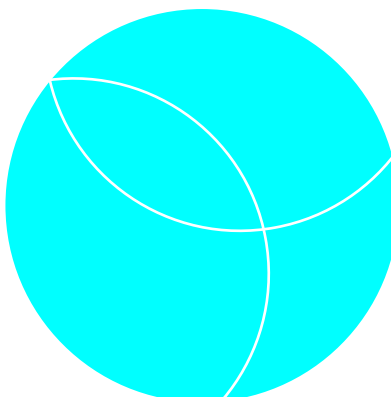


2017

# FOCUS

## PROGRAMME HANDBOOK



NATIONAL CERTIFICATE OF EDUCATIONAL ACHIEVEMENT  
(LEVEL 1)

**Academy Christchurch Campus**

365 Madras Street  
Christchurch Central  
Christchurch 8013  
Ph: +64 3 366 3489

0800 4 ACADEMY (0800 422 2336) - Toll free within New Zealand

## Welcome

Academy New Zealand is one of New Zealand's most established private education providers and provides an extensive range of learning programmes at levels 1 - 7 on the New Zealand Qualifications Framework. It has been in operation for 30 years; with a consistent focus on achievement. On completion of any learning programme, Academy students will be awarded the appropriate NZQA Approved Qualifications, Unit Standards, New Zealand Certificates or Diploma, providing nationally recognised qualifications of the skills and standards achieved. We pride ourselves on our student achievements and we believe that it is Academy New Zealand's differences that make the difference.

## Introduction to Staff

### **Jonelle Ward – Tutor**

I have a Bachelor of Teaching and Learning and 15 years-experience teaching. Working with young people to inspire and motivate them is what I love about teaching, to see the spark in students' eyes when they finally get something they are trying to learn.

## Focus Summary

**Qualification:** National Certificate in Educational Achievement (Level 1)

**Credits:** 80

**Duration:** 25 weeks (including 1 holiday week)

**Tuition fees:** Fees Free Scheme for 16-19 year olds

This qualification acknowledges achievement across a range of learning fields, including the minimum levels of literacy and numeracy. This programme has a services industries sector vocational pathway and includes adventure based learning, team building, basic computing skills, customer service skills and foundation hospitality, retail, administration and hairdressing knowledge and skills.

### Graduate Profile

An Academy New Zealand graduate has relevant and current subject knowledge, real-world skills to put knowledge into practice, and personal and professional qualities to make a difference. Graduates of this programme will achieve the first of three national certificates of educational achievement designed to recognise general achievement across a range of learning fields.

### Graduate Destination

Graduates will be prepared for further learning at Level 2 or may enter employment at entry level.

## Calendar

Date	Event
30 January 2017	Auckland Anniversary
23 January 2017	Intake
27 February 2017	Intake
3 April 2017	Intake
14 April 2017	Public holiday – Good Friday
17 April 2017	Public holiday – Easter Monday
25 April 2017	Public holiday – ANZAC Day
8 May 2017	Intake
5 June 2017	Public holiday – Queen's Birthday
12 June 2017	Intake
17 July 2017	Intake
21 August 2017	Intake
25 September 2017	Intake
23 October 2017	Public holiday – Labour Day
30 October 2017	Intake
17 November 2017	Canterbury Anniversary Day

Holiday dates can vary.

Your Campus Manager will inform you of your programme holiday dates at orientation

## Course Outlines

### Course One: Getting it! (15 credits)

This course engages students with information on the internet to research roles in the hospitality industry, and introduces students to the kitchen environment where they will learn basic baking and the preparation of mocktails. Students will also actively take part in managing their own fitness.

Course	Getting it!					
1	505 L1 C3 Manage personal physical fitness with guidance	15918 L1 C3 Demonstrate knowledge of roles and jobs in the hospitality industry			18758 L1 C2 Find information using the Internet	
	15921 L1 C3 Prepare and cook a cake, a sponge and a batch of scones in the hospitality industry	21057 L1 C2 Prepare, construct and garnish mocktails for the hospitality industry			6401 L2 C1 Provide first aid  6402 L1 C1 Provide basic life support	
Delivery: 4.5 weeks						
Unit Standard	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
505	✓	✓		✓	✓	✓
15918	✓	✓	✓	✓	✓	
15921	✓	✓		✓	✓	✓
18758	✓	✓	✓	✓	✓	
21057	✓	✓	✓	✓	✓	✓
6401	✓	✓			✓	✓
6402	✓	✓			✓	✓

### Course Two: Doing it! (12 credits)

This course provides students with team building skills where they will take part in adventure based learning, participate in a low ropes course and complete beginner level orienteering courses. Students will learn common terminology used in food and recipes in the hospitality industry.

Course	Doing it!					
2	467 L2 C3 Demonstrate personal and social development through participation in adventure based learning				470 L2 C3 Demonstrate personal and social development through participation in a low ropes course programme	
	15892 L1 C5 Demonstrate knowledge of terminology used for food and recipes in commercial cookery				20141 L1 C1 Complete beginner orienteering courses	
Delivery: 4.5 weeks						
Unit Standard	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
467	✓	✓			✓	✓
470	✓	✓		✓	✓	✓
15892	✓	✓	✓	✓	✓	✓
20141	✓	✓		✓	✓	✓

### Course Three: Doing it for others (10 credits)

This course focuses on customer service requirements for roles in the services industries including accommodation service and names and terms associated with this.

Course	Doing it for others					
3	1285 L1 C4 Make enquiries and complete practical transactions	11978 L1 C3 Maintain housekeeping in a retail or distribution environment			15893 L1 C3 Demonstrate knowledge of commercial guest and accommodation services names and terms	
Delivery: 4.5 weeks						
Unit Standard	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
1285	✓	✓		✓	✓	✓
11987	✓	✓	✓	✓	✓	✓
15893	✓	✓	✓	✓	✓	

### Course Four: Working it! (12 credits)

This course focuses on core skills required in the workplace including communication, workplace calculations and application of administration and computing processes. Students will also learn about the health and safety practices of the workplace.

Course	Working it!					
4	56 L1 C2 Attend to customer enquires face to face and on the telephone				64 L1 C2 Perform calculations for the workplace	
	121 L2 C5 Demonstrate and apply knowledge of office equipment and administration processes				497 L1 C3 Demonstrate knowledge of workplace health and safety requirements	
Delivery: 4.5 weeks						
Unit Standard	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
56	✓	✓	✓	✓	✓	✓
64	✓	✓	✓	✓	✓	
121	✓	✓	✓	✓	✓	✓
497	✓	✓	✓	✓	✓	

### Course Five: What next? (11 credits)

This course gives students insight into the service sector industries of hairdressing, hospitality and beauty therapy to assist with making decisions with where they study further or find employment.

Course	What next?					
5	19769 L1 C3 Provide food service to the table in the hospitality industry				21058 L1 C2 Identify career pathways in the hospitality industry	
	21939 L1 C3 Demonstrate knowledge of fashion trends in relation to hairstyling				27640 L2 C3 Demonstrate knowledge of current fashion trends and history related to beauty therapy	
Delivery: 4.5 weeks						
Unit Standard	Delivery Mode				Assessment Mode	
	Theory	Practical	Research	Self-directed	Written	Practical
19769	✓	✓		✓	✓	✓
21058	✓	✓	✓	✓	✓	
21939	✓	✓	✓	✓	✓	✓
27640	✓	✓	✓	✓	✓	

Naturally occurring evidence is collected throughout the programme for literacy and numeracy unit standards

Literacy and Numeracy (20 credits)		
26622 L1 C4 Write to communicate ideas for a purpose and audience	26624 L1 C3 Read texts with understanding	26625 L1 C3 Actively participate in spoken interactions
26623 L1 C4 Use number to solve problems	26626 L1 C3 Interpret statistical information for a purpose	26627 L1 C3 Use measurement to solve problems



## Programme Delivery Schedule

National Certificate of Educational Achievement (Level 1)					
WEEK	COURSE 1	COURSE 2	COURSE 3	COURSE 4	COURSE 5
1	505 6401 6402 15918 15921 18758 21057  Assessment Completion				
2					
3					
4					
5					
6		467 470 15982 20141  Assessment Completion			
7					
8					
9					
10					
11			1285 11978 15893  Assessment Completion		
12					
13					
14					
15					
16				56 64 121 497  Assessment Completion	
17					
18					
19					
20					
21					19769 21058 21939 27640  Assessment Completion
22					
23					
24					
25					

## Training Agreement for Work Place

### ACADEMY NEW ZEALAND

#### Training Agreement for Work Placement

(Use this form for work experience)

Student	
Name	
Address	
Phone	

Employer	
Company	
Contact Name	
Site Address	
Postal address	
Phone	

Tutor	
Name	
Phone	

#### Terms of Agreement

##### Training

- Training shall commence on ...../...../..... and shall be completed on ...../...../..... or at such time as agreed by all parties as reasonable to allow the student to gain the skills outlined in the attached training plan.
- Hours of work shall be: .....
- The majority of the student's day shall be spent in training in accordance with the requirements of the Training Plan.
- Any major changes to the Training Plan must be made in consultation with all three signatory parties.
- The employer will promptly inform the tutor of any matters that may affect the delivery of the agreed training. This may include an offer of employment to the student, whether it is casual, temporary or full time employment.

### Support

- The person training or supervising the student will be and they will be available at all times to support the student and to answer any questions that the student may have.
- The tutor will support the student by contacting the student weekly, if on a long term placement a site visit to the workplace must be completed fortnightly.
- The employer shall be aware of and allow for monitoring visits by the tutor, such visits to be subject to prior arrangement between the employer and tutor.
- It is the responsibility of the employer to provide the student with an adequate level of support and supervision to enable the Training Plan to be achieved. This includes regular feedback on the student's performance. Towards the end of the work placement, the employer will be asked to complete an evaluation report on the student's performance. This will be discussed with the student and kept as a part of their student file.
- It is the responsibility of the tutor to provide an appropriate level of support to the employer and student to enable the training plan to be achieved.
- The employer and student should seek assistance and advice of the tutor on any matters affecting the training relationship between the parties.

### General conditions of employment

- Other than wages and allowances, all other conditions of employment contained in the relevant collective agreement, award or other general conditions of employment of the work site shall apply.
- The employer shall provide a clean and safe working environment. The employer is responsible to ensure the provision of all necessary safety equipment and first aid facilities and to comply with appropriate employment and safety legislation.
- The student must abide by the rules, practices and instructions issued by the employer, including provisions that relate to employment and safety legislation.

### Sickness

- It is the student's responsibility to notify the employer and Academy as soon as practicable (before normal start time) if he/she will be unable to attend work.
- Where a student is absent on account of sickness for more than two days, the employer and/or Academy may request a medical certificate.

I hereby accept and agree to abide by the terms and conditions of this Training Agreement:

<b>Student</b>	<b>Date</b>
<b>Employer</b>	<b>Date</b>
<b>Tutor</b>	<b>Date</b>