V4

**Venue**: Northland Hockey, 45 Park Avenue, Kensington, Whangārei

**Leadership and Teamwork:**

Perfect for school leaders, students in employment and those aspiring to a leadership role. This course is designed to help learners lead others in a team environment. Learners will interact and participate with others in a team environment to develop and build on these foundational skills. Learners will communicate and contribute with their team to achieve a common goal. Perfect for encouraging learners to work with others in a safe and positive way.

This course offers ten credits at NCEA level 3.

**Venue**: Northland Hockey, 45 Park Avenue, Kensington, Whangārei

**Barista**

This favourite course introduces learners to the history of coffee and builds a foundation of barista skills. Students will use commercial espresso machines to practise standard industry techniques. Perfect for students wanting to learn a valuable skill for gaining employment.

This course offers 3 credits at NCEA level 3, and four credits at NCEA level 2.

**Work Ready Barista**

Learn how to use commercial espresso machines to practise standard industry techniques and provide customer service skills. Perfect for students wanting to develop skills and prepare themselves for employment in a cafe environment.

**Course Requirements**:

* Year 11, 12 or 13

**Unit Standards:**

* 57 Provide customer service L2 **C2** V9
* 17285 Demonstrate knowledge of commercial espresso equipment and prepare espresso beverages under supervision L2 **C4** V9
* 17593 Apply safe work practices in the workplace L2 **C4** V6

**Venue**: Northland Hockey, 45 Park Avenue, Kensington, Whangārei

**Communication**

This course develops learners' speaking and listening skills and is an exciting opportunity to learn about a range of communication skills in different contexts. Learners will interact and respond with others as they work together in teams. Perfect for all students needing to come out of their shell or develop their communication skills.

**Course Requirements**:

* Year 12 or 13

**Unit Standards:**

* 9694 Demonstrate and apply knowledge of communication process theory **L3 C4** V8
* 9677 Communicate in a team or group which has an objective **L2 C3** V10
* 11097 Listen actively to gain information in an interactive situation **L3 C3** V5

**Venue**: Northland Hockey, 45 Park Avenue, Kensington, Whangārei

### Coast Guard Boating Education

**Day Skipper**

 The Day Skipper - CBE Certificate course is an introductory Coastguard Boating Education course for all members of the family or crew, including those new to boating. It is particularly suited to those who are new to the responsibility of being a skipper on their own vessel. Available online, or in person.

Unit Standards not attached to Public Courses on Weekends.

**Upcoming Intakes:**

from 8:30am – 5:00pm, at the Marsden Cove Coastguard, Whangarei OR Opua Coastguard.

**Maritime VHF Operator’s Certificate**

In this MVOC course you will learn how to use a marine VHF radio correctly and with confidence: a must in any emergency. And don't forget that marine VHF radios can be used for receiving weather forecasts, safety information, communicating between boats, or communicating boat to shore. Available online.

This course is worth 3 credits at NCEA level 3.

# **New Zealand Red Cross**

**Comprehensive First Aid**: 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.

**Credits**: One credit at NCEA level one, One credit at NCEA level two, and two credits at NCEA level three.

**Dates:** Available on request 10 or more students via email.

Kerikeri Training Room- NZ Red Cross- [14 Butler Road, Kerikeri 0230](https://www.google.com.au/maps/place/14%2BButler%2BRd%2C%2BKerikeri%2B0230%2C%2BNew%2BZealand/%40-35.2287098%2C173.943496%2C17z/data%3D%213m1%214b1%214m5%213m4%211s0x6d0bb7f1d6ade111%3A0x7c9013ae4e421711%218m2%213d-35.2287142%214d173.9456847)

Whangarei Training Room- NZ Red Cross, [46 John Street, Whangarei 0110](https://www.google.co.nz/maps/place/46%2BJohn%2BStreet%2C%2BWhangarei%2B0110%2C%2BNew%2BZealand/%40-35.7248754%2C174.3209571%2C17z/data%3D%213m1%214b1%214m5%213m4%211s0x6d0b7eef84f7fcd5%3A0xd367ee62f38ea8c9%218m2%213d-35.7248798%214d174.3231458)

**This section is Distance options meaning offered either Online or Paper Based, PDF’s or a mixture of.**

DISTANCE OPTIONS

If you are unable to get to a face-to-face STAR course, then a distance course may suit. Also included here are some options that are also suitable for Gateway.

**Advanced Customer Services by Distance**

**Industry Training Solutions**

You will learn about the importance of product knowledge and effective communication skills. Also delves into the world of theft and fraud and the effect that can have to the workplace. A practical component is required for this course. Must be carried out at a workplace.

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| --- | --- | --- | --- |
| **Venue** | **Total Days** | **Date** | **Unit Standards** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **11818** *Demonstrate and apply product and/or service knowledge* (Level 3, Credits 2)**11831** *Apply skills and qualities of a salesperson in a retail or distribution environment* (Level 3, Credits 6)**376** *Employ customer service techniques to accommodate customer behavioural styles in a workplace* (Level 3, Credits 2) |

**Agriculture by Distance**

**SIT/Telford**

If you are interested in Farming, or livestock SIT/Telford, can offer you [Agriculture](https://www.tekura.school.nz/assets/tertiary-link-2/Agriculture.docx) unit standards in PDF format to work on at home. Students may enrol in these units up to the end of September each year. These unit standards are delivered via Tertiary Link – please email **Ces Lowe** **Ces.Lowe@tekura.school.nz**to register your interest.

**Animal Care by Distance**

**SIT**

If you love working with and caring for animals, or you have interest in vet nursing, this [Animal Care](https://www.tekura.school.nz/assets/tertiary-link-2/Animal-Care.doc) distance course from the *Southern Institute of Technology*may be a great introduction to this career pathway. These unit standards are delivered via Tertiary Link – please email **Seth Smith** **Matthew.Smith2@tekura.school.nz**to register your interest**.**

**Automotive by Distance**

**Fairview Education**

Te Kura in association with *Fairview Education Services*, offer you the opportunity to study Car Ownership and [Automotive](https://www.tekura.school.nz/assets/tertiary-link-2/Automotive.doc) unit standards. These units come in booklet form and are available all year. These unit standards are delivered via Tertiary Link – please email **Ces Lowe:** **ces.lowe@tekura.school.nz**to register your interest.

**Aviation by Distance**

**Service IQ**

Interested in [Aviation](https://www.tekura.school.nz/assets/Uploads/Aviation-Tertiary-Link-Flyer.docx)? *Service IQ* have available entry level unit standards that can be completed via distance. Learn from the history of aviation to the different aircraft types. We can order up to two-unit standards at a time. These units are delivered via Tertiary Link **-** pleaseemail **Lisa Usoali’i-Jansen** **Lisa.Usoalii-Jansen@tekura.school.nz**to register your interest**.**

**Babysitting by Distance**

**Whanau Awhina Plunket**

Gain the knowledge and skills to babysit children of all ages. For first-time babysitters this course consists of 9 modules and on successful completion you will receive a certificate from Awhina Plunket along with a Babysitter's Manual. This course takes 2-3 hours to complete and is suitable for ākonga aged 14 years and above. Please email **Lisa Usoali’i-Jansen** **Lisa.Usoalii-Jansen@tekura.school.nz**to register your interest**.**

**Barista by Distance**

**The Learning Place**

Suitable for learners who wish to explore the world of coffee. Learners will gain theoretical knowledge of coffee including its origin, harvesting, roasting, blending and storage. Perfect for a budding barista.

**Note: Students must be Year 12 or 13 to do this course.**

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| **Venue** | **Total Days** | **Date** | **Unit Standards** |
| Online | 2 months from the date of enrolment | Start anytime | **17284** *Demonstrate knowledge of coffee origin and production* (Level 3, Credits 3) |

**Beauty Theory by Distance**

**HITO**

Careers in the beauty industries promise real opportunity, excitement, and diversity. HITO’s programme is a great way for secondary school students to try some units by distance.

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| **Venue** | **Total Days** | **Date** | **Unit Standards** |
| Digital  | At your own pace | Start anytime | **27644** *Demonstrate knowledge of make-up and design theory* (Level 3, Credits 4)**27645** *Demonstrate knowledge of the structure and functions of the face, and of facial skin types and conditions* (Level 3, Credits 6) |

**Business Communication Basics by Distance**

**Industry Training Solutions**

Develop the ability to write internal communication and external correspondence, as well as a short report for a workplace. Learners will be able to give information to clients and respond to enquiries and identify the purpose of graphics in communication; and communicate using graphics.

**Note: A practical component is required for this course. Must be carried out at a workplace.**

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| --- | --- | --- | --- |
| **Delivery** | **Duration** | **Dates** | **Unit Standard** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **3488** *Write business correspondence for a workplace* (Level 2, 3 Credits)**3492** *Write a short report* (Level 2, 3 Credits)**1280** *Use graphics in communication* (Level 2, 2 Credits) |

**Business Communication 101 by Distance**

**Industry Training Solutions**

Businesses function smarter when staff have the ability to communicate efficiently with customers as well as fellow workers. Develop the ability to write internal communication and external correspondence, as well as a short report for a workplace. Learners will be able to write business correspondence to convey complex ideas and/or information. You will also learn the art and be able to write minutes for a formal meeting for a workplace.

**Note: A practical component is required for this course. Must be carried out at a workplace.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Delivery** | **Duration** | **Dates** | **Unit Standard** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **11095** *Write business correspondence to convey complex ideas and/or information* (Level 3, 3 Credits)**1296** *Interview in informal situations* (Level 3, 3 Credits)**3494** *Write minutes for a formal meeting* (Level 3, 3 Credits) |

**Business Communication Kickstarter by Distance**

**Industry Training Solutions**

Communicate with a diverse range of people in a workplace environment. You will become a more confident person in leading a presentation with an audience in a workplace situation. Learn about the importance of communication with diverse people from different cultures.

**Note: A practical component is required for this course. Must be carried out at a workplace.**

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| --- | --- | --- | --- |
| **Delivery** | **Duration** | **Dates** | **Unit Standard** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **1304** *Communicate with people from other cultures*. (Level 3, 2 Credits)**1307** *Speak to a known audience in a predictable situation* (Level 3, 3 Credits)**1296** *Interview in informal situations* (Level 3, 3 Credits) |

**Chef’s Starter Kete by Distance**

**Industry Training Solutions**

A great introduction for anyone who wants a career in the kitchen. Gain an understanding of the culinary products and terms used in the industry. Learn about the safe food practices required for all food handlers, which is a requirement under the Food Act 2014.

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| --- | --- | --- | --- |
| **Venue** | **Total Days** | **Date** | **Unit Standards** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **18497** *Demonstrate knowledge of culinary products and terms* (Level 3, Credits 8)**168** *Demonstrate knowledge of food contamination hazards, and control methods used in a food business* (Level 3, Credits 4) |

**Code a Website by Distance**

**Yoobee**

Explore how websites are developed and learn the coding required to make a site of your own. Plan layouts using UX tools and explore how HTML and CSS can be used to create cool website graphics including interaction and parallax effects with code. Students will need access to their own PC computer that has reliable internet, a web cam, and microphone.

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| --- | --- | --- | --- | --- |
| **Venue** | **Total Days** | **Dates** | **Time** | **Unit Standard** |
| Online  | 4 days | TBA 2024 | 9am – 3pm | **29788** *Develop and evaluate an interactive website for organisational use* (Level 3, Credits 5) |

**Cyber Security & Ethical Hacking by Distance**

**Yoobee**

Learn about cyber security threats, how to test and respond to attacks. Learn ethical hacking techniques to test and secure your own network and devices. Students will need access to their own PC computer that has reliable internet, a web cam, and microphone.

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| --- | --- | --- | --- | --- |
| **Venue** | **Total Days** | **Dates** | **Time** | **Unit Standard** |
| Online  | 4 days | TBA 2024 | 9am – 3pm | **29794** *Describe risks and implement security solutions when using digital tools* (Level 3, Credits 5) |

**Day Skipper by Distance**

**Coastguard Boating Education**

This course is for recreational pleasure craft operators and crew and covers the general knowledge required to operate a pleasure craft in familiar waters during daylight hours. The course covers:

* the components of a boat and its equipment
* basic boat handling techniques
* the use of navigational charts
* basic tide and weather terminology
* navigational marks
* Maritime Rules and Regulations
* the causes of and preventative actions to be taken in emergency situations
* common marine knots and their application.

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Online | 12 weeks from the date of enrolment |  | **No Standards attached** |

**Early Childhood by Distance**

**Whanau Awhina Plunket**

If you are interested in a career working with preschool age children, Te Kura, in association with Whanau Awhina Plunket, can offer you the opportunity to study Early Childhood Education unit standards. **These** units are delivered via Tertiary Link - please email **Lisa Usoali’i-Jansen** **Lisa.Usoalii-Jansen@tekura.school.nz**to register your interest.

**Espresso Level 2 by Distance**

**The GET Group**

Get an insight into the art of the Barista on this intermediate level Espresso Training course. These units will give you all the background information to begin work in the café sector. Basic coffee knowledge and skills for the hospitality industry.

**Note: A practical component is required for this course. Must be carried out at a workplace. Access to an espresso coffee machine either in the home or workplace is required for these standards.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| PaperBased | At your own pace | Start anytime | **17285** *Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision* (Level 2, Credits 4)**17286** *Prepare and present pressed coffee for service* (Level 2, Credits 2)**17287** Prepare and present filtered coffee for service (Level 2, Credits 2) |

**Espresso Level 3 by Distance**

**The GET Group**

Get an insight into the art of the Barista this intermediate level Espresso Training course. These units will give you all the background information to begin work in the café sector. Intermediate espresso coffee skills for the hospitality industry

**Note: A practical component is required for this course. Must be carried out at a workplace. Access to an espresso coffee machine either in the home or workplace is required for these standards.**

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| --- | --- | --- | --- |
| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Paper Based | At your own pace | Start anytime | **17284** *Demonstrate knowledge of coffee origin and production* (Level 3, Credits 3)**17288** *Prepare and present espresso beverages for service* (Level 3, Credits 5) |

**Equine by Distance**

**SIT/Telford**

NZ Equine Education Trust & SIT/Telford by Distance. Do you love working with horses? Would you like to try [Equine](https://www.tekura.school.nz/assets/tertiary-link-2/Equine.docx) units? Students may begin these PDF resources any time of the year. These unit standards are delivered via Tertiary Link – please email **Ces Lowe** **Ces.Lowe@tekura.school.nz**to register your interest.

**Food Safe, Service Smart by Distance**

**Industry Training Solutions**

Safe food served with great service provides an exceptional customer experience. A perfect package for anyone that wants to start working in hospitality. Understand the importance of food safety and learn key formative skills you need to start your new career!

**Note: A practical component is required for this course. Must be carried out at a workplace.**

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| --- | --- | --- | --- |
| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **167** *Practice food safety methods in a food business under supervision* (Level 2, Credits 4)**14425** *Prepare and serve hot and cold non-alcoholic drinks for a commercial hospitality establishment* (Level 2, Credits 5)**14434** *Prepare and clear areas for table service for a commercial hospitality establishment* (Level 2, Credits 3)**57** *Provide customer service* (Level 2, Credits 2) |

**GET Community: Remote Event Planning Internship (Gateway Program) by Distance**

**The GET Group**

Our community event planning internship and work placement helps you develop the skills to create a wellbeing community activity or event and encourages you to manage yourself more effectively. You will work through teamwork, communication, speaking in public, planning a career pathway, and creating your own event.

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| **Venue** | **Total Days** | **Date** | **Times** | **Unit Standards** |
| Online | 8 weeks | Please enquire | Please enquire | Level 3, 18 Credits |

**GET Creative: Remote Marketing Internship (Gateway Program) by Distance**

**The GET Group**

Develop entrepreneur & marketing skills along with managing yourself effectively in a remote working environment.

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| **Venue** | **Total Days** | **Date** | **Times** | **Unit Standards** |
| Online | 8 weeks | Please enquire | Please enquire | **Level 3, 18 Credits** **Level 4. 3 Credits** |

**Hairdressing Theory by Distance**

**The Hairdressing ITO**

Careers in the barbering and hairdressing industries promise real opportunity, excitement, and diversity. HITO’s programme is a great way for secondary school students to try some units by distance. There is an optional unit that has practical component (can turn this course into Gateway).

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| **Venue** | **Total Days** | **Dates** | **Unit Standards** |
| Digital | At your own pace | Start anytime | **28025** *Demonstrate knowledge of the client journey in a salon* (Level 2, Credits 2)\***2891** *Demonstrate knowledge of hair fashion over time* (Level 2, Credits 5)**25439** *Demonstrate knowledge of sustainability concepts for a salon* (Level 2, Credits 2) |

**Hospitality Skills Essentials Level 2 by Distance**

**Industry Training Solutions**

A fantastic entry-level course covering the essentials needed to work in a safe environment (both FOH and BOH) and the importance of product knowledge and information. Workplace safety is everyone’s responsibility – from preparing the food correctly, to following policies and procedures, to identifying any potential hazards.

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| **Venue** | **Total Days** | **Date** | **Unit Standards** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **20666** *Demonstrate basic knowledge of contamination hazards and control methods used in a food business* (Level 2, Credits 2)**14466** *Demonstrate knowledge of maintaining a safe and secure environment for people in the Hospitality industry* (Level 2, Credits 2)**28301** *Demonstrate knowledge of products and product information in a retail environment* (Level 2, Credits 5) |

**Hospitality Skills Essentials Level 3 by Distance**

**Industry Training Solutions**

Essential transferable skills for anyone currently working in hospitality and wanting to upskill their knowledge or branch out with a career change into hospitality. This course enables you to learn the important information required to be a hospitality superstar, from correct kitchen practices, the history of coffee and responsible service of alcohol.

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| **Venue** | **Total Days** | **Date** | **Unit Standards** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **168** *Demonstrate knowledge of food contamination hazards, and control methods used in a food business* (Level 3, Credits 4)**17284** *Demonstrate knowledge of coffee origin and production* (Level 3, Credits 3)**4645** *Demonstrate knowledge of maintaining a responsible drinking environment as a server in licensed premises* (Level 3, Credits 2) |

**In-Work Skills by Distance**

**Industry Training Solutions**

Become a better listener and communicator, and gain skills to be a great leader. Understand how to give feedback to people you work with, and how to communicate and collaborate in a team. Understand why a good night’s sleep is important.

**Note: A practical component is required for this course. Must be carried out at a workplace.**

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **9705** Give feedback on performance in the workplace (Level 3, Credits 3)**11097** Listen actively to gain information in an interactive situation (Level 3, Credits 3)**9681** Contribute within a group or team which has an objective (Level 3, Credits 3)**21337** Demonstrate knowledge of sleep and sleep management in relation to work performance (Level 3, Credits 2) |

**Know Your Car by Distance**

**Fairview Education**

Learn about car systems and how cars to keep your car safe and on the road. A great unit standard to complete if you are studying to get your Drivers Licence (see also Ready for the Road). The workbook covers useful information such as:

* Legal requirements and documents required for owning and driving a car.
* How to avoid a breakdown (safety precautions etc)
* Tyers (how to pump up, change etc)
* Checking fluid levels (oil, windscreen water, using a petrol pump etc)
* Keeping your car clean
* Components within a car and more

**Note:** This unit standard is delivered via Tertiary Link – pleaseemail **Ces Lowe** **ces.lowe@tekura.school.nz**to register your interest.

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| **Venue** | **Total Days** | **Date** | **Unit Standards** |
| Paper based | At your own pace | Start anytime | **15408** *Demonstrate knowledge of motor vehicle documentation and primary systems of a vehicle* (Level 2, Credits 4). |

**Learner Licence by Distance**

**Literacy Aotearoa**

Learn the road rules and get ready to sit your learner licence theory test. This course covers booking your theory test, road and vehicle-mounted signs, rules for driving, speed limits, alcohol and drug limits and keeping you and others safe. You will also learn about car and light trailer requirements, sharing the road and you will practice taking the learner licence test. Join a small group of Te Kura ākonga for this course taught by an experienced tutor in a friendly and positive online learning environment**.**

**Note:** You must be at least 16 years old, an NZ Citizen/Permanent Resident and have ID (Birth Certificate or Passport – can be expired).Please email **Natalie Jones** Natalie.Jones@tekura.school.nz to register your interest.

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| **Venue** | **Total Days** | **Date** | **Times** |
| Online | 5 weeks Tues/Thursday | TBA 2024 | 4-6pm |

**Maritime VHF Radio Operator Certificate by Distance**

**Coastguard Boating Education**

This course covers the general features and functions of a marine VHF radio, procedures and operating techniques for routine calling, correct distress and urgency calling and safety procedures, pro-words and the phonetic alphabet, trip reports, weather services, EPIRBS and more.

In this course you will learn how to use a marine VHF radio correctly and with confidence: a must in any emergency. Marine VHF radios can be used for receiving weather forecasts, safety information, communicating between boats, or communicating boat to shore.

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Online | 12 weeks from the date of enrolment | Please inquire | **19491** *Demonstrate knowledge of using VHF marine radio and an EPIRB* (Level 3, Credits 3). |

**Mental Health by Distance**

**Career Force**

This unit Is suitable for Year 12 and 13 ākonga. You will explore the concept of mental health wellbeing, New Zealand cultural models of mental health, factors that may contribute to, or are detrimental to, mental health wellbeing, and life-style choices that promote positive mental health.

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Online OR Paper Based | At your own pace | Start anytime | **26971** Describe factors that contribute to mental health wellbeing and mental health challenges (Level 3, Credits 3). |

**NZ Sign Language (NZSL) by Distance**

**NZSL4U**

Wanting to learn a new skill? How about learning New Zealand Sign Language! This is a great skill to learn as it can benefit multiple career pathways and even your everyday life. Workshops are at night and will consist of 1-hour sessions for 8 weeks. There are multiple levels of Sign Language which you can take based on your skill set. From beginners to advanced!

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| **Venue** | **Total Days** | **Dates** | **Times** |
| Online | 8 weeks | Please inquire | Night classes starting from 6:00pm |

**Ready for the Road by Distance**

**Fairview Education**

Learn about the legal requirements of driving, owning, buying, and selling a car. A great unit standard to complete if you are studying to get your Drivers Licence (see also Ready for the Road). The workbook covers useful information such as:

* Drivers Licence
* Vehicle requirements
* Safety and awareness when driving
* What to do if you are involved in an accident
* Vehicle inspections
* Vehicle insurance
* Your legal rights when buying a vehicle.

**Note:** This unit standard is delivered via Tertiary Link – pleaseemail **Ces Lowe** **ces.lowe@tekura.school.nz**to register your interest.

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|  **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Paper Based  | At your own pace | Start anytime | **4261** *Identify legal rights and obligations in relation to motor vehicle ownership and operation*, L2, C3. |

**Responsible Mixology by Distance**

**Industry Training Solutions**

A taster for anyone wanting to work in the hospitality industry. Learn knowledge of alcoholic and non-alcoholic beverages and how these are presented in the industry. Understand the importance of being a responsible host to keep your customers, staff, and community safe.

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **4645** *Demonstrate knowledge of maintaining a responsible drinking environment as a server in a licensed premise* (Level 3, Credits 2)**14420** *Demonstrate knowledge of alcoholic and non-alcoholic beverages* (Level 3, Credits 3) |

**Retail Ready (Gateway Program) by Distance**

**ServiceIQ**

If you access a workplace this option helps you gain valued people skills that will help you get ahead in work and life.

Retail suits many people with its wide range of exciting careers and on-the-job learning opportunities. Helping customers, creating product displays, marketing, running a store, or management at head office are just a few – and that’s before you even consider the growing online and distribution options the industry offers. Retail Ready Online is a Gateway programme that gives you a chance to get valuable skills and knowledge in retail and can help make the move from school into a career.

You will be supported all the way and gain important knowledge in line with industry standards including problem solving; product knowledge; cash handling and payment processing; legislation for sale of goods and services; dealing with theft and fraud; and workplace diversity.

Successful completion of Retail Ready Online will see you gain 22 credits at Level 2, plus the industry recognised Customer Service Award.

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Digital | At your own pace | Start anytime | **7123** *Apply a problem-solving method* L2, C3**28301** *Demonstrate knowledge of products and product information in a retail environment* L2, C5**28298** *Demonstrate cash handling in a retail Environment*, L2, C3**11968** *Demonstrate and apply knowledge of legislation applicable to sale of goods and services*, L2, C4 **24997** *Demonstrate knowledge of theft and fraud in a retail or distribution environment*, L2, C5**377** *Demonstrate knowledge of diversity in workplaces*, L2, C2 |

**Retail Skills 101 by Distance**

**Industry Training Solutions**

Retail employers are always seeking new staff who understand the importance of creating a respectful and enjoyable experience for the customer. Being safe, positive, and efficient is mandatory for all staff to look after their customers and keep the business healthy, safe, and thriving!

**Note: A practical component is required for this course. Must be carried out at a workplace.**

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **11971** *Use safe work practices in a retail environment under supervision* (Level 2, Credits 3)**11941** *Establish and maintain positive customer service interactions in a retail environment* (Level 2, Credits 2)**11938** *Assist customers to select goods and/or services* (Level 2, Credits 5) |

**Sport and Exercise by Distance**

**SIT**

The aim of this programme from the Southern Institute of Technology is to provide students with a foundation of knowledge to work in the recreation and sport community. It will also provide knowledge for students to progress into more advanced studies in [Sport and Exercise](https://www.tekura.school.nz/assets/tertiary-link-2/Sport-and-Exercise.docx) These unit standards are delivered via Tertiary Link – pleaseemail **Seth Smith** **Matthew.Smith2@tekura.school.nz**to register your interest.

**Store Detective by Distance**

**Industry Training Solutions**

This is a great course that will provide you with the means to explain practices used to detect and reduce staff and customer theft n fraud in a retail or distribution environment. You’ll learn the legal definitions, terminology used and the consequences that can occur.

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **24999** *Explain practices to detect and reduce staff theft and fraud in a retail or distribution environment* (Level 3, Credits 4)**24996** *Explain the legal definitions and consequences of theft and fraud in a retail or distribution environment* (Level 3, Credits 3) |

**Success in Café Service by Distance**

**Industry Training Solutions**

An opportunity for students to get real hands-on experience – serving in a café and working with customers and get assessed on the skills that they will learn along the way.

**Note: A practical component is required for this course. Must be carried out at a workplace.**

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **14441** *Provide café service in a hospitality establishment* (Level 3, Credit 5)**21853** *Provide hospitality sales and service opportunities to customers* (Level 3, Credits 5) |

**Success in Retail by Distance**

**Industry Training Solutions**

Learning the skills required to be successful in retail are only a couple of things that this course offers. You will learn about the importance of product knowledge and effective communication skills. Also delves into the world of theft and fraud and the effect that can have to the workplace.

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **28301** *Demonstrate knowledge of products and product information in a retail environment* (Level 2, Credits 5)**24997** *Demonstrate knowledge of theft and fraud in a retail or distribution environment* (Level 2, Credits 5) |

**Tourism by Distance**

**International College Tourism**

If you have ever wondered what it would be like to help people plan their holidays or work for a travel agency, then you may enjoy studying [Tourism](https://www.tekura.school.nz/assets/tertiary-link-2/Tourism.doc). Te Kura has partnered with International College Tourism to provide distance learning in Tourism for students. These unit standards are delivered via Tertiary Link – please email **Seth Smith** **Matthew.Smith2@tekura.school.nz**to register your interest.

**Wellbeing by Distance**

**The GET Group**

Examine & research wellbeing activities to enhance your life.

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Paper Based | At your own pace | Start anytime | **12355** *Describe strategies for managing stress* (Level 2, Credits 3)**4251** *Plan a career path* (Level 3, Credits 3).**2990** *Read texts to research information* (Level 3 Credits 4). |

**YouTube & Streaming by Distance**

**Yoobee**

Learn how to create awesome content for YouTube and other online channels. Learn about the technology required to livestream from your PC and multiple cameras. Students will need access to their own PC computer that has reliable internet, a web cam, and microphone.

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| **Venue** | **Total Days** | **Dates** | **Time** | **Unit Standard** |
| Online | 4 days | TBA 2024 | 9am – 3pm | **29796** *Collaborate and communicate with others effectively and safely in a digital environment* (Level 3, Credits 6) |

**Understand Customer Service by Distance**

**Industry Training Solutions**

The service industry requires you to have a wide range of skills. This starter package will give the best start! This is a great mix of theory and practical assessments. Will suit anyone that wants to work in hospitality, retail or travel and tourism.

**Note: A practical component is required for this course. Must be carried out at a workplace.**

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| **Venue** | **Total Days** | **Dates** | **Unit Standard** |
| Please inquire – currently only available as paper based | 8 weeks from the date of enrolment | Start anytime | **14466** *Demonstrate knowledge of maintaining a safe and secure environment for people in the hospitality industry* (Level 2, Credits 2)**14469** *Provide customers with information about an establishment in the hospitality industry* (Level 2, Credits 2)**28145** *Interact with customers in a service delivery context* (Level 2, Credits 2)**11968** *Demonstrate and apply knowledge of legislation applicable to sale of goods and services* (Level 2, Credits 4) |

PATHWAYS

**We are currently looking for further opportunities in these areas.**

**Primary Industries**

This industry includes agriculture, horticulture, dairy, forestry, and fishing. A fantastic pathway for students interested in exploring scientific and outdoor careers. (Distance Only)

**Construction and Infrastructure**

The Construction and Infrastructure Industries are a great pathway for practical students who are keen to learn on the job. The STAR options below may present an opportunity to get an idea of what is involved in moving forward into a career in a trade. NZMA

**Manufacturing and Technology**

From hands-on production and assembly to cutting-edge research. From massive machines and busy production lines to individual crafts or computer design, this sector offers a range of working styles and options.

**Service Industries**

This is a great sector for young people. If you enjoy working with people, you’ll get a kick out of this industry. Good communication and presentation skills are important. Working in teams and dealing with people means you’ll need to speak and listen well to others and relate to people from all walks of life.