

The learning
place



Te Wahi Ako

2022

VOCATIONAL PATHWAYS PROSPECTUS



TĒNĀ KOUTOU

Welcome to The Learning Place 2022 Prospectus Pathways to the Future.

It has been a world of constant change and adaptation to new ways of doing things. This is flowing through into the vocational education space of Aotearoa New Zealand. With high levels of employment in the economy there is greater demand for school leavers to have skills and experience in the world of work. The need for career development, Gateway and STAR programmes has never been stronger or more important for our ākonga.

Course Development

The Learning Place has continued to work alongside schools and learners to ensure we have been responsive to the needs of this new environment. Our courses are developed with extensive consultation from the school communities we work with. We have introduced several new courses and revamped some existing ones for 2022 reflecting the needs and demands for meeting the challenges ahead. We have some exciting developments in the pipeline to introduce later in the year.

Tikanga Māori

Our organisation has a commitment to have greater engagement with Tikanga Māori. We have listened to the growing voice to help develop our practice. We seek advice on tikanga Māori and support for our Māori ākonga, kaiako and wider team from our Cultural Liaison, who is part of our Governance Team. We are proud to include in our name the Māori translation of The Learning Place, Te Wahi Ako..

Academic Process

We continue to refine our process to ensure that The Learning Place provides high quality, and academically sound programmes of study, with opportunities for meaningful and successful outcomes for learners. These processes are supported by our Academic Team alongside the continual growth of our kaiako through professional development and self-reflection.

Finally

We would like to thank all the Gateway and STAR coordinators, Careers advisors and Administrators who we work alongside in supporting our ākonga for better futures. This work is often completed on minimal hours but with a huge amount of passion – ka pai, ka rawe! We look forward to working with you again this year.

TABLE OF CONTENTS

- 4** The Learning Place Whānau
- 5** Our Academic Process | Pastoral Care of the Learner Courses
- 6** Booking a Course | Terms and Conditions
- 7** WORK READY COURSES:
- 8** Gateway Health and Safety | Security
- 9** License Controller Qualification
- 10** ESSENTIAL SKILLS COURSES:
- 11** Leadership and Teamwork | Communication
- 12** Life Skills | Confidence and Resilience
- 13** Event & Recreation Planning
- 14** HOSPITALITY & RETAIL PATHWAY:
- 15** Introduction to Barista | Work Ready Barista
- 16** Advanced Barista | Bartending
- 17** Table Service | Basic Food Safety
- 18** Advanced Food Safety | Advanced Customer Service Star
- 19** SPORT & FITNESS PATHWAY:
- 20** Introduction to Sports Coaching | SINGLE CODE SPORT COURSES: Industry Coaching
- 21** Industry Officiating | Sport Tikanga

THE LEARNING PLACE WHĀNAU



PIET VAN DE KLUNDERT
KAIĀRAHI / DIRECTOR

- B.A. History
- B. Management and Innovation
- Adult Learn Dip
- Member of the Institute of Directors



LORI BULGER
INFORMATION MANAGER AND
SCHOOLS LIAISON

- lori@thelearningplace.co.nz



MICHAEL WOOD
ACADEMIC MANAGER

- Post Graduate Certificate in Teaching
- National Certificate in Adult Literacy & Numeracy Education



HELEN WHITE
ACADEMIC COORDINATOR

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



DANE OATES
ACADEMIC SUPPORT /
PROJECT MANAGER

- Bachelor Arts & Science, Double Major Philosophy & Psychology
- Minor Māori Studies



YONINA JAMIESON
INTERNAL MODERATOR &
ONLINE SCHOOLS COORDINATOR

- Bachelor of Arts, Graduate Diploma in Secondary Teaching



BONA HICKS
ONLINE LCQ COORDINATOR

- Bachelor of Arts, Major in Psychology



IRIHAPETI MAHUIKA
CULTURAL LIAISON

- Masters of Education



KOWHAI WILKIE
KAIIAKO

- Bachelor of Arts, Performing and Screen Arts
- Cert. in English Literature
- Cert. in Adult & Tertiary Teaching



RICKY CLARKE
KAIIAKO

- National Certificate Security, Level 3 Equivalent



SAM OATES
KAIIAKO

- Bachelor Arts & Science, Double Major Psychology and Sociology.
- NZ Certificate in Adult and Tertiary Teaching level 4



JAMES FROOD
KAIIAKO

- NZ Certificate in Adult and Tertiary Teaching Level 4

We receive the most amazing feedback from learners and schools about our kaiako and the courses they we deliver. With a success rate at more than 92%, we continually work hard to achieve and maintain this.

Our kaiako are full time members of the team, and we invest heavily in their development to help maintain quality. Kaiako provide a reflection on every course they deliver. This helps to ensure continual improvement and supports our high academic standards.. All kaiako regularly engage with our Academic Team and take part in internal and external professional development.

Each course is developed as a result of feedback from schools, learners and industry. The preparation of each course is extensive and involves creating content for resources and teaching materials. The unit standard assessments are mapped against the learning outcomes. Assessments are developed in house and pre-moderated by the relevant standard setting body. A proportion of each course's assessments are internally moderated before results are confirmed and credits can be awarded.

Upon completion of a course, learners are encouraged to participate in an online survey and provide feedback about their course. This provides an opportunity for the learner to have a voice and helps to shape the delivery and style of courses we offer. We engage regularly with schools for direct feedback through school visits, surveys, korero and CATE cluster meetings. This informs our process to continue to provide high quality education.

PASTORAL CARE OF THE LEARNER

The Learning Place has the care of the learner at the centre of all learning. We work in close partnership with our schools to ensure each learner is fully supported through their journey. Schools should inform us of any learners who may face difficulties with their learning. This allows us to work with the school prior to the course to ensure each learner has an equal opportunity to achieve and has the necessary support in place.

COURSES

Our courses are made up of unit standards that align with vocational pathways credits. The unit standards are integrated into short, relevant and engaging courses. All courses have pre course information for learners to complete; this is sent in advance of the course start date. There is an expectation that learners read and reflect on this pre course information prior to attending. Although most learners complete their assessment during the course, our philosophy is that the learning process is directed by the learner themselves. Learners are provided with the opportunity to finish any incomplete work once initial marking has occurred.

All of our courses are designed to be engaging, relevant and professional. Learners are treated with respect and are in control of their own learning.



BOOKING A COURSE

You can book a whole course for your school or communicate learner numbers to be added to a scheduled course in your area. This way if you only have a few learners they can participate in a course with learners from a nearby school.

Our School Liaison will send to you the proposed termly course schedule along with monthly emails with an update of courses for your region. Prior to a course being confirmed, they will send weekly updates with the current course numbers.

Booking is easy

Email: bookings@thelearningplace.co.nz or call **0800 800 415** to add your learners onto a course.

TERMS AND CONDITIONS:

- Schools and The Learning Place sign a MOU agreeing to specific terms and conditions
- Courses are designed for Year 12 and 13 learners. If you wish to book Year 11 learners this should be discussed with our Schools Liaison lori@thelearningplace.co.nz prior to booking
- We must be notified prior to booking about learners with learning or behavioural needs. An approved management plan must be put in place prior to the course commencement
- All courses are \$260.00 plus gst per learner apart from Security, Coaching and Sports Officiating which are \$350.00 plus gst per learner and Food Safety which is \$150.00 plus gst per learner.
- Pre-Course Resources will be sent prior to each course to be distributed to the learners to support their understanding of course content.

WORK READY COURSES

These essential courses meet compliance accountabilities for students to enter the workforce either for work placements or meeting legislative requirements for employment.



GATEWAY HEALTH AND SAFETY

Essential for all Gateway students, we have developed a health and safety course that equips learners with the knowledge and skills to work safely in a range of environments.

Course Requirements

- Year 12 and 13 learners

Duration:

Two Days

Special Price:

\$175.00 plus GST

during December/January
and February

Unit Standards		Level	Credits	Version
US 497	Demonstrate knowledge of workplace health and safety requirements	L1	C3	V10
US 30265	Apply health and safety risk assessment to a job role	L3	C8	V2
US 17593	Apply safe work practices in the workplace	L2	C4	V4/6

SECURITY

This course covers the unit standards required to meet the training requirements of the Certificate of Approval to be employed in the security industry. Students will experience realistic conflict situations and manage these correctly. Perfect for students thinking of a career in the security industry, police force or defence force.

Course Requirements

- Year 13 learners
- We recommend that learners are 18 years of age or are turning 18 before the end of the year.

Duration:

Two Days

Cost:

\$350.00

+ GST

Unit Standards		Level	Credits	Version
US 27360	Describe conflict management in a security context	L3	C4	V2
US 27361	Manage conflict situations in a security context	L3	C4	V2
US 27364	Demonstrate knowledge of the security industry in the pre employment context	L2	C4	V2

LICENCE CONTROLLER QUALIFICATION

Many students work in hospitality businesses that sell and supply alcohol. The Licence Controller Qualification is the training required for applicants for a Duty Managers Certificate. Students with these credits provides an understanding of the sale and supply of alcohol protecting themselves and the business they are working for. Great for students working in supermarkets, cafes or any place where alcohol is sold.

Course Requirements:

- Year 13 learners
- We recommend that learners are 18 years of age or are turning 18 before the end of the year.

Duration:
Two Days

Cost:
\$260.00
+ GST

Unit Standards		Level	Credits	Version
US 4646	Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises	L4	C2	V10
US 16705	Demonstrate knowledge of host responsibility requirements as a duty manager of licensed premises	L4	C3	V6

ESSENTIAL SKILLS COURSES

Often called soft skills we believe that these courses provide essential skills for students entering the workplace. All are built around contextualised learning so students can practice the skills they learn.



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.

Duration:
Two Days

Cost:
\$260.00
+ GST

Course Requirements:

- Specifically recommended for year 13 learners or year 12 learners who aspire to leadership roles or who work as part of a team.
- Learners must wear school uniform or tidy, semi-formal clothing.

Unit Standards		Level	Credits	Version
US 27563	Describe teams and team leadership	L3	C4	V2
US 9681	Contribute within a team or group which has an objective	L3	C3	V7
US 9705	Give feedback on performance in the workplace	L3	C3	V7

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.

Duration:
Two Days

Cost:
\$260.00
+ GST

Course Requirements:

- Learners must be year 12 or 13
- Maximum of 20 learners per course

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

LIFE SKILLS

This course will equip learners with some necessary skills they will need for facing life challenges. They will develop time management skills, explore stress management strategies, negotiation skills and gain insight into independence skills. Perfect for equipping students with tools to deal with taking on the challenge of further study or leaving home.

** available 2022 subject to internal and academic approval*

Course Requirements:

- Learners must be year 12 or 13
- Maximum of 20 learners per course

Duration:
Two Days

Cost:
\$260.00
+ GST

Unit Standards		Level	Credits	Version
US 7124	Demonstrate knowledge of one-to-one negotiation	L2	C2	V6
US 12349	Demonstrate knowledge of time management	L2	C3	V6
US 12354	Describe legal implications of living in rented accommodation and means to prevent and resolve related problems	L2	C4	V5

CONFIDENCE & RESILIENCE

Developed to provide the opportunity for students to identify strategies to increase confidence and resilience in their everyday lives. We have had positive feedback from this course from learners that have learnt how to address challenges in their day to day lives.

** available 2022 subject to internal and academic approval*

Course Requirements:

- Learners must be Year 12 and 13
- Maximum of 20 learners

Duration:
Two Days

Cost:
\$260.00
+ GST

Unit Standards		Level	Credits	Version
US 12355	Describe strategies for managing stress	L2	C3	V6
US 1827*	Identify personal support needs and services in the local community	L2	C2	V9
US 7123	Apply a problem-solving method	L2	C3	V7

** subject to approval at time of publication*

EVENT & RECREATION PLANNING

This is a brilliant course for students that aspire to a career in the events, sports industry or need to gain some organising skills. A fun and active course that helps learners understand the needs of different target groups, develop planning and organisational skills in the context of planning a recreational activity. Perfect for learners wanting to improve their overall organisation skills, or those who are involved in running holiday programmes, coaching sessions or looking at a career in education.

Course Requirements:

- Learners must be Year 12 and 13
- Maximum 16 Learners

Duration:

Two Days

Cost:

\$260.00

+ GST

Unit Standards		Level	Credits	Version
US 21414	Plan and run a recreation activity	L3	C4	V3
US 4864	Demonstrate knowledge of recreation needs of target groups	L3	C4	V6

To ensure assessment requirements can be met in the timeframe. If you have more than 16 learners we will require you to do the three day version of this course

Course Requirements:

- Learners must be Year 12 and 13
- Maximum 16 Learners

Duration:

Three Days

Cost:

\$350.00

+ GST

Unit Standards		Level	Credits	Version
US 21414	Plan and run a recreation activity	L3	C4	V3
US 6896	Demonstrate knowledge of recreation	L3	C3	V6
US 4864	Demonstrate knowledge of recreation needs of target groups	L3	C4	V7

HOSPITALITY & RETAIL PATHWAY

Our Kaiako travel to your school with our commercial espresso machines to deliver practical and fun courses.



INTRODUCTION TO 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.

Course Requirements:

- Learners must be year 12 or 13
- 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.

Duration:
Two Days

Cost:
\$260.00
+ GST

Unit Standards		Level	Credits	Version
US 17284	Demonstrate knowledge of coffee origin and production	L3	C3	V6
US 17285	Demonstrate knowledge of commercial espresso equipment and prepare espresso beverages under supervision	L2	C4	V9

WORK READY BARISTA

This course teaches learners how to use commercial espresso machines to practise standard industry techniques and provide customers service skills. Perfect for students wanting to develop skills and prepare themselves for employment in a café environment.

** available 2022 subject to internal and academic approval*

Course Requirements:

- Learners can be year 11, 12 or 13
- 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.



Duration:
Two Days

Cost:
\$260.00
+ GST

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

ADVANCED BARISTA

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

Duration:
Two Days

Cost:
\$260.00
+ GST

Unit Standards		Level	Credits	Version
US 17288	Prepare and present espresso beverages for service	L3	C5	V7

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.

Duration:
Two Days

Cost:
\$260.00
+ GST

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

TABLE SERVICE

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 be year 11, 12 or 13
- Learners must wear school uniform or clean, tidy attire to meet the simulation requirements of the assessments in this course.

Duration:
Two Days

Cost:
\$260.00
+ GST

Unit Standards		Level	Credits	Version
US 14431	Demonstrate knowledge of food service styles and menu types in the hospitality industry	L2	C3	V6
US 14434	Prepare and clear areas for table service for a commercial hospitality establishment	L2	C3	V7
US 14436	Provide table service for a commercial hospitality environment	L2	C4	V7

BASIC FOOD SAFETY

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.

** available 2022 subject to internal and academic approval*

Course Requirements:

- Learners must be year 11, 12 or 13
- Schools must inform The Learning Place about any learner food allergies prior to course commencement.

Duration:
One Day

Cost:
\$160.00
+ GST

Unit Standards		Level	Credits	Version
US 167	Practise food safety methods in a food business under supervision	L2	C4	V8
US 13281	Prepare and present basic sandwiches for service	L2	C2	V6

ADVANCED FOOD SAFETY



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

** available 2022 subject to internal and academic approval*

Course Requirements:

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

Duration:

Two Days

Cost:

\$260.00

+ GST

Unit Standards		Level	Credits	Version
US 167	Practise food safety methods in a food business under supervision	L2	C4	V8
US 168	Demonstrate knowledge of food contamination hazards, and control methods used in a food establishment	L3	C4	V7
US 13281	Prepare and Present Basic Sandwiches for Service	L2	C2	V6

ADVANCED CUSTOMER SERVICE STAR



This course introduces learners to the 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 or students aspiring to a career in customer service.

** available 2022 subject to internal and academic approval*

Course Requirements:

- Learners must be year 12 or 13
- 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.

Duration:

Two Days

Cost:

\$260.00

+ GST

Unit Standards		Level	Credits	Version
US 57	Provide customer service	L2	C2	V9
US 11818	Demonstrate and apply product knowledge and/or service knowledge	L3	C2	V6
US 11831	Apply skills and qualities of a salesperson in a retail or distribution environment	L3	C6	V7

SPORT & FITNESS PATHWAY

So many students are passionate about sport. They show true commitment, discipline and dedication. These are incredibly valuable skills. These courses are intended to credentialise these skills and lead to career pathways in the sports and fitness industry.



INTRODUCTION TO SPORTS COACHING

This course will help learners develop their sport coaching skills. Learners will plan, conduct and review interactive coaching sessions. Perfect for learners who are actively involved in a sports team with a passion for sport.

Duration:
Three Days

Cost:
\$350.00
+ GST

Course Requirements:

- Learners must be year 12 or 13
- Learners are required to wear appropriate clothing for recreational activities

Unit Standards		Level	Credits	Version
US 4864	Demonstrate knowledge of recreation needs of target groups	L3	C4	V7
US 20673	Demonstrate knowledge of injuries, injury prevention and risks and hazards associated with sport or recreation	L3	C5	V4
US 22771	Plan beginner-level coaching sessions for sport participants	L3	C6	V3

SINGLE CODE SPORT COURSES

In 2022 The Learning Place will partner with national sporting bodies to deliver courses specific to sporting codes in coaching, officiating and the Tikanga of sports developing career pathways and supporting our brilliant young people in their sporting journey.

INDUSTRY COACHING

Unit Standards		Level	Credits	Version
US 25805	Demonstrate knowledge of individual and group characteristics and needs for coaching participants in sport	L3	C3	V4
US 22771	Plan beginner-level coaching sessions for sport participants	L3	C6	V3
US 20673	Demonstrate knowledge of injuries, injury prevention and risks and hazards associated with sport or recreation	L3	C5	V4

INDUSTRY OFFICIATING

Unit Standards		Level	Credits	Version
US 31385	Demonstrate knowledge of communication and people management as an official in sports	L3	C6	V1
US 31387	Describe the application of rule and strategies for officiating at sports events for a selected sport	L3	C7	V1

SPORT TIKANGA

Unit Standards		Level	Credits	Version
US 4864	Demonstrate knowledge of recreation needs of target groups	L3	C4	V7
US 31679	Demonstrate knowledge of participant welfare and wellbeing in a sports environment	L3	C6	V1
US 28511	Manage and evaluate personal health and wellbeing to participate in a specific recreation activity	L3	C5	V1

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

www.thelearningplace.co.nz