

The **learning**   
**place**

INSPIRE, LEARN, GROW

# VOCATIONAL EDUCATION IN SCHOOLS

PROSPECTUS 2021



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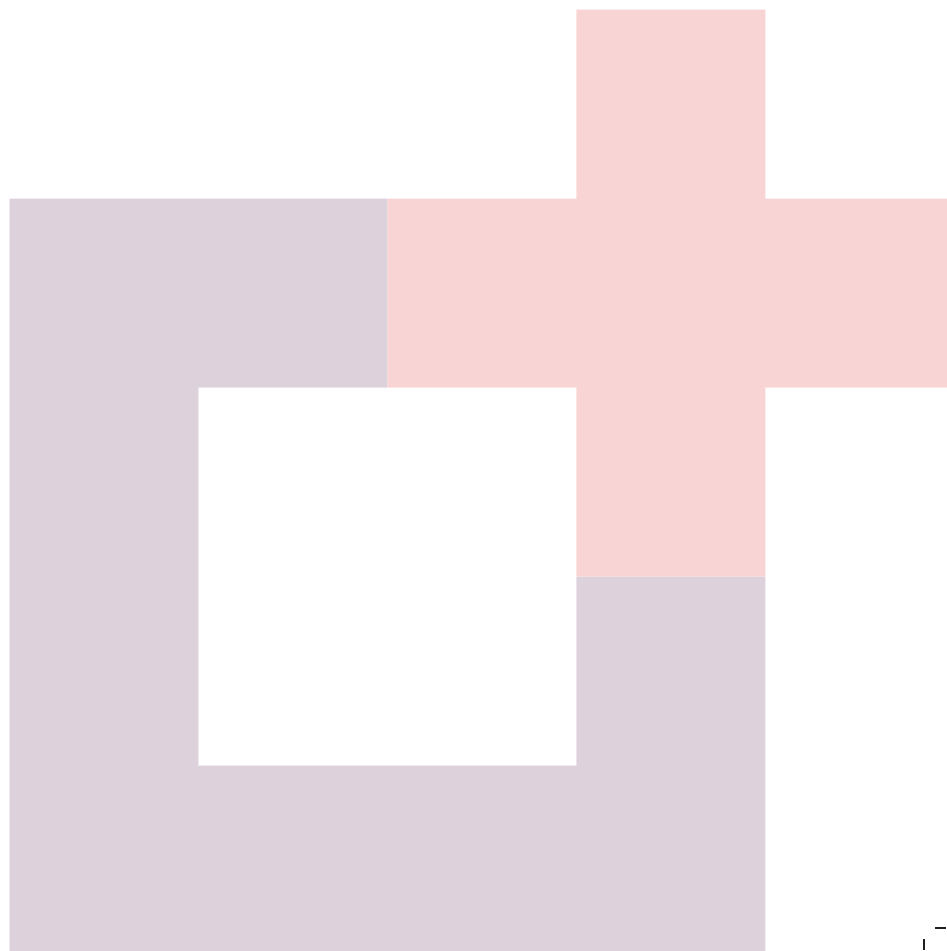
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## Tēnā koutou

The value of vocational education in schools has grown dramatically since The Learning Place first started delivering courses into secondary schools over ten years ago.

Since then, we have delivered essential skills courses to tens of thousands of secondary school students across New Zealand providing workplace skills to grow confidence and experience. Each year our kaiako deliver tangible workplace skills alongside essential skills courses that provide important skills for students approaching or choosing types of employment and careers.

We need to ensure that all learners can access and succeed in a vocational education system that responds to their needs. At the heart of the kaupapa of our organisation is the ability to provide accessible education. We travel across New Zealand making available our teaching available to over 400 secondary schools annually. Whether it is a Bartending course, a Leadership in the Workplace course or one of our Barista courses we travel to you to deliver high quality and effective training where students can gain workplace skills and credits towards their NCEA.

Our mahi builds confidence by providing tasters of the workplace and credentialing confidence with our life skills focused courses. Workplaces want students who have confidence and the work ready ability to engage quickly and productively. Our kaiako all come from industry and have worked alongside youth to enable competence and gain skills.

Feedback from our students and you continues to be overwhelming. We will continue to share the journey with you to build better futures for our ākonga. We build upon our shared experience to continually improve our high academic standards and ensure our courses and people are uplifting, informative and engaging.

With you, we continue to strengthen the journey and walk alongside our young people to help guide them in their chosen direction.

**Ngā mihi nui**

**Piet van de Klundert**  
Director

# OUR PEOPLE



Director  
**PIET VAN DE KLUNDERT**

Bachelor of Arts History, Bachelor of Business and Innovation, Adult Learning Diploma

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Academic Manager  
**YONINA JAMIESON**

Bachelor of Arts English and Art History, Graduate diploma in Secondary Teaching

[academic@thelearningplace.co.nz](mailto:academic@thelearningplace.co.nz)



Information Manager and Schools Liaison  
**LORI BULGER**

Lori is the person you will be working with to book courses for your students. She engages with Career Advisors, Gateway and Star Courses in schools

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Online Coordinator  
**HELEN WHITE**

Certificate in Adult Teaching, Graduate Certificate Tertiary Learning and Teaching, National Certificate Adult Literacy and Numeracy

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Learner Support  
**ALYSON BARNHART**

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Online Course and face to face Kaiako  
**RICKY CLARKE**

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Online Support  
**BONA HICKS**

Bachelor of Arts Psychology/Sociology

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Kaiako  
**KOWHAI WILKIE**

Bachelor of Arts Performance and Screen Arts, Certificate in English Literature, Adult Learning Diploma



Kaiako  
**JAMES FROOD**

Certificate Adult Learning Teaching



Kaiako  
**SAM OATES**

Bachelor Science Psychology and Sociology



Moderation and Cultural Liaison  
**IRIHAPETI MAHUIKA**

Masters Education, Grad Dip Bilingual and Immersion Teaching, P.G. Diploma Secondary Teaching, Bachelor Arts Maori and Education.

## Overview

The Learning Place is a NZQA registered and accredited training provider. We deliver high quality vocational education aligned with vocational pathways unit standards into over 400 secondary schools across New Zealand. We also deliver vocational training to thousands of students in vocational education every year.

We are a close-knit team with a strong kaupapa of providing quality and accessible education to a range of communities across New Zealand.

## Schools

We work alongside secondary schools to provide vocational education to students. Each school signs a Memorandum of Understanding with us that outlines the terms and conditions of delivery and reporting of credits. Schools use our provider code to report the credits for their students. Schools liaise with our School Liaison Coordinator to book and organise courses.

## Courses

The Learning Place deliver NZQA unit standards aligned with Vocational Pathway credits. These unit standards are integrated into short, relevant and engaging courses. These courses can be delivered by The Learning Place in schools or at suitable venues around Aotearoa.

We can deliver a course at your school when you have 14 or more students to enrol. Alternatively, we coordinate with other schools in your area to deliver a course at a venue nearby, subject to minimum enrolment numbers being reached. Check our regular emails for upcoming courses running in your area.

You can use our online booking system to easily enrol your learners on our courses, or email [bookings@thelearningplace.co.nz](mailto:bookings@thelearningplace.co.nz) for assistance.

The Learning Place also offer a wide range of courses during the school holidays.

## Terms and Conditions

- Schools and The Learning Place sign a MOU agreeing to specific terms and conditions
- Courses are focused towards Year 12 and 13 students. If you wish to enrol Year 11 students this has to be discussed with our Schools Liaison [lori@thelearningplace.co.nz](mailto:lori@thelearningplace.co.nz) prior to enrolment
- We require all students with learning or behavioural needs to be notified upon enrolment and a management plan put in place prior to course commencement
- All courses are \$260.00 plus gst per candidate apart from Security and Advanced Customer service which are \$350.00 plus gst per candidate and Food Safety which is \$150.00 plus gst per candidate
- Pre Course Resources will be sent prior to each course be distributed to students to support learner understanding of course content

## Our Kaiako

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. The Learning Place brings in external contractors from time to time to provide specialist training knowledge and delivery. All external contractors are experts in their field of delivery and share our passion of working with young people.

## Vocational Pathways

The Vocational Pathways provides 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.



“

I am passionate about combatting miscommunication in the workplace, school, and social locations. I plan on pursuing a manager or leadership position sometime in the near the future and am keen on using the skills I have learned on this course!

”



# LEADERSHIP IN THE WORKPLACE

## 2 Days

This course is designed to help learners lead, manage and communicate with a diverse range of people and cultures in the workplace. Perfect for school leaders, students in employment and those aspiring to a leadership role.

### COURSE REQUIREMENTS

- ✓ Specifically recommended for year 13 students or year 12 students who aspire to leadership roles.
- ✓ Unit standard 24874 has a large written component
- ✓ Learners must wear school uniform or tidy, semi-formal clothing.

24874

Demonstrate knowledge of performance management

L3 C4 V3

1304

Communicate with people from other cultures

L3 C2 V9

9705

Give feedback on performance in the workplace

L3 C3 V7

“  
I loved this course. It taught me the value of being in a team and my responsibilities. The trainer was awesome!!!  
”



# TEAM WORK

## 2 Days

This course encourages students to interact and participate with others in a team environment. 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.

### COURSE REQUIREMENTS

- ✓ Classroom must have enough space for learners to move around the room and complete practical activities

9677

Communicate in a team or group which has an objective

L2 C3 V10

27563

Describe teams and team leadership

L3 C4 V2

9681

Contribute within a team or group which has an objective

L3 C3 V7

“  
I gained knowledge about communication processes, barriers and solutions. By completing presentations I developed my verbal communication skills.  
”



## COMMUNICATION

# 2 Days

This course develops learners' speaking, presenting and listening skills and is an exciting opportunity for students to learn about and present a range of communication skills in different contexts. Learners will present a social speech, deliver a presentation, and interact and respond with others. Perfect for all students needing to come out of their shell or develop their communication skills.

### COURSE REQUIREMENT

- ✓ Maximum of 20 learners per course
- ✓ Learners must present a five-minute-long presentation and a three-minute-long social speech in front of an audience

9694

Demonstrate and apply knowledge of the communication process theory

L3 C4 V8

1307

Speak to a known audience in a predictable situation

L3 C3 V8

11097

Listen actively to gain information in an interactive situation

L3 C3 V5



“

**This course will allow me to be more confident** when I go to speak with my co-workers and people who are higher up in the workplace. I learnt how to deal with stress and how to handle a one on one negotiation as well as how to be assertive in a variety of situations.

”



# RESILIENCE

## 2 Days

This course will provide learners with a range of resilience skills. Learners will explore stress management strategies, negotiation skills and how to be assertive. Perfect for equipping students with tools to deal with life's challenges.

### COURSE REQUIREMENTS

- ✓ Maximum of 20 learners per course
- ✓ Learners will discuss some sensitive topics on this course, especially throughout unit standard 12355.

12355

Describe strategies for managing stress

L2 C3 V6

1299

Be assertive in a range of specified situations

L2 C4 V9

7124

Demonstrate knowledge of one-to-one negotiation

L2 C2 V6

“  
**I learnt better communication skills**, gained heaps of experience for future things, got a better mind set of life, and just got some life skills. Real helpful. I'll be leaving school in a year or so, so this will help me when I leave home/school.  
”



# LIFE SKILLS

# 2 Days

This course will equip learners with time management, problem solving and CV writing abilities. Learners will explore real life scenarios and develop independence skills. Perfect for students moving into the workforce, taking on further study or leaving home.

## COURSE REQUIREMENTS

- ✓ Learners must bring their own device for both days of this course to type up their CV's electronically.
- ✓ Prerequisites for this course: Unit 504 – Produce a CV (curriculum vitae) and/or have achieved their Level One Literacy. Schools must make sure learners meet this pre-requisite before enrolling them.
- ✓ Learners will be given one week after course completion to continue proof reading and editing their CVs. One week after course completion, learners must email PDF attachments of their final CV's to The Learning Place for marking.

4252

Produce a personalised targeted CV  
(curriculum vitae)

L2 C2 V8

12349

Demonstrate knowledge of time  
management

L2 C3 V6

12354

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

L2 C4 V5

“

These skills will be useful to state on my cv as well as helping me in my current customer service job and any future jobs.

”



# CUSTOMER SERVICE STAR

## 2 Days

This course introduces learners to the basic principles of customer service in a retail environment. Students will learn store policies, deal with customer complaints and interact with customers in a range of scenarios. Perfect for students aiming to or currently working in retail environments.

### COURSE REQUIREMENTS

- ✓ Maximum of 20 learners per course
- ✓ Learners must wear school uniform or business attire to meet the “professional image” and simulation requirements of the assessments in this course.

57

Provide customer service

L2 C2 V9

11941

Establish and maintain positive customer service interactions in a retail environment

L2 C2 V7

28295

Demonstrate knowledge of serving customers in a retail environment

L2 C5 V3

“  
I learnt a lot about **Customer Service**, how to be a good salesperson and how to deal with customers in different moods. It was super useful for me to gain this knowledge as I think of myself as a shy person that’s not always sure how to do these skills.  
”



## ADVANCED CUSTOMER SERVICE STAR

# 3 Days

This course progresses learners’ understanding of customer service, exposing them to a wide range of sales contexts. Students will interact in a range of scenarios that explore phone enquiries, retail and distribution skills and product and service knowledge. Perfect for students aspiring to a career in customer service.

### COURSE REQUIREMENTS

- ✓ Learners must wear school uniform or business attire to meet the “professional image” and simulation requirements of the assessments in this course.

11815

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

L3 C3 V6

11818

Demonstrate and apply product knowledge and/or service knowledge

L3 C2 V6

11831

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

L3 C6 V7

“  
Doing this course meant that I could use these new skills to perhaps start working in the barista industry. Generally, it is quite difficult to get into these kinds of jobs but the skills gained in this course means that I have an opportunity.  
”



# BARISTA

## 2 Days

This 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.

### COURSE REQUIREMENTS

- ✓ Maximum of 20 learners per course
- ✓ If held on a school site, there must be immediate access to water, power outlets and adequate bench space.

17284

Demonstrate knowledge of coffee origin and production

L3 C3 V6

17285

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

L2 C2 V9



“  
I am interested in barista-style work, and what we learnt in this course was definitely relevant to me as it built on previous knowledge that came from completing the Barista course.  
”



# ADVANCED BARISTA

# 2 Days

This course advances learners' barista skills, helping them prepare and present espresso beverages that meet industry standards. Perfect for students who have completed introductory barista courses or have prior experience working on espresso machines.

## COURSE REQUIREMENTS

- ✓ Learners must be year 12 or 13
- ✓ Maximum of 20 learners per course
- ✓ Prerequisite = Learners must have completed unit standard 17285 or have proven experience using an espresso coffee machine.

17288

Prepare and present espresso beverages  
for service

L3

C5

V7

“

The skills I learnt will be very helpful if I choose to go deeper into the hospo industry and if I need to get a job while studying, it opens a lot of doors.

”



# BARTENDING

## 2 Days

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

- ✓ No alcohol is used on this course; however, alcohol and its uses are discussed in a responsible manner.

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

“  
**All of this course was very engaging.** I found learning about the way service is provided in the hospitality industry and the reasons behind it very interesting.  
”



# TABLE SERVICE

## 2 Days

This course prepares learners for waitstaff positions. Students will gain an in-depth understanding of menu types, food service styles, preparing areas for service and providing excellent table service. Perfect for students wanting to or currently working in the hospitality industry.

### COURSE REQUIREMENTS

- ✓ Learners must wear school uniform or clean, tidy attire to meet the simulation requirements of the assessments in this course.

14431

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

L2 C3 V6

14434

Prepare and clear areas for table service for a commercial hospitality establishment

L2 C3 V7

14436

Provide table service for a commercial hospitality environment

L2 C4 V7

“  
**This assessment was made easily achievable** with an engaging teacher, a straightforward workbook and the food we prepared together. There was a lot of communication from teacher to student which was good.  
”



# FOOD SAFETY

# 1 Day

This course develops learners' use of food safety methods in a supervised environment. Students will demonstrate effective food practises while preparing food. This unit standard is a common workplace requirement and perfect for students wanting to or currently working in the food industry.

## COURSE REQUIREMENTS

- ✓ Learners must be year 12 or 13
- ✓ Schools must inform The Learning Place about any learner food allergies prior to course commencement.

167

Practise food safety methods in a food business under supervision

L2

C4

V8



“  
Originally didn't think of a security pathway, however I have enjoyed  
the course and would look towards it

”



# SECURITY

## 2 Days

This course introduces learners to New Zealand's security industry. Students will experience realistic conflict situations and manage these appropriately. Perfect for students interested in a career in security, the defence force or police. This is the required mandatory training for working in the security industry.

### COURSE REQUIREMENTS

- ✓ Learners must be year 12 or 13
- ✓ Maximum of 18 learners per course

27360

Describe conflict management in a security context

L3 C4 V2

27361

Manage conflict situations in a security context

L3 C4 V2

27364

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

L2 C4 V2



New Course for  
**2021**



# ***SPORTS AND RECREATION***

# **2 Days**

A fun and active course that helps learners understand the needs of different target groups, develop planning skills and organise and run a recreational activity. Recreational activities can include things like social sports, cooking skills, games, cake decorating, yoga, dance and more. Perfect for learners wanting to improve their overall organisation skills and use these to plan and run an activity.

## **COURSE REQUIREMENTS**

Learners will be given \$20 to buy the resources needed to run their recreational activity.

Learners are expected to purchase these resources themselves, after the first day of the course, and bring their receipts back to the course the next day.

**4864**

Demonstrate knowledge of recreation needs of target groups

**L3 C4 V7**

**21414**

Plan and run a recreation activity

**L3 C4 V3**

## GET IN TOUCH WITH ANY INQUIRIES OR BOOKINGS.

OUR TEAM WOULD LOVE TO TALK WITH YOU ABOUT  
TRAINING OPTIONS FOR YOUR STUDENTS

Phone 0800 800 415 

[bookings@thelearningplace.co.nz](mailto:bookings@thelearningplace.co.nz) 

[www.thelearningplace.co.nz](http://www.thelearningplace.co.nz) 