



The **learning** place



Inspire, Learn, Grow



VOCATIONAL PATHWAYS PROSPECTUS 2018

Tēnā koutou

Welcome to our prospectus; The Learning Place Vocational Courses 2018. A very exciting year lies ahead. With growing levels of employment around the country our young people become more and more critical to the New Zealand workforce. In order to participate successfully our Tamariki need skills and knowledge to engage and grow in the particular workforce they have chosen.

Our course range for this year focuses on essential work and life skills, alongside tangible skills, that translate into job and career opportunities. Building on the success of previous years, we have increased our range of courses and introduced, for the first time, online course delivery.

The advantage of our online courses is the flexibility and accessibility of both the delivery of the course material, and the assessment. Of particular note are the core health and safety units 497 and 17593. Students can complete both for \$75.00. Our other online courses will work well alongside work placements, where the retention and practice of skills is an important component of the learning journey.

Feedback from you and your students has been overwhelmingly supportive and positive. We continue to work hard to maintain our academic standards, as well as ensuring our courses are informative, engaging and uplifting (where possible). We are proud of our work with your young people and we are committed to realising their potential futures.

Nga mihi



Piet van de Klundert
Director

CONTACT

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DIRECTOR Piet van de Klundert

Piet (Bachelor Arts, Bachelor Management and Innovation, Diploma in Adult Teaching, Member of NZ Institute of Directors) has extensive experience in working with at risk youth, community development, teaching/training as well as leading organisations.



pieter@thelearningplace.co.nz



ACADEMIC MANAGER Erin Thomson

Erin (Bachelor of Arts Geography and English and Bachelor of Teaching – Secondary) brings her experience as a secondary school teacher as well as a wide range of skills in the hospitality industry to her role.



erin@thelearningplace.co.nz



INFORMATION MANAGER Lori Bulger

Lori provides a standard of excellence to managing the million pieces of information that delivering courses to over 5000 candidates requires.



admin@thelearningplace.co.nz



www.thelearningplace.co.nz
0800 800 415 / 03 477 7770

The Learning Place Ltd, PO Box 5789, Dunedin

The Learning Place is a NZQA registered and accredited Category 2 private training provider



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OVERVIEW

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The Learning Place Ltd is a NZQA registered and accredited training provider. We deliver vocational courses, aligned with Vocational Pathways unit standards, into over 350 secondary schools across New Zealand. We also deliver a number of industry aligned compliance courses both face to face and online.

We are a close knit team with a strong kaupapa of equal opportunities education and employment. We have a commitment to education, Te Tiriti O Waitangi and celebrating the diversity of our learners.



Courses

All of the courses we deliver to schools have NZQA unit standards attached to them aligned with Vocational Pathways credits.

We can deliver in schools or from one of our network of venues across the country.

When you have less than 14 students to sign up for a course check our regular emails to you advertising the courses running in your area. You can either email the schools team in the office to make a booking or you can use our booking software, which allows you to book your students with ease.

When you have 14 or more students we can deliver a course at your school. There are no additional charges for this option, and often this is a good way to get around the extra arrangements such as transport to and from a venue (We are able to book a venue off site if you do not have the space to host the course at school).

Course materials are delivered to the school prior to the commencement of a course. This provides the students the opportunity to familiarise themselves with the resources and provides an understanding of the course itself. There is an expectation that the student will engage with the resource prior to the course.

Students have the opportunity to resit units that they may not become competent in straight away. We have a streamlined process in place to ensure success.



OVERVIEW

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Our Kaiako (Trainers)

We have a combination of full time and part time kaiako that bring a wealth of industry experience and teaching skills to their roles.

Our Kaiako are either secondary school trained teachers, tertiary provider trainers or industry experts.

They are chosen for their passion for sharing their skills and knowledge with our young people. We are committed to ongoing professional development for all of our people.

Vocational Pathways



The Vocational Pathways provide new ways to achieve NCEA Levels 1, 2 and 3 and develop pathways that progress to further study, training and employment. The Vocational Pathways provide a framework for students to show how their learning and achievement is valued in the workplace by aligning learning to the skills needed for each particular industry.

The six Vocational Pathways are:

- P** Primary Industries
- S** Services Industries
- S&C** Social & Community Services
- M&T** Manufacturing & Technology
- C&I** Construction & Infrastructure
- C** Creative Industries

As you read through the prospectus you will see colours indicating which strand/s the particular unit standards on the course are linked to.

OVERVIEW

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Students

We work with a wide range of learners of differing abilities and from a range of backgrounds. It is important to us that we provide a positive facilitation role for our people. We are a tertiary training provider and have the expectation that our students engage with us as adults.

We maintain close contact with schools for issues like tardiness or absenteeism from courses.

If a student has literacy or learning difficulties we **MUST** be contacted prior to the course to organise support for that student.

We expect students to attend courses dressed in either school uniform or work appropriate clothing.

Cost

Most one day courses cost \$150 per day, two day courses \$250 and three day courses \$350.

Please see the prices in the Prospectus next to the course descriptors.

Invoices are to be paid on the 20th of each month following the training. Although some courses take longer to mark, moderate and send certificates for, the invoice is still required to be paid on the 20th.

HOSPITALITY SKILLS

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Hospitality is a fantastic early, or ongoing, career of jobs in the industry there are a range of transferable skills students can learn to take into other careers. Our hospitality courses are delivered by industry experts and provide core skills and define expectations for starting work in this exciting sector.

BARISTA



Duration
Two Days



Cost
\$250 +GST



Our mobile espresso units bring the training to your school or one of our venues.

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.

17284

Demonstrate knowledge of coffee origin and production

L3 C3

17285

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

L2 C4

“ We were so happy with our Barista course – there was such a buzz when you went to where Darren was teaching and also around the school with the coffees being made for staff and students.”



HOSPITALITY SKILLS

9



FOOD SAFETY



Duration
One Day



Cost
\$140 +GST

S

Often a work place requirement, 167 is a practical course that is intended for students wishing to or currently working in food businesses. Students will learn how to maintain effective personal hygiene and work in a safe manner with food.

167

Practice food safety methods in a food business

L2 C4

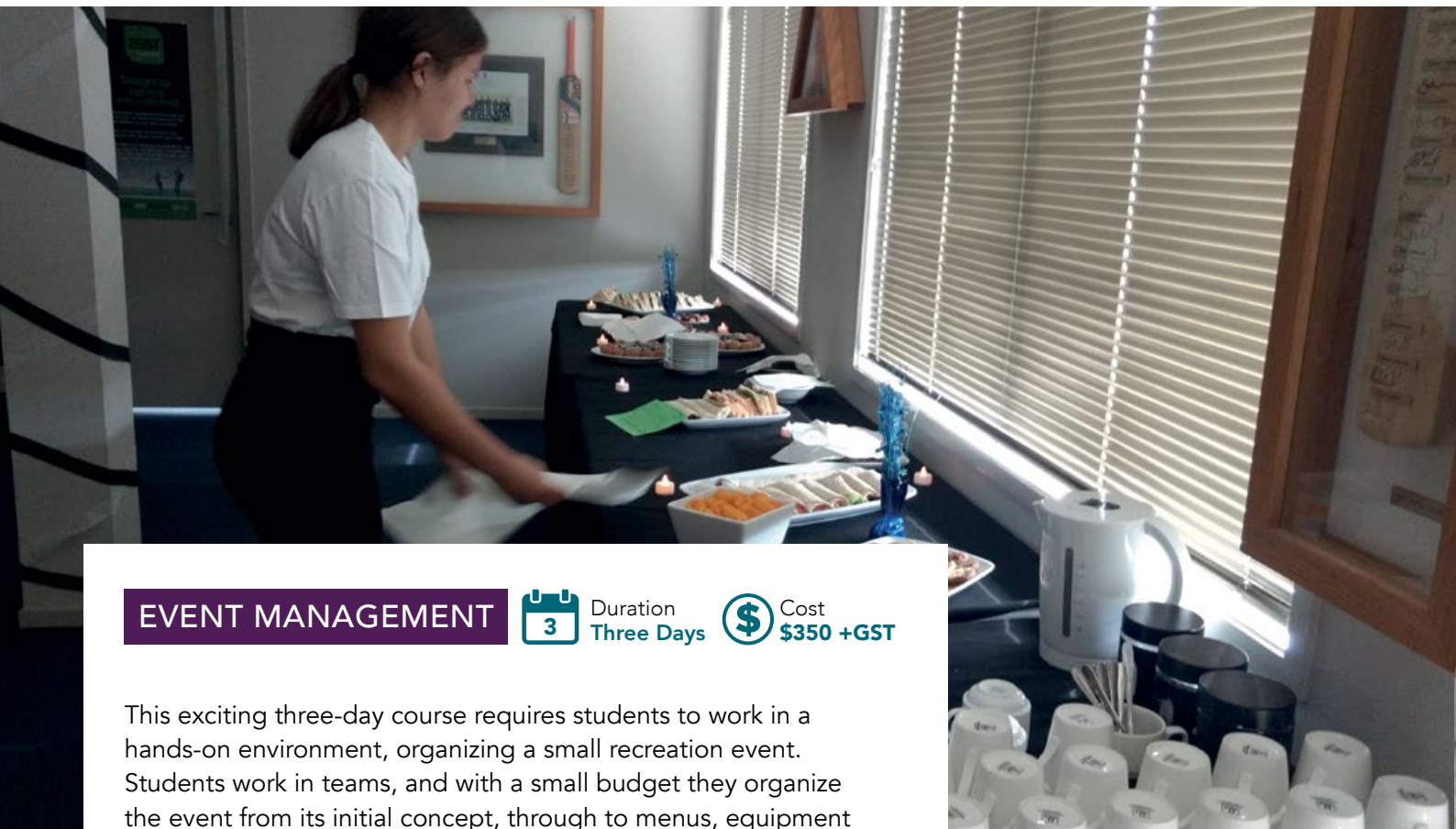


“ On initially booking the course I thought the students would know most of the information already, it's common sense right? I was pleasantly surprised when students told me they had learnt so much and loved the practical aspects of the course. ”



HOSPITALITY SKILLS

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EVENT MANAGEMENT



Duration
Three Days



Cost
\$350 +GST

This exciting three-day course requires students to work in a hands-on environment, organizing a small recreation event. Students work in teams, and 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. This can be completed around a school formal, career day or other school event- meaning it can be run as a two day course with the event taking place outside of the course, at a later date.

15190

Develop and implement a work team plan

L4 C10

21414

Plan and run a recreation activity

L3 C4

“ This was one of the coolest courses I have ever been on. We were treated like adults and were allowed to be independent and do the whole event ourselves. I feel like we achieved heaps in the three days. ”



HOSPITALITY SKILLS

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TABLE SERVICE



Duration
Two Days



Cost
\$250 +GST



An exciting two-day course that prepares students for a position as wait staff in a range of hospitality establishments. By the end of the two days students will have an in-depth knowledge of menu types, food service styles, preparing areas for service and how to provide excellent table service.

14431

Demonstrate knowledge of food service styles and menu types in the hospitality industry

L2 C3

14434

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

L2 C3

14436

Provide table service in a commercial hospitality environment

L2 C4

“ This course was excellent for the students that I am putting into work placements. They feel so much more confident about going on these, now that they have some of the practical skills in hand ”



HOSPITALITY SKILLS

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BAR TENDING



Duration
Two Days



Cost
\$250 +GST

S

An exciting two-day course that prepares students for a position as staff in a range of hospitality establishments. The course begins with a unit standard around responsible drinking environments and practices, followed by critical knowledge around serving alcoholic and non-alcoholic beverages. Students also have the opportunity to make and create **mocktails**. **THERE IS NO ALCOHOL INVOLVED ON THIS COURSE.** By the end of the two days students will have an in-depth knowledge for the hospitality industry.



14420

Demonstrate knowledge of alcoholic and non-alcoholic beverages

L3 C3

4645

Demonstrate knowledge of maintaining a responsible drinking environment as a server in a licensed premises

L3 C2

21057

Prepare, construct and garnish mocktails for the hospitality industry

L1 C2



“ My students attended this course and came back to school raving about the trainer and everything they had learnt. It was interesting to hear how much they had taken on board around responsible serving of alcohol ”

HOSPITALITY SKILLS

13

SECURITY



Duration
Two Days



Cost
\$350 +GST



An exciting two-day course that is the perfect taster for students wishing to enter the Defence or Police force after school, or would like to obtain employment in the security industry. This is the required mandatory training for the security industry and a great way for students to obtain credits at the same time.

27364

Demonstrate knowledge of the security industry in the pre-employment context

L2 C4

27360

Demonstrate knowledge of managing conflict situations in a security context

L2 C4

27361

Manage conflict situations in a security context

L3 C4

“ I sent three students on this course, two going into the defence force and one the police force. The students thoroughly enjoyed the two days and the learning reinforced the career pathways they had chosen. ”

CAFÉ SERVICE

ALSO AVAILABLE ONLINE



Duration
Two Days



Cost
\$300 +GST

A two-day course which trains students for Food and Beverage service in a café environment. Students will learn the essentials of taking orders, serving the customer and maintaining all areas and equipment. The theory components of the unit standards below will be completed in course time and the practical components on the work placement.

Students will need a work placement of at least 10 days, in a café, to meet the requirements of this unit standard



“ I find it really hard to co-ordinate courses for students that have a good number of credits and a balance of theoretical and practical work. This course is perfect for that. My student spent two days in class, ten days in the workplace and received 18 level three credits. It was all so easy. ”

27940

Provide café table service in a hospitality establishment

L3 C5

27955

Apply food safety practices in a food related business

L3 C5

18497

Demonstrate knowledge of culinary products and terms

L3 C8

LEADERSHIP SKILLS

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Our leadership and communication courses are designed to encourage students to speak up and realise confidence and self esteem within themselves. Each course is fully interactive and highly engaging. Students need to be prepared for intensive and often challenging work.

COACHING



Duration
Three Days



Cost
\$350 +GST

More than 145,000 secondary school students in New Zealand play sport and behind these students are great coaches. More often than not the coaches are secondary students themselves. Our coaching course is perfect for students who are interested in or currently coaching a sports team. On the course students will learn the skills needed to effectively coach a sports team and how to plan a training session for maximum results. What better way to recognise students who are already doing the hard work, than with a course that develops their skills as well as gaining unit standard credits.

22771

Plan a beginner level coaching session for sport participants

L3 C4

22768

Conduct and review a beginner level coaching session

L3 C6

20673

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

L3 C4

“ Most courses I go on are really boring. We did quite a bit of writing but we did heaps of practical stuff too so I wasn't bored ever. I wish this course could have gone for a week ”

LEADERSHIP SKILLS

15

LEADERSHIP



Duration
Two Days



Cost
\$250 +GST

Using videos, role plays and group discussion this intensive two day course builds the capacity of students wanting to develop self esteem and leadership skills. Perfect for school leaders, those students in work already or students needing to come out of their shell.

1312

Give oral instructions in the workplace

L3 C3

24874

Demonstrate knowledge of performance management

L3 C4

9705

Give and respond to feedback on performance

L3 C3



COMMUNICATION



Duration
Two Days



Cost
\$250 +GST

An inspirational course, 'Communication' explores the importance and application of communication in formal situations. Developed for students entering the workforce or tertiary studies. Activities include presenting ideas in front of others and communicating meanings and intent in practical situations such as work places.

11097

Listen actively to gain information in an interactive situation

L3 C3

1307

Speak to a known audience in a predictable situation

L3 C3

9694

Demonstrate and apply knowledge of the communication process theory

L3 C4



LIFE SKILLS

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Employability skills are the skills or capabilities that are needed for work. These include behaviours, attitudes, beliefs and personal qualities such as self-management and resilience. New Zealand and international employers tell us these skills are essential for getting and keeping a job. Below are courses that support the skills identified on the New Zealand Employability skills framework.

INTRODUCTION TO INTERVIEW SKILLS



Duration
One Day



Cost
\$150 +GST

One of the most important skills is having the ability to interview well. Too often we hear of students having excellent academic results, but interviewing for jobs and tertiary courses and other areas of life is where the real challenge lies. The introduction to interview skills course takes students through the process of planning for an interview, conducting that interview and reflecting on the interview process.

1294

Be interviewed in a formal interview

L2 C2

“ In the past we have delivered this unit standard ourselves. This year we chose to have an outside provider come in and what a difference it made. Students took the process more seriously when they had someone they didn't know interviewing them for the assessment. ”

A level three Interview unit standard is also available – please see the Individual Unit Standards table for more information.

LIFE SKILLS

17



TEAM WORK



Duration
Two Days



Cost
\$250 +GST

A two day, 7-credit course, that teaches students the key skills involved in working in a team. Often moving into the workplace or interacting with unfamiliar groups can be daunting and challenging. Teamwork explores the dynamics of participating in a team like a workplace or with a group of unfamiliar people. This interactive and fully engaging course challenges students to get out of their comfort zone and participate in a positive manner in a team environment.

27563

Describe teams and team leadership

L3 C4

24873

Demonstrate knowledge of teamwork and its importance in a workplace

L3 C3

9681

Contribute in a group/team which has an objective

L3 C3



LIFE SKILLS

18



LIFE



Duration
Two Days



Cost
\$250 +GST



As we all know, at a certain point our students are going to face the reality of having to be independent. Teaching a range of life skills that are essential to facilitate independence is the purpose of this essential two day course.

12349

Demonstrate knowledge of time management

L2 C3

28094

Produce a balanced household budget and adjust the budget to reflect changing financial circumstances

L2 C3

12354

Describe legal implications of living in rented accommodation and means to prevent or resolve related problems

L3 C4

RESILIENCE



Duration
Two Days



Cost
\$250 +GST



Taking on board your advice, we present this course for 2018. Too often we hear from you that students lack the ability to be resilient when facing life's challenges, disappointments and change. By no means a cure all Resilience introduces students to ways of coping with life's many stresses.

12355

Describe stress and ways of dealing with it

L2 C3

7124

Demonstrate knowledge of one-to-one negotiation

L2 C2

1299

Be assertive in a range of specified situations

L2 C4

CUSTOMER SERVICE SKILLS

19

So many of our students will work in either retail or in customer service roles. These courses help develop skills to interact effectively with members of the public.

CUSTOMER SERVICE STAR



Duration
Two Days



Cost
\$250 +GST



This is an essential course for all students hoping to, or currently working in customer service roles. This two-day course gives students an introduction to the basic principles of customer service, in any work environment that has a customer service interface.

Students will learn telephone and communication skills, and how to describe and provide positive customer service interactions through a combination of role play and written work.

57

Provide customer service

L2 C2

11941

Establish and maintain positive customer service interactions

L2 C2

28145

Interact with customers in a service delivery context

L2 C2



ADVANCED CUSTOMER SERVICE STAR



Duration
Three Days



Cost
\$350 +GST

This intensive three-day course is perfect for students who aspire to a career in customer service or retail. Made up of 11 Level Three credits, this course covers communication processes, active listening, and retail and distribution skills through tutor led delivery and an individual student project.

11815

Answer customer enquiries on the telephone in a wide range of contexts

L3 C3

11818

Demonstrate and apply product and/or service

L3 C2

11831

Apply skills and qualities of a salesperson in a retail or distribution environment

L3 C6

INDIVIDUAL UNIT STANDARDS

A lot of our courses are tailored to a school's specific needs or areas of focus. Below is a range of courses that are popular with schools. Each one can either be delivered as a stand alone course or combined with other units to create a course that specifically meets your students' needs.

Please call or email us to discuss your student's specific needs.

#	Title	Level	Credits
	Individual unit standards		
9677	Participate in a team or group which has an objective	2	3
7123	Apply a problem solving method to a problem	2	2
7124	Demonstrate knowledge of one to one negotiation	2	2
548	Demonstrate knowledge of management of alcohol and other drugs	1	2
497	Demonstrate knowledge of workplace health and safety regulations	1	3
17593	Demonstrate knowledge of workplace health and safety requirements	2	4
1978	Identify and describe basic employment rights and responsibilities, and sources of information and assistance	1	3
1979	Describe an employment relationship and the application of employment law to that relationship	2	3
377	Demonstrate knowledge of diversity in the workplace	2	2
4252	Produce a targeted resume	2	2
14462	Maintain personal presentation and greet customers in the hospitality industry	2	2
168	Demonstrate knowledge of food contamination hazards and control methods used in a food business	3	4
20666	Demonstrate a basic knowledge of contamination hazards and control methods used in a food business	2	2

ONLINE COURSES

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Introducing for the first time, our 2018 online courses. All courses are hosted on the KuraCloud platform; a premier learning platform that is easy to access and learn on.

We have had over two years of perfecting our online pedagogy with other courses we deliver, and are confident that students will be able to learn independently, be engaged and achieve success.

Students can log into and out of the platform as they please, and we can provide updates on student progress for you. There is 0800 number for students for students to call for help when needed.

All learning and written assessments are completed online.

OFFICE EXECUTIVE

 Cost
\$150 +GST

122

Provide office reception services

L3 C5

123

Use office information, copying, and telecommunication systems

L3 C5

125

Demonstrate knowledge of record management systems within an organisation

L3 C5

**STUDENTS WILL
NEED A WORK
PLACEMENT OF AT LEAST
10 DAYS TO MEET THE
REQUIREMENTS OF THIS
UNIT STANDARD**
– please contact us to discuss
the requirements of the practical
assessment, to ensure the chosen
workplace is suitable

ONLINE COURSES

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FINE DINING SERVICE

 Cost
\$200 +GST

26308

Provide restaurant service in a hospitality establishment

L3 C20

STUDENTS WILL
NEED A WORK
PLACEMENT OF AT LEAST
10 DAYS TO MEET THE
REQUIREMENTS OF THIS
UNIT STANDARD

– please contact us to discuss
the requirements of the practical
assessment, to ensure the chosen
workplace is suitable

CAFÉ SERVICE

 Cost
\$150 +GST

27940

Provide café table service in a hospitality establishment

L3 C5

27955

Apply food safety practices in a food related business

L3 C5

18497

Demonstrate knowledge of culinary products and terms

L3 C8

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workplace is suitable

ONLINE COURSES

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HEALTH AND SAFETY

The two Unit Standards 497 and 17593 are essential for students going into workplaces on Gateway and or work experience. We have made these courses extremely accessible by putting them online and at an extremely low cost. Unit Standard 497 and 17593 individually are \$50, or combined both units are \$75.

LEVEL ONE – HEALTH AND SAFETY



497

Demonstrate knowledge of workplace health and safety requirements

L1 C3

LEVEL TWO – HEALTH AND SAFETY



17593

Demonstrate knowledge of workplace health and safety regulations

L2 C4

LEVEL TWO – HEALTH AND SAFETY

29315

Describe the role and functions of the Health and Safety Representative in a New Zealand workplace

L3 C2



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