



CAREER
EXPRESS
DIRECTORY
2012



study



explore



succeed



LIVE
your dreams



Career Express Directory 2012

Career Express is the title for programmes offered by EIT Hawke's Bay for secondary school students. The Career Express Directory outlines the ways in which EIT can work with your school, to provide courses under STAR, Gateway and EIT holiday short courses, so that we can make the school-tertiary-career pathway a smooth one.

A Beginner's Guide to Academic Researching and Referencing.....	1
Agriculture and Horticulture	2
Arts	6
Beauty and Body Therapy	8
Business Studies.....	9
Computing	11
Fashion	13
Hairdressing	15
Health, Sport and Recreation	17
Sport and Fitness	24
Distance Learning.....	24
Hospitality	25
Māori Studies	28
Massage	32
Trades	33
Travel and Tourism.....	36
Student Enrolment Form.....	39

A Beginner's Guide to Academic Researching and Referencing

Academic study can be a step up from secondary school. Although almost anyone can find 'stuff' on the Internet, you need to learn a new set of skills including researching, referencing and academic writing. These sessions will introduce you to some of the processes involved in these skills.

Course length: 2 x 3 hour sessions

Dates: To be advised

Student numbers: 10-20

Cost: \$52.20 pp

It is recommended that students bring their own topic to research and reference.

Agriculture and Horticulture

National Certificate in Agriculture (Introductory) Level 2 (48 credits over two years)

Following on from the successful Agriculture Academy in Wairoa, the Taradale campus will offer an opportunity for students to come to EIT on a regular basis to enable them to achieve a pathway into Agriculture. The above qualification can be studied at EIT over a two year period using STAR or Gateway programmes. Students will have a mix of theory and practical task-based training while working on the campus farm. This delivery method will cater for a few students from a number of schools, attending EIT regularly, rather than large numbers attending for a few, short sessions.

YEAR ONE

Theory Units

ID	Title	Level	Credit
24557 v2	Demonstrate knowledge of the safe operation of an All Terrain Vehicle (ATV)	2	3
19116 v3	Demonstrate knowledge of livestock behaviour and animal welfare	2	2
19145 v2	Describe hydration, nutrition, and sleep in relation to physical well-being of agriculture workers	2	4

Practical Units

Unit Std	Title	Level	Credit
19114 v2	Assist with handling and treatment of livestock	2	6
23541 v1	Locate hazards, describe safety procedures and demonstrate safe work practices in a rural workplace	2	5
24554 v1	Ride an All Terrain Vehicle (ATV) on flat terrain	2	4

Course length: 120 hours/24 weeks (24 x 5 hours)

Hours: Fridays, 9:00am - 3:00pm

Student numbers: 10

Dates: 9 March to 21 September

Cost: \$1,044 pp

Note: Safety work boots are required, approx cost \$100.00

YEAR TWO

Theory Units

ID	Title	Level	Credit
19044 v2	Describe the legal requirements and occupational hazards associated with tractor use	2	2
23540 v1	Demonstrate knowledge of hazards, hazard control and the consequences of injury in a rural workplace	2	5
19136 v2	Demonstrate the social requirements for daily living in the rural industry	1	2

Practical Units

ID	Title	Level	Credit
31 v5	Connect up, and perform repairs and maintenance on an on-farm water supply system	2	2
19112 v2	Check and report on livestock	2	4
24552 v1	Check and drive a basic wheel tractor with an attached implement on flat terrain	2	5
24630 v3	Assist with livestock grazing management and feed livestock under direct supervision	2	4

Course length: 120 hours/24 weeks (24 x 5 hours)

Hours: Fridays, 9:00am - 3:00pm

Student numbers: 10

Dates: 9 March to 21 September

Cost: \$1,044 pp

Note: Safety work boots are required, approx cost \$100.00

National Certificate in Horticulture

Level 1 (44 credits over two years)

Following on from the successful Agriculture Academy in Wairoa, the Taradale campus will offer an opportunity for students to come to EIT on a regular basis to enable them to achieve a pathway into Horticulture. The above qualification can be studied at EIT over a two year period using STAR or Gateway programmes. Students will have a mix of theory and practical task-based training while working on the campus horticultural facilities. This delivery method will cater for a few students from a number of schools, attending EIT regularly, rather than large numbers attending for a few, short sessions.

YEAR ONE

Theory Units

ID	Title	Level	Credit
22177 v1	Demonstrate knowledge of the structure of plants	2	5
21555 v1	Demonstrate knowledge of weeds and their control	2	4

Practical Units

Unit Std	Title	Level	Credit
1 v5	Prepare and sow outdoor seedbeds manually	1	5
23780 v1	Undertake general garden maintenance	2	5
23783 v1	Grow and maintain plants in containers from seed	1	5

Course length: 120 hours/24 weeks (24 x 5 hours)

Hours: Fridays, 9:00am - 3:00pm

Student numbers: 10

Dates: 9 March to 21 September

Cost: \$1,044 pp

Note: Safety work boots are required, approx cost \$100.00

YEAR TWO

Theory Units

ID	Title	Level	Credit
19044 v2	Describe the legal requirements and occupational hazards associated with tractor use	2	2
2803 v4	Maintain a documented work record of horticultural activities	2	5
21554 v1	Demonstrate knowledge of safety with agrichemicals	2	3

Practical Units

ID	Title	Level	Credit
4 v5	Maintain hand tools and service small engines used in horticulture	2	5
24552 v1	Check and drive a basic wheel tractor with an attached implement on flat terrain	2	5

Course length: 120 hours/24 weeks (24 x 5 hours)

Hours: Fridays, 9:00am - 3:00pm

Student numbers: 10

Dates: 9 March to 21 September

Cost: \$1,044 pp

Note: Safety work boots are required, approx cost \$100.00

Arts

EIT pathway Certificate in Introduction to Visual Arts & Design,
Diploma in Visual Arts & Design, Bachelor of Visual Arts & Design

Developing Creative Skills in Design

This one-day workshop offers high school students an opportunity to explore design education at a tertiary level. The workshop is practically based and will cover both graphic design and spatial design ideas and processes, including how to manipulate images and explore 2D and 3D visual space.

Course length:	5 hours
Dates:	Friday, 30 March
Times:	9:00am - 3:00pm
Student numbers:	8 - 14
Cost:	\$85pp

Developing Creative Skills in Fine Arts

This one-day workshop offers high school students an opportunity to explore fine arts education at a tertiary level. The workshop is practically based, where students will explore painting and drawing media techniques and experiment with colour, form and visual space.

Course length:	5 hours
Dates:	Friday, 18 May
Times:	9:00am - 3:00pm
Student numbers:	8 - 14
Cost:	\$95pp

Developing Creative Skills in Adobe Illustrator

This one-day workshop offers high school students an opportunity to explore the use of a vector-based computer illustration programme.

Course length:	5 hours
Dates:	Friday, 15 June
Times:	9:00am - 3:00pm
Student numbers:	8 - 20
Cost:	\$80pp

Getting Creative with Image and Print

This one-day workshop is aimed at high school students who are thinking of becoming designers.

This workshop is based in the visual arts computer facility and will look at the use of type and image as communication tools to the public. The idea is to explore and experiment, while having fun, with different forms of type and collage to produce a visually dynamic A3 poster.

Course length:	5 hours
Dates:	Friday, 3 August
Times:	9:00am - 3:00pm
Student numbers:	8 - 20
Cost:	\$80pp

Beauty and Body Therapy

Beauty and Body Therapy Short Course EIT Pathway: Diploma in Beauty and Body Therapy

This Level 4 short course will introduce students to beauty treatments associated with facial cleansing and the application of day and night make up services in a professional simulated beauty clinic environment.

Course outline:

- Explore the anatomy and physiology of the skin and face.
- Identify skin types, common diseases and disorders.
- Beauty treatments associated with facial cleansing.
- Beauty treatments associated with the application of day and night make up services.

Course length: 10 weeks (10 x 2 hours)

Dates: Tuesdays, 17 July to 18 September

Times: 9:30 am - 11:30 noon

Student numbers: Maximum 18

Venue: EIT Hawke's Bay Beauty Therapy Clinic

Note: Students will be expected to give and receive all treatments.
Beauty care kit supplied: cleanser, toner, moisturiser, make up brushes: Value (\$100).

Student selection: Year 12 or 13 students who:

- Have a strong intention to study in the area of beauty therapy.
- Are of good academic ability (entry criteria for the Diploma in Beauty and Body Therapy is 50 Level 2 credits in four subjects that preferably include English and Science).
- Students with back pain, or skin allergies should give due consideration before undertaking this course.

Cost: \$274 pp

Successful completion of this course would assist an applicant to enrol in the Diploma in Beauty & Body Therapy at EIT and could prove especially useful for those struggling to meet the entry criteria. However, Cross Credit or Recognition of Prior Learning (RPL) is not available to students entering this course or to those who have completed this course and wish to enter the Diploma Beauty & Body Therapy at EIT Hawke's Bay.

Business Studies

EIT Certificate in Business Level 2 and 3 (Flexible delivery)

The Certificate in Business (known as CIB) is an EIT certificate which prepares students for employment in any business environment or for a higher level of study in business. The objective of the CIB programme is to provide students with a sound basis of business, the workplace, computing, and communication skills for any industry that requires such skills to prepare students for further education and training.

EIT Certificate in Business Studies (Level 2)

Unit Std	Title	Level	Credit
497 v7	Demonstrate knowledge of workplace health and safety requirements	1	3
12349 v3	Demonstrate knowledge of time management	2	3
4252 v4	Produce a targeted resume	2	2
327 v6	Document business transactions	2	4
329 v6	Process financial information for cash transaction	2	4
111 v6	Use a word processor to produce documents	2	5
107 v6	Apply language and text processing skills to produce communications	2	5
5940 v7	Produce a presentation using a desktop presentation computer application	2	3
5941 v5	Exchange messages using electronic mail	2	2
5942 v5	Exchange information with an online computer service	2	3
2781 v7	Manage and protect data in a personal computer system	2	3
2784 v6	Create and use a simple computer spreadsheet to solve a problem	2	3
1294 v5	Be interviewed in a formal situation	2	2
3492 v5	Write a short report	2	3
56 v6	Attend to customer enquiries face-to-face and on the telephone	1	2
57 v6	Provide customer service in given situations	2	2
7366 v4	Review the control and accounting procedures for a cash sub-system	2	4
7367 v4	Review the control and accounting procedures for an accounts receivable sub-system	2	4
7368 v4	Review the control and accounting procedures of an accounts payable system	2	4

EIT Certificate in Business Studies (Level 3)

Unit Std	Title	Level	Credit
12355 v3	Describe stress and ways of dealing with it	2	2
331 v5	Operate computer accounts receivable and payable ledger systems to produce financial information	3	5
332 v5	Operate computer general ledger accounting systems to produce financial information	3	5
333 v5	Operate computer general ledger accounting systems to produce financial reports	3	5
9694 v5	Demonstrate and apply knowledge of communication process theory	3	5
7374 v4	Explain the conceptual basis of accounting for reporting entities	3	4
7376 v4	Prepare accounting records for companies	3	2
2791 v5	Integrate spreadsheet and database data into a word processed document to solve a problem	2	3
1279 v4	Write in plain English	3	3
2788 v7	Produce a simple desktop published document to meet a set brief	2	5
11815 v3	Answer customer enquiries on the telephone in a wide range of contexts	3	3
112 v5	Produce information using word processing functions	3	5
121 v6	Demonstrate knowledge of office equipment and administration processes	2	5
2785 v5	Create a computer spreadsheet to provide a solution for organisation use	3	5
1874 v5	Complete IRD employer requirements for PAYE, FBT and GST	3	3

Delivery Mode: Flexible delivery. Students can enrol and start anytime. They can work at home, at school or at an EIT Learning Centre. Students will receive learning materials, a **programme handbook**, including programme specific information and all learning materials for each Unit Standard, including details of assessment. Students can enrol in the whole programme or for individual Unit Standards.

Assessments: These may consist of practical tests, assignments or written tests. Where possible, assessments will be integrated to cover more than one Unit Standard. **Dates will be scheduled for students to complete assessments at the EIT campus or an EIT Learning Centre. Alternatively, if schools have suitably qualified staff, assessments may be carried out, with EIT approval, by the school.**

Cost: \$20.50 per Unit Standard (includes work book)

Computing

Programming, Multimedia and Web Development

EIT Pathway: Diploma in Information and Communications Technology (Level 5) or Bachelor of Computing Systems

Career Opportunities

The courses offered are part of Diploma in Information and Communications Technology (Dip ICT) Level 5, which is an ideal starting point for students wishing to study IT at tertiary level and ultimately enter the IT industry. The Dip ICT qualification provides a pathway to people wanting a career in Information Technology (IT). It provides an introduction to business computing and includes areas such as hardware, operating systems, networking, web development and programming. Job opportunities include Help-Desk Operator, Computer Technician and Trainee Programmer. Successful completion of the Diploma in Information and Communications Technology (Level 5) can be used to cross-credit to first year of the Bachelor of Computing Systems (BCS) degree.

The following courses form part of the national framework for computing qualifications offered by NACCQ (National Advisory Committee on Computing Qualifications). EIT offers three courses; Programming (PP400), Multimedia (MA500) and Web Development (IN600). Each course is worth 7 credits towards the Diploma in Information & Communications Technology (Level 5) and can also be used to gain credit towards the Bachelor of Computing Systems.

Each course requires 35 hours of theory/tutorial time plus 35 hours of independent study. There will be one research assessment and one practical/theory assessment for each course.

MA500 students should be familiar with the Windows operating system.

IN600 students should be familiar with internet applications.

PP400 students should have an interest in programming.

Credits achieved by completing MA500, IN600 and PP400 can be counted towards the National Certificate of Educational Achievement Level 3.

Delivery Options:

- Available at EIT's Taradale Campus as block courses during the school holidays.
- Can be delivered by schools in partnership with EIT Hawke's Bay under articulation.

PP400 (Programming)

This course provides students with the skills to design and develop simple computer programs. The course covers:

- Procedure Design
- Programming Features
- Language Syntax
- Translating Procedures into Program
- Writing, Compiling, Testing, and Modifying Programs
- Program Documentation

Holiday dates: 16 - 20 April

Times: 9:00 am - 4:00 pm

Cost: \$164 pp (holiday course)

MA500 (Multimedia)

This course introduces students to the skills required for multimedia applications for use in commercial or education fields and preparing graphics for the world wide web and other presentations. The course covers:

- Features of computer graphics, multimedia and the world wide web.
- Creation of a multimedia presentation

Holiday dates: 9 - 13 July

Times: 9:00 am - 4:00 pm

Cost: \$164 pp (holiday course)

IN600 (Web Development)

This course provides students with the skills to design and develop world wide web and intranet sites. The course covers:

- Information storage on the world wide web
- Legal issues
- Web page design
- Web page construction using HTML
- Use of images, sound and video
- Introduction to web programming

Holiday dates: 1 - 5 October

Times: 9:00 am - 4:00 pm

Cost: \$164 pp (holiday course)

Fashion

Fashion Illustration

**EIT Pathway: Certificate in Introduction to Fashion Level 1
Certificate in Fashion Apparel Level 3**

This one day workshop offers high school students an opportunity to explore fashion design at a tertiary level. This workshop is practically based and will cover fashion design and illustration processes. Students will design, pattern draft and construct a simple garment which will be presented on a presentation board.

Course length:	6 hours
Date:	Friday 4 May
Times:	9:00 am - 3:30 pm
Student numbers:	10 - 16
Venue:	EIT Hawke's Bay
Cost:	\$85 pp

Pattern Drafting

**EIT Pathway: Certificate in Introduction to Fashion Level 1
Certificate in Fashion Apparel Level 3**

This one day workshop offers high school students an opportunity to explore pattern drafting at a tertiary level. This is practically based and will cover pattern drafting processes. Students will learn to implement the process and techniques of pattern drafting and will then pattern draft a garment to be constructed.

Course length:	6 hours
Date:	Friday 18 May
Times:	9:00 am - 3.30pm
Student numbers:	10 -16
Venue:	EIT Hawke's Bay
Cost:	\$85.00 pp

Fashion Construction

EIT Pathway: Certificate in Introduction to Fashion Level 1 Certificate in Fashion Apparel Level 3

This one-day workshop offers high school students an opportunity to explore garment construction at a tertiary level. This workshop is practically based and will cover garment construction processes. Students will learn to implement the process and techniques of garment construction. They will sew a simple garment.

Course length:	6 hours
Date:	Friday 1 June
Times:	9:00 am - 3.30pm
Student numbers:	10 -16
Venue:	EIT Hawke's Bay
Cost:	\$85.00 pp

Developing a Fashion Career

EIT Pathway: Certificate in Introduction to Fashion Level 1 Certificate in Fashion Apparel Level 3

Fashion design demands a mixture of both creative talent and professional skills. This one-day workshop is helpful for those wanting to explore the various careers that are in the fashion design industry.

Course length:	6 hours
Date:	Friday 15 June
Times:	9:00 am - 3.30pm
Student numbers:	10 -16
Venue:	EIT Hawke's Bay
Cost:	\$85.00 pp

Hairdressing

Hairdressing

EIT Pathway: National Certificate in Hairdressing Year 1

The following courses include theory and practical components with some home study required. They are suitable for entry level learners in the hairdressing industry.

Successful completion of these units will reduce the total time required to complete an apprenticeship in hairdressing.

Unit Std	Title	Level	Credit
2866 v5	Shampoo hair and scalp	3	4
25790 v1	Select, maintain and demonstrate safe handling of hairdressing tools and equipment	3	4
2869 v5	Apply treatments to hair and scalp	2	2

Course length: 60 hours (10 x 6 hours) each course

Dates

Semester One: Mondays, 5 March to 21 May

Semester Two: Mondays, 16 July to 17 September

Times: 9:00 am - 3:30 pm

Student numbers: 12

Venue: Salon Elite at EIT Hawke's Bay

Note: Work experience in salons is an advantage but not essential. Students may need to organise models for practical sessions at EIT Hawke's Bay.

Text: Hairdressing - a Professional Approach, Levels One and Two, by David Bendell - Pearson Education NZ Ltd 2000 (available at Otatara Bookshop, ph 974 8000, ext 6909).

Cost: \$522 pp

Hairdressing Distance Learning

Units can be studied according to the interest and ability of the student. Course material for Units 2866, 25790, 2869, 25077, 9953, 25794, 25792, 2873, 2891, are available in PDF format.

- Schools will receive the workbooks in PDF format and print off study material.
- Students will complete written work and submit this to EIT for marking.

For all practical units, it is ESSENTIAL that students have practical work experience in a hairdressing salon.

Unit Std	Title	Level	Credit	Cost (\$)
2866 v5	Shampoo hair and scalp	3	4	120
2869 v5	Apply treatments to hair and scalp	2	2	120
2873* v6	Demonstrate knowledge of trichology	2	8	120
2891* v5	Demonstrate knowledge of the history of hair design	2	5	120
9953 v4	Provide client service and care in a hairdressing salon	2	4	120
21939* v2	Demonstrate knowledge of fashion trends in relation to hairdressing	1	3	120
25076 v1	Pincurl hair	2	3	120
25077 v1	Mould and scale hair	2	2	120
25790 v1	Select, maintain and demonstrate safe handling of hair equipment	3	4	120
25791* v1	Demonstrate knowledge of the neutralising process	2	3	120
25792 v1	Dress long hair into elementary styles	3	8	120
25794 v1	Select and recommend hair products	3	5	120

Note: * Units 2873, 2891, 21939 and 25791 are theory units only.

Practical Workshops: One-day (6 hour) workshops at EIT Hawke's Bay may be offered to distance students during the year. Subject to student numbers.

Cost: \$8.70 per hour plus material costs

All final assessments held at EIT will incur an additional charge.

Health, Sport and Recreation

Career Opportunities

The Diploma in Recreation and Sport and the Bachelor of Recreation and Sport provide career pathways in the wide field of recreation, sport and leisure.

The diploma is designed to enable a student to integrate knowledge of the human body, plan and organise active recreation, sport and fitness programmes and apply skills in sport and fitness industries. The programme has close links with the Bachelor of Recreation and Sport.

The Bachelor of Recreation and Sport career pathways include sports coaching, exercise science and fitness testing, recreation and sport management, physical conditioning and personal fitness consultation. It also includes administration and event management positions in sports organisations and clubs.

Nutrition, Activity and Health

Course: BRS5.45 (Semester One)

EIT Pathway: Bachelor of Recreation and Sport and Diploma in Recreation and Sport

This Level 5 course will assist students to develop an understanding of the relationships between nutrition, physical activity, other lifestyle behaviours and health. Students will develop skills of critical thinking in relation to food, nutrition, health information, claims and beliefs. The course will explore meanings of health and wellness of students' self-empowerment, health promotion, disease prevention and appreciation of human diversity.

Students who successfully complete this course will gain 15 credits towards the EIT Diploma in Recreation and Sport and the Bachelor of Recreation and Sport.

Course length:	14 teaching weeks, one study week, two exam weeks
Hours:	Four hours per week, consisting of lectures and practical sessions
Dates:	13 February - 22 June
Notes:	Suitable for Year 13 students. They will join EIT classes by arrangement.
Cost:	\$487.20 pp

Physical Fitness Assessment

Course: BRS5.36 (Semester One)

EIT Pathway: Bachelor of Recreation and Sport

This Level 5 course provides students with knowledge, skills and understanding to carry out effective health and fitness assessment for the general and sporting populations. It incorporates understanding of how cardio respiratory fitness, muscular strength and endurance, body composition and flexibility contribute to health and/or reduce the risk of chronic disease. The focus of this course will be on providing students with the necessary practical skills of assessing individuals using a variety of health and fitness assessment methods.

Students who successfully complete this course will gain 15 credits towards the EIT Bachelor of Recreation and Sport and the Diploma in Recreation and Sport.

Course length:	14 teaching weeks, one study week, two exam weeks
Hours:	Four hours per week, consisting of lectures and practical sessions
Dates:	13 February - 22 June
Notes:	Suitable for Year 13 students. They will join EIT classes by arrangement.
Cost:	\$487.20 pp

Principles of Physical Training

Course: BRS5.26 (Semester Two)

EIT Pathway: Bachelor of Recreation and Sport

In this Level 5 course students will develop the knowledge and skills underpinning the prescription of exercise programmes to enhance flexibility, strength, endurance, weight control and the cardiovascular health of human populations. Movement analysis and exercise prescription will be interpreted in the context of applied musculoskeletal anatomy.

Students who successfully complete this course will gain 15 credits towards the EIT Bachelor of Recreation and Sport and the Diploma in Recreation and Sport.

Course length:	14 teaching weeks, one study week, two exam weeks
Hours:	Four hours per week, consisting of lectures and practical sessions
Dates:	16 July - 23 November
Note:	Suitable for Year 13 students. They will join EIT classes by arrangement.
Cost:	\$487.20 pp

Movement Education

Course: BRS5.21 (Semester Two)

**EIT Pathway: Bachelor of Recreation and Sport and
Diploma in Recreation and Sport**

This course is designed to provide students with an understanding of the principles of skill learning and movement education in terms of how they influence individual performance and socialisation processes. Students engage in group play experiences and individual skill learning exercises to integrate the concepts of movement education and their relationship to recreation, health and lifestyle.

Students who complete this course successfully will gain 15 credits towards the EIT Diploma in Recreation and Sport and the Bachelor of Recreation and Sport.

Course length:	14 teaching weeks, one study week, two exam weeks
Hours:	Four hours per week, consisting of lectures, practical sessions and two to three workshops
Dates:	16 July - 23 November
Note:	Suitable for Year 13 students. They will join EIT classes by arrangement.
Cost:	\$487.20 pp

Anatomy and Physiology

Course: AP4.111 (Semester One)

EIT Pathway: Diploma in Recreation and Sport

This Level 5 course assists students to develop an understanding of human anatomy and physiology to provide a theoretical foundation for further study or employment in the health sciences and sport recreation. The organisation of the human body, basic chemistry, cells, tissues, the integumentary, skeletal, muscular, cardiovascular, energy and respiratory systems are examined in this course.

Students who complete this course successfully will gain 15 credits towards the EIT Diploma in Recreation.

Course length:	17 teaching weeks
Hours:	Four hours per week, consisting of lectures and practical sessions
Dates:	13 February - 22 June
Note:	Suitable for Year 13 students with a background in anatomy and physiology at Level 2. They will join EIT classes by arrangement.
Cost:	\$487.20 pp

Certificate in Health and Fitness (Level 3)

EIT Pathway: Diploma of Recreation and Sport Bachelor of Recreation and Sport

This level 3 programme offers students with stimulating studies and provides a pathway to a career in the wide field of recreation, sport and leisure. For trained sport, fitness and recreation professionals, employment opportunities are varied and exciting. Possible jobs and career opportunities can include:

- Exercise Consultant (Level 1)
- Community Recreation Assistant
- Community Health Programmes Assistant

Course length:	17 weeks
Dates:	Monday through Friday
Semester One:	13 February - 22 June
Semester Two:	16 July - 23 November
Times:	9:00 am - 3:00 pm
Venue:	EIT Hawke's Bay
Note:	Students join EIT classes by arrangement.
Cost:	\$20.50 per Unit Standard

Certificate in Health and Fitness (Level 3)

Unit Std	Title	Level	Credits
505 v6	Manage personal physical fitness with guidance	1	3
6402 v6	Provide resuscitation	1	1
6400 v4	Manage first aid in emergency situations	3	2
6401 v4	Provide first aid	2	1
6571 v5	Demonstrate relevance of principles of nutrition to health	2	2
21791 v1	Relate human anatomy and movement to gym equipment and static stretching	2	4
21792 v1	Demonstrate knowledge of health risk factors and disease and monitor exercise stress	2	4
21793 v1	Demonstrate correct technique when using basic gym equipment	2	2
21794 v1	Demonstrate, instruct and monitor static stretching	2	3
21795 v1	Demonstrate, instruct and monitor safe and correct use of cardiovascular exercise equipment	2	3
7038 v3	Explain the purpose and structure of a fitness enterprise	3	4
1304 v7	Communicate with people from other cultures	3	2
7042 v2	Advise individual client on health, fitness, exercise and lifestyle	3	5
22772 v1	Demonstrate knowledge of exercise, motivation and the structure of group fitness classes	3	12
7016 v5	Monitor and promote client security, comfort, enjoyment and learning in recreation	3	3
4864 v7	Demonstrate knowledge of recreation needs of target groups	3	4
7021 v3	Demonstrate exercise techniques	3	8

National Certificate in Community Support (Core Competencies) (Level 3)

EIT Pathway: National Certificate in Mental Health Support, Foundation Certificate for Nursing, Recreation and Sport Science

The National Certificate in Community Support (Core Competencies) (Level 3) is a programme which offers students stimulating studies and provides a pathway to a career in many aspects of health care and community support in roles such as:

- Care Associate
- Health Aid
- Rest Home Support
- Disability Services Support Worker
- Occupational or Physiotherapy Assistant
- Rest Home and/or Residential Community Support staff

Those who complete this programme may pursue a professional career as a support staff person. In particular, the programme is designed to prepare community support workers who are safe, competent and accountable in assisting people of any age in a health and disability setting.

The programme promotes a balance between classroom and work-based learning. The structure of the programme is such that students will have a total of 6/7 weeks of classroom-based instruction and a total of 10 weeks of practical experience in the workplace.

It is preferable that students have a current First Aid certificate before commencing their work-based placements. For those that need it, a First Aid course has been scheduled at the beginning of each semester intake.

Course length:	Three days per week for 17 weeks
Dates:	Tuesday, Wednesday and Thursday
Semester One:	14 February - 21 June
Semester Two:	17 July - 22 November
Times:	9:00 am - 3:00 pm
Venue:	EIT Hawke's Bay
Note:	Students join EIT classes by arrangement.
Text:	Sorrentino, Gorek-Mosby's Textbook for Long Term Nursing Assistants 2nd edition (approx \$104.50)
Cost:	\$20.50 per Unit Standard

National Certificate in Community Support (Core Competencies) (Level 3)

Unit Std	Title	Level	Credit
6402 v5	Provide resuscitation	1	1
6401 v3	Provide first aid	2	1
6400 v3	Manage first aid	3	2
23451 v2	Demonstrate knowledge of the role of a support worker in a health or disability setting	2	6
23392 v2	Describe ethical behaviour in a health, disability or a community setting	3	3
5012 v5	Demonstrate musculo-skeletal care and handle people safely in a health or disability setting	3	5
9681 v4	Contribute within a group/team which has an objective/s	3	3
23386 v2	Support a person to meet their personal care needs in a health or disability setting	3	6
23388 v2	Provide support to a person whose behaviours presents challenges in a health/disability setting	3	4
16871 v2	Demonstrate knowledge of causes of common effects of physical disability	3	3
23380 v3	Describe and apply culturally safe principles and Māori values in a health, disability or community setting	3	6
Practicum			
20829 v2	Support a consumer's well-being and quality of life in a health or disability setting	2	6
23389 v1	Demonstrate knowledge of risk management planning in a health, disability or community setting	3	2
20830 v3	Maintain a safe and secure environment in a health or disability setting	2	5
1836 v5	Recognise indicators and describe responses to suspected abuse of people using health or disability services	3	4
23385 v2	Describe self-advocacy and support a self-advocacy process in a health or disability setting	3	3
27104 v1	Apply the code of rights when supporting people in an aged care health or disability context	3	2
Practicum			

Sport and Fitness

Distance Learning

This course can be studied according to the interest and ability of the student and is delivered at school by an approved tutor with experience to deliver these units. A CV is required to be provided to EIT showing evidence that the staff member has experience in the delivery of these types of units.

- Schools will receive a CD which includes a delivery guide, workbooks and teaching resources. EIT can print the student workbooks if requested.
- Schools to submit work for moderation.
- EIT faculty staff responsible for this programme is: Nikki Wawatai, Lecturer, Sport and Recreation, 06-9748000 Ext: 5412 email: nwawatai@eit.ac.nz and Glen Harkness, Head of School Health, Sport & Recreation. Contact details: 06-9748000 Ext 5240. Email: gharkness@eit.ac.nz

NB: For Unit 22768 students are required to have completed Unit 20673.

Unit	Title	Level	Credits
467 v5	Demonstrate personal and social development through participation in adventure based learning	2	3
505 v6	Manage personal physical fitness with guidance	1	3
6571 v5	Demonstrate relevance of principles of nutrition to health	2	2
7021 v3	Demonstrate exercise techniques	3	8
12529 v3	Develop sport fitness	3	4
12536 v3	Plan, implement and review a physical activity event	3	4
12545 v4	Apply knowledge of functional anatomy to physical activity	2	3
13350 v4	Apply knowledge of nutrition to physical activity needs	2	3
20673 v3	Demonstrate knowledge of injury prevention and management in sport or recreation	3	4
21794 v1	Demonstrate, instruct, and monitor static stretching	2	3
21795 v1	Demonstrate, instruct, and monitor safe and correct use of cardiovascular exercise equipment	2	3
22768 v1	Conduct and review a beginner level coaching session (pre-requisite 20673)	3	6
22770 v1	Demonstrate knowledge of sports coaching, the coaching environment, & sport participants' needs	2	4
22771 v2	Plan a beginner level coaching session for sport participants	3	4

Course length: February to November

Dates and times: Variable entry points

Cost: To be confirmed
\$57.66 pp - (Maximum of \$230.60pp for 4 units or more)

Hospitality

Career Opportunities

Hospitality and tourism are of huge importance to the New Zealand economy. New Zealand's unique location and scenery make it a popular visitor destination and well trained staff are vital to any successful tourism or hospitality operation.

Career pathways include employment in cafés, restaurants, hotels and commercial catering.

Restaurant Skills

EIT Pathway: Certificate of Achievement in Food and Beverage Service Level 2, Certificate in Café and Bar Operations

This 'hands-on' practical programme will familiarise students with table settings, waiting skills and other aspects of restaurant service. This is an introductory Level 1 course not suitable for NCEA Level 3 students.

Unit Std	Title	Level	Credit
19769 v2	Provide food service to the table in the hospitality industry	1	3

Course length: 15 hours (5 x 3 hours)

Dates and times: Can be negotiated on request

Student numbers: 10 - 14

Cost: \$190.50 pp

Hospitality Taster Day

Introduction to areas within the hospitality industry:

- Cookery
- Barista
- Beverage Service
- Table Service

There are no set dates, but if you have a group of 10 students who you think would benefit from this one day introductory experience, please make contact to arrange a day to suit.

Certificate of Achievement Coffee Appreciation Level 2 Holiday Programme

EIT Pathway: Certificate in Café and Bar Operations

This course covers the use and maintenance of coffee making equipment, and coffee preparation. A Hospitality Standards Institute certificate will be awarded to students successfully completing this course. The closed book theory assessments must be completed at EIT Hawke's Bay.

Unit Std	Title	Level	Credit
17285 v6	Coffee equipment and recipes	2	4
17286 v4	Prepare and serve pressed coffee	2	2
17287 v4	Prepare and serve filtered coffee	2	2

Course length: 18 hours (3 x 6 hours)

Student numbers: 8 **Cost:** \$261.60 pp

Dates and Times:

Wednesday - Friday	11 - 13 April	9:00 am - 4:00 pm
Monday-Wednesday	2 -4 July	9:00 am - 4:00 pm
Monday-Wednesday	1 - 3 October	9:00 am - 4:00 pm
Monday-Wednesday	10 - 12 December	9:00 am - 4:00 pm

EIT Bartender's Certificate Holiday Programme

EIT Pathway: Certificate in Café and Bar Operations

This introductory course enables students to learn the principles and practices of bartending, host responsibility and how to serve beer, wines, spirits and liqueurs. The course includes theory and practical sessions. Secondary students will not be accepted for evening bartending classes.

Course length: 15 hours (3 x 5 hours)

Note: All students must be 18 yrs or over.

Student numbers: 12 - 16

Cost: \$220.50 pp

Bartending Holiday Courses:

Monday -Wednesday	16 - 18 April	9:00 am - 3:00 pm
Monday-Wednesday	9 - 11 July	9:00 am - 3:00 pm
Monday-Wednesday	8 - 10 October	9:00 am - 3:00 pm

Certificate of Achievement in Cookery Schools 2 Level 2

EIT Pathway: Certificate in Café and Bar Operations, National Certificate in Hospitality (Basic Cookery) Level 3

Unit Std	Title	Level	Credit
167 v5	Practice food safety methods in a food business	2	4
13285 v3	Handle and maintain knives in a commercial kitchen	2	2
13276 v3	Cook food items by grilling	2	2
13283 v3	Prepare and present salads for service	2	2

Course length: 25 hours (5 x 5 hours)

Student numbers: 12 - 18

Cost: \$407.50 pp

Dates:

Intake 1 - Fridays	27 July - 24 August	9:00 am - 2.30 pm
Intake 2 - Fridays	31 August - 28 September	9:00 am - 2:30 pm

NB: Please make contact with us to see if other dates can be arranged if these don't suit your school.

Māori Studies

Bachelor of Arts (Māori) Career Opportunities

The Bachelor of Arts (Māori) offers students stimulating studies and provides a pathway to a career in a wide variety of areas. Possible job opportunities include a variety of roles in business, education, hospitality and tourism, government, research and health, media or the justice system.

The following Level 5 courses are available to Year 12 and 13 students who have completed NCEA Level 2 Māori or have a high fluency in Te Reo Māori.

Te Whanaketanga (Māori Language 1) MS 1.202 (Semester One)

This course focuses on building confidence and accuracy in the use of Te Reo Māori in the four elements of whakarongo (listening), kōrero (speaking), pānui (reading) and tuhituhi (writing).

Course length:	17 weeks
Dates:	20 February - 29 June
Hours:	10:00am to 12noon, Mon - Thurs
Student numbers:	Students join EIT classes as appropriate
Venue:	EIT Hawke's Bay
Text:	Moorfield, J.C.(2001). <i>Te whanake 1 te kakano</i> (2 nd ed.). Longman Paul: New Zealand. ISBN: 978-0-582-54328-1
Cost:	\$615 pp

Te Kahikatoa

(Marae Customs & Practices I) MS1.101 (Semester One or Semester Two)

This course extends students' knowledge of marae structures, protocols, social, cultural and ritual situations. It teaches them how to participate in those situations at their level of ability. It also teaches students some of the concepts, beliefs and traditions which underlie the physical structures and social, cultural and ritual practices.

Course length:	17 weeks
Dates:	Semester One: 20 February - 29 June Semester Two: 16 July - 23 November
Hours:	9:00am to 10:00am, Mon - Thurs for both semesters
Student numbers:	Students join EIT classes as appropriate
Venue:	EIT Hawke's Bay
Cost:	\$307.50 pp no required text

He Pukenga Rangahau

(Introduction to Research) MS1.301 (Semester One or Semester Two)

This course teaches students to see research as the process of arriving at dependable solutions to problems through the planned and systematic collection, analysis and interpretation of data. Students will learn how research happens in a variety of contexts, both simple and complex. Ethical issues of Māori research are also discussed.

Course length:	17 weeks
Dates:	Semester One: 20 February - 29 June Semester Two: 16 July - 23 November
Hours:	Semester One: 1:00pm to 3:00pm, Wed & Thurs Semester Two: 10:00am to 12.00pm, Tues & Thurs
Student numbers:	Students join EIT classes as appropriate
Venue:	EIT Hawke's Bay
Cost:	\$307.50 pp no required text

He Kowhiringa-a-Reo (Language Teaching Communication Activities) MS1.401 (Semester One)

This course focuses on designing, carrying out and evaluating communication teaching activities appropriate to the learners' needs. (Teaching will be in Māori and English).

Course length:	17 weeks
Dates:	20 February - 29 June
Hours:	1:00pm to 3:00pm, Wed & Thurs
Student numbers:	Students join EIT classes as appropriate
Venue:	EIT Hawke's Bay
Text:	Nation, I.S.P., & Newton, J.(2009). <i>Teaching ESL/EFL listening and speaking</i> . NY: Routledge. ISBN: <u>9780415989701</u>
Cost:	\$307.50 pp plus text books

Te Puoro me ngā Taonga Whakatangitangi (Māori Music & Musical Instruments) MS1.701 (Semester One)

This course introduces students to Māori music and teaches them to play a variety of instruments and perform waiata and haka. It enhances their practical skills by giving them knowledge of the origins, traditions and history of the music.

Course length:	17 weeks
Dates:	20 February - 29 June
Hours:	1:00pm to 3:00pm, Mon & Tues
Student numbers:	Students join EIT classes as appropriate
Venue:	EIT Hawke's Bay
Text:	Book of Reading available from the EIT Bookshop and Flintoff, B.(2004). <i>Taonga pūoro, Singing treasures</i> . Craig Potton Publishing: NZ
Cost:	\$307.50 pp plus text

Te Kaunoti Hikahika

(Introduction to Academic Skills) MS1.901 (Semester One or Semester Two)

This course introduces students to basic academic skills with a particular focus on academic writing, including correct grammar and sentence structure required to operate effectively within an academic environment. As a bilingual paper, it will teach these basic skills in both the English and Māori languages.

Course length:	17 weeks
Dates:	Semester One: 20 February - 29 June Semester Two: 16 July - 23 November
Hours:	Semester One: 1:00pm to 3:00pm, Mon & Tues Semester Two: 1:00pm to 3:00pm, Weds & Thurs
Student numbers:	Students join EIT classes as appropriate
Venue:	EIT Hawke's Bay
Cost:	\$307.50 pp no required text

He Pukenga Mahi Kohatu

(Introduction to Māori Tool Technology) MS1.711 (Semester One)

This paper explores the theory and practice of stone tool technology in pre-European Māori Society. Students will experience empirical exercise, be exposed to once prevalent technology, and learn basic aspects surrounding pre-European objects and methods of manufacture. This paper is relevant for students aiming for careers within Te Ao Māori, museum and cultural heritage sectors, archaeology or fine arts.

Course length:	17 weeks
Dates:	20 February - 29 June
Hours:	3:00pm to 5:00pm, Weds, Thurs
Student numbers:	Students join EIT classes as appropriate
Venue:	EIT Hawke's Bay
Cost:	\$307.50 pp plus text

Massage

Introduction to Massage Workshop

EIT Pathway: Certificate in Health and Sport Massage

This is a six-hour interactive workshop including:

- Overview of Certificate in Sport and Health Massage
- Career and study options
- Hand massage
- Neck and shoulder massage
- Lower leg massage

Course length:	6 hours
Dates:	June, Day to be advised
Times:	9:00am - 3:00pm
Student numbers:	16
Venue:	EIT Hawke's Bay Massage Clinic
Cost:	\$73.00

Trades

Automotive

EIT Pathway: EIT Certificate in Automotive Trades

This introductory course is designed for students who wish to enter the motor industry or learn automotive maintenance. Students will gain valuable mechanical knowledge and hands on, practical experience, leading to an understanding of vehicle servicing and technology.

Unit Std	Title	Level	Credit
21691 v2	Disassemble and reassemble a single cylinder or multi-cylinder four stroke engine under supervision	1	2
229 v9	Identify the general locations and functions of motor vehicle systems and main components	2	4
21869 v2	Remove and replace road wheels in the motor industry	1	1

Course length: 8 weeks (8 x 5.5 hours)

Dates: Thursdays, 23 February to 26 April

Times: 9:00 am - 3:00 pm

Student numbers: 10 - 16

Pre-requisites: A background in Mathematics, English and Science is recommended as well as an interest and aptitude for automotive engineering.

Students should have a minimum of 8 NCEA Level 1 credits in literacy.

Some home study is required

Venue: EIT Hawke's Bay

Cost: \$528.00pp

Carpentry

EIT Pathway: EIT Certificate in Carpentry and National Certificate in Carpentry Level 4

To introduce students to Carpentry - develop team work by constructing a group project and to give students an insight into programmes and life as a student at EIT.

Students will design and construct a choice of outdoor furniture.

Unit Std	Title	Level	Credit
12932 v3	Construct timber garden furniture and items of basic construction equipment as a BCATS project	2	8
12927 v3	Identify, select, maintain, and use hand tools for BCATS projects	2	6
24350 v1	Identify, select, maintain, and use portable power tools for BACATS projects	2	6

Course length: 10 weeks (10 x 6hrs)

Hours: 9am to 4pm

Dates: Tuesdays, 24 April to 26 June

Student numbers: 10 - 16*

*Numbers are dependent on the size of the workshop being used and health and safety issues.

Venue: EIT Hawke's Bay Technology Workshops

Cost: \$522.00 pp

Welding

EIT Pathway: Certificate in Engineering and Certificate in Automotive Trades

This course will introduce students to three disciplines in welding and they will utilise these skills in a group project.

Unit Std	Title	Level	Credit
21907 v1	Demonstrate and apply knowledge of safe welding procedures under supervision	2	3
4433 v5	Select, use and care for simple measuring devices used in engineering	1	2

Course length: 10 weeks (10 x 5hrs)

Hours: 9am to 3pm

Dates: Thursdays, 26 July to 27 September

Student numbers: 12 - 14*

*Numbers are dependent on the size of the workshop being used and health and safety issues.

Pre-requisites: A background in Mathematics, English and Science is recommended as well as an interest and aptitude for engineering.

Students should have a minimum of 8 NCEA Level 1 credits in literacy.

Some home study is required

Venue: EIT Hawke's Bay Technology Workshops

Cost: \$600.00 pp

Travel and Tourism

EIT Pathway: National Certificate in Tourism and Travel (Core Skills) Level 3, Diploma in Tourism and Travel

Career Opportunities

Hospitality and tourism are of huge importance to the New Zealand economy. New Zealand's unique location and scenery make it a popular visitor destination and well trained staff are vital to any successful tourism or hospitality operation. Career pathways can include employment as a travel consultant, tour guide, in a visitor information centre, rental vehicle personnel, customs personnel and airline ground staff.

National Certificate in Tourism (Introductory Skills) Level 2 - 54 credits

Unit Std	Title	Level	Credit
<i>Compulsory units</i>			
24728	Demonstrate knowledge of work roles in tourism	2	3
24729	Demonstrate knowledge of world tourist destinations	2	4
24730	Demonstrate knowledge of business of tourism	2	4
24731	Demonstrate knowledge of destination New Zealand	2	4
24732	Demonstrate knowledge of tourist characteristics and needs	2	3

<i>Elective One: Set A</i>			
1277	Communicate information in a specified workplace	2	3
2989	Read and assess texts to gain knowledge	2	4

<i>Elective One: Set B</i>		
A minimum of 8 credits at Level 1 to be completed from the following field/subfields:		
Field	Subfield	Domain
Sciences	Mathematics	Any
	Statistics and Probability	Any

<i>Elective Two:</i>			
18211	Demonstrate knowledge of Australia as a tourist destination	3	8
18237	Perform calculations for a tourism workplace	2	3
23761	Read and comprehend work-related documents in English for a tourism workplace	2	3
24724	Demonstrate knowledge of the history of tourism	2	4
24733	Describe and promote a New Zealand tourist destination	3	4

Course length: 144 hours (24 weeks x 6 hours)

Cost: \$1292.80 pp

Joint delivery between schools and EIT:

Students will attend EIT on a regular basis - maybe once or twice a week for a tutorial or lecture with a tutor.

Further hours at school in class with a teacher, or in a self-directed situation, or as homework as decided by the school.

Workbooks:

Units will be integrated wherever possible and the workbooks will reflect this. Completed workbooks are to be handed in for marking by EIT tutors.

Tourism and Travel Level 3

EIT Pathway: Diploma in Tourism and Travel Year 1

These units are taught as standalone units within the EIT Diploma in Tourism and Travel. Students will be able to use credits achieved towards their Diploma, along with a fee reduction and some release time from class.

Unit Std	Title	Level	Credit
25508	Demonstrate knowledge of world travel geography	3	3
23755	Identify and self-evaluate the demands of a specific role in a tourism workplace	3	3
18212 and 23766	Demonstrate knowledge of New Zealand as a tourist destination	3	8
	Demonstrate knowledge of the tourism industry	3	5
3750	Sell, process and advise on foreign exchange for travel	3	2

In class (double for total hours of study)

Course length and cost:

Unit Standard 25508	20 hours approx	Cost: \$214 pp
Unit Standard 23755	14 hours approx	Cost: \$162 pp
Unit Standard 18212 and 23766	40 hours approx	Cost: \$388 pp
Unit Standard 18217	20 hours approx	Cost: \$214 pp
Unit Standard 3750	14 hours approx	Cost: \$162 pp

Student numbers: Join EIT classes by arrangement

Dates: Semester One and Semester Two

Enquiries

Career Express Co-ordinator - Sheryl Smith
EIT Hawke's Bay
Phone: 06 974 8000 Extension 6036
Fax: 06 974 8910 Email: ssmith@eit.ac.nz

General Information

- Courses in this directory are based on previous school requests and are intended as a guide only.
- Some new courses have been introduced to meet identified student needs.
- Some courses have been brought into alignment with full-time EIT programmes and these can mean savings for students in time and fees for full-time courses if successfully completed. EIT will continue to work with schools to achieve curriculum alignment in other subject areas in 2012.
- Articulation agreements may be discussed with Deans and Heads of School for subject areas where school staff are able to teach and assess courses under EIT Hawke's Bay accreditation.
- Places may be negotiated for individual secondary students on some full-time or degree programmes. In these instances fees are calculated according to the credits the course carries.
- Unless stated otherwise holiday courses advertised in this Directory will be run as STAR courses.
- It is the responsibility of the school to forward course results to NZQA.

Career Express and Holiday Course Bookings

- School staff please contact the Career Express Co-ordinator at EIT Hawke's Bay.
- Students please contact the Careers Department / STAR Advisor at your school.

Course Confirmation

- When negotiations are completed a detailed Course Confirmation Agreement will be sent to the school. Please return a signed copy of this agreement to the Career Express Co-ordinator at EIT Hawke's Bay. This is required BEFORE enrolments can be processed.
- The agreement then becomes a binding contract for course delivery.

Student Enrolment Form

- This is required **AT LEAST TWO WEEKS** before the agreed course commences.
- Personal data provided by students will be used for enrolment purposes only.
- All STAR funded students will be entered on the enrolment system and results kept on record at EIT Hawke's Bay.

Reporting

- Progress reports will be provided for students attending courses of more than 40 hours.
- Attendance registers will be kept for all courses.
- Student outcomes will be reported to the school upon completion of each course.
- It is the responsibility of the school to forward results to NZQA.
- Certificates will be issued to students only if this is indicated under course information in the Career Express Directory.

Invoicing

- Schools will be invoiced for Career Express, STAR activity, at the end of the month in which that activity commences.
- If students are paying for holiday courses themselves then payment should be returned with their enrolment.

Withdrawal/Refund Policy

- If students withdraw from any course later than one week prior to commencement, schools may still be charged.
- If student numbers then fall below the minimum required for that course, cancellation will be at the discretion of the faculty.

EIT Hawke's Bay Career Express Fee Schedule

Fees

- Charges for STAR courses are calculated at a rate of \$8.70 per student hour.
- All fees include GST.
- Charges for materials/consumables have been included in the fee for each course, unless otherwise stated.
- EIT Hawke's Bay reserves the right to negotiate further charges if:
 - More than one re-sit is required.
 - Tutor/student transport is provided to delivery sites outside the Napier, Hastings, Havelock North, CHB areas.
 - Extra course materials are required.

Assessment

- Where full course delivery is at EIT Hawke's Bay, assessment costs are included.
- Where EIT Hawke's Bay tutors assess courses run at your premises, assessment costs are additional to delivery costs and will be negotiated.

Articulation Agreements

- Charged at \$69.50 per credit.
- One-off administration cost of \$345.00 (does not apply to renewals).
- Costs will be rationalised if the purchase is made for the lifespan of the units (e.g. 3 years). In this scenario, any alteration made to the teaching package would be made available within the agreement.
Thus:
Purchase made annually \$69.50 per credit
Purchase made for 2 years \$115.50 per credit
Purchase made for 3 years \$138.50 per credit

Other conditions:

- Additional costs apply for all materials provided.
- Additional services such as moderation will be negotiated on an individual basis.
- For activity amounting to 20 credits or more, the per credit fee reduces to \$57.50 per credit.