DISCOVER YOUR CAREER WITH U-SKILLS®

2020

UCOL.AC.NZ/U-SKILLS
UCOL is excited to announce our 2020 U-Skills® suite of in-school study opportunities for students still enrolled in a secondary school or college.

Building on our successful U-Skills® Central Schools Academy, UCOL also offers two day a week opportunities under Academy 2 day. With the support and guidance of our Transition Team, all U-Skills offerings focus on three key areas:

1. NCEA related content
2. Industry knowledge and experience
3. Finding your passion and supporting you to succeed

So check out all the offerings available in 2020 over the next few pages. We look forward to seeing you.

**WHAT IS THE BEST U-SKILLS OPTION FOR YOU?**

**STAR**

Short programmes designed to help you explore your career options.

- **Year 11 - 13**
  - Usually one day per week for five or six weeks.
  - NCEA CREDITS

**ACADEMY 1 DAY**

Designed to guide you through a vocational pathway, with the safety and support of your school.

- **Year 11 - 13**
  - Usually one day per week over three terms.
  - NCEA CREDITS

**ACADEMY 2 DAY**

Academy 2 day option gives you the chance to work towards gaining an industry related qualification while working towards NCEA Level 2/3.

- **Year 12 - 13**
  - Two days per week commencing early term one.
  - NCEA CREDITS
  - NZQF QUALIFICATION

Disclaimer: This prospectus intended as a general guide only. Some of the programmes included may be subject to change. UCOL reserves the right to change or add programme delivery units. Delivery location is dependent on facilities and demand within the region. The approved set of standards will be consistent with the Programme Aim and Learning Objectives.
VOCATIONAL PATHWAYS

The programmes in this prospectus are colour coded according to the following Vocational Pathways:

• PRIMARY INDUSTRIES
• SERVICES INDUSTRIES
• SOCIAL & COMMUNITY SERVICES
• MANUFACTURING & TECHNOLOGY
• CONSTRUCTION & INFRASTRUCTURE
• CREATIVE INDUSTRIES

LOCATION GUIDE

We have created some icons to make it easy to see where each of our programmes is offered.

MW MANAWATU  WG WHANGANUI
WAIRARAPA  HW HOROWHENUA
OTAKI  TA TARARUA

→ This is intended as a general guide only. Some of the programmes included may be subject to change.
WHAT IS U-SKILLS STAR?
STAR are short programmes designed to help you explore your career options.

Usually one day per week 9am to 3pm for five or six weeks (you will be notified if this timeframe is different). Our range of programmes gives you an opportunity to gain tertiary experience while staying at school.

WHAT DOES IT COST?
There is a fee for each STAR programme which is funded through your secondary school (with their approval). All teaching resources will be included in this fee, however, you will need to bring a pen, paper and your lunch each week.

WHAT WILL I GAIN?
STAR students experience a short taste of an industry or career option. From this you may be able to decide what your next step is in your career, or if you wish to do extra tertiary study. You will get a practical experience in most cases, providing you with information to support you in your future.

ADDITIONAL REQUIREMENTS
Students are required to attend every class and complete both the theory and practical assessments. Students are required to wear suitable clothing and solid, covered non-slip footwear. For trade and hospitality programmes steel cap boots are required. Hair must be tied back, jewellery, facial piercings, and loose clothing are not permitted in the kitchen and workshop areas.

INTERESTED?
If you are interested in attending a STAR programme talk to your Careers Advisor or STAR Coordinator at school. If your school is happy for you to attend the programme they will let us know. You will fill out an enrolment form on the first day of class.

For further details please use the email contacts below:

Manawatu Campus - STARPN@ucol.ac.nz
Whanganui Campus - STARWG@ucol.ac.nz
Wairarapa Campus - STARWAI@ucol.ac.nz
Or phone - 0800 GO UCOL and ask to speak to the STAR Coordinator in your region
CONSTRUCTION
AND INFRASTRUCTURE

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:
National Certificate in Building Construction and Allied Trade Skills Level 2

CAREER PATHWAYS
Carpenters & Joiners
Construction Workers
Quantity Surveyors
Architectural Technician
Roofers

CONSTRUCTION
LEVEL 2 • 11 CREDITS
Are you interested in putting things together and creating things from timber? Are you interested in Carpentry or Joinery? Then this programme will introduce you to basic core skills required to interpret plans and construct two projects. Our approach to learning a trade is practical learning delivered in equipped workshops by industry proven Lecturers to give you the solid foundation you need to build a great career on.

* This programme can be combined with Mechanical Engineering and Automotive Engineering to create a 20 week STAR Try a Trade programme.

DELIVERY DETAILS
One day per week over 10 weeks. Total of 50 hours.

MANUFACTURING
AND TECHNOLOGY

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:
Academy Mechanical Engineering Level 2
Academy Applied Technology & Design Level 3
New Zealand Diploma in Construction Level 6
New Zealand Diploma in Engineering Level 6

CAREER PATHWAYS
Sheet metal fabricator
Welder (Mig, Tig & Arc)
Maintenance Engineer
Diagnostics Engineer
Air Conditioning
Refrigeration Engineer

MECHANICAL ENGINEERING
LEVEL 2 • 8 CREDITS
Working with steel, tools and a number of gases, you will experience how to create projects based on precise measurements. Thinking of training towards a job in engineering, this is your chance to explore some of the required skills and see if this is something you want to develop further.

* This programme can be combined with Construction and Automotive Engineering to create a 20 week STAR Try a Trade programme.

DELIVERY DETAILS
One day per week over 5 weeks. Total of 25 hours.

For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills

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AUTOMOTIVE ENGINEERING

LEVEL 2 • 3 CREDITS

Immerse yourself in the workshop environment, using the hand tools used in the automotive industry. Try your hand at removing and replacing the wheels of a vehicle. This programme is a great way to see if you will enjoy working in automotive engineering and the theory and practice needed to get a job and set you on the road to an exciting career.

* This programme can be combined with Construction and Mechanical Engineering to create a 20 week STAR Try a Trade programme.

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:

- Academy Automotive Level 2
- Academy Automotive Panel and Paint Level 2

CAREER PATHWAYS

- Automotive Engineering Industry
- Automotive Panel & Paint (Collision Repair) Industry

DELIVERY DETAILS

One day per week over 5 weeks. Total of 25 hours.

**FRIDAY**

**THURSDAY**

For more information about the Unit Standards associated with this programme, please visit ucol.ac.nz/u-skills

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COLLISION REPAIR

LEVEL 2 • 5 CREDITS

Panel beating and paint is a rewarding job, as you repair and paint people’s cars and trucks, bringing back to life the ultimate state of the vehicle. Learn about the exterior and interior body parts, as well as other aspects that will give you a feel for working in the collision repair industry, you will pick up some tips you can use on your own cars as well.

DELIVERY DETAILS

One day per week over 5 weeks. Total of 25 hours.

THURSDAY

FORKLIFT SAFETY

LEVEL 3 • 7 CREDITS

Operate a powered industrial forklift and learn all the theory and practical aspects behind operating it. Skills gained by undertaking practical activities during this programme will set you up so that you can look at the job in the Road Transport, Distribution or Warehousing Industry.

DELIVERY DETAILS

One day per week over 3 weeks. Total of 15 hours.

FRIDAY

For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills
CREATIVE INDUSTRIES

MUSIC – STUDIO RECORDING

LEVEL 3 • 3 CREDITS

Have a passion for music and want to develop your song writing and studio production skills? This programme will see you work with industry trained professionals, using state of the art equipment, while as part of a group you will rehearse and record a song in a fully equipped recording studio.

DELIVERY DETAILS

One day per week over 5 weeks. Total of 25 hours.

SERVICE INDUSTRIES

HAIRDRESSING

LEVEL 2 • 3 CREDITS

Do you want to spend your days meeting people and making them feel amazing? This introduction will give you the confidence to demonstrate product knowledge and talk to customers in a retail or distribution environment, and will give you a taste to see if the Beauty and Hair industry is right for you.

DELIVERY DETAILS

One day per week over 5 weeks. Total of 25 hours.

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BEAUTY

LEVEL 2 • 3 CREDITS

Looking to work in a spa or beauty salon? Gain an introduction to beauty therapy techniques by doing some hands-on activities, and learn about the history of beauty therapy, as you delve into fashion trends. Try your skills at make-up, skincare and facials, all in the salon on campus.

DELIVERY DETAILS

One day per week over 5 weeks. Total of 25 hours.

CAREER PATHWAYS

Beautician
Nail Technician
Cosmetologist
Makeup Artist
Fashion Photographer

ART OF COFFEE MAKING (BARISTA)

LEVEL 2 • 4 CREDITS

Make the perfect coffee, whether it be long, creamy, or smooth. Learn the art of being a barista and making drinks your customers will love, it’s also a great way to get the skills and experience you need when applying for jobs in cafes and restaurants.

DELIVERY DETAILS

SCHOOL HOLIDAY BLOCK COURSE

THURSDAY

FRIDAY One day per week over 5 weeks. Total of 25 hours.

CAREER PATHWAYS

Restaurants
Hotels
Cafes
Catering
Self Employment

For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills
BAKERY

LEVEL 2 • 4 CREDITS

Mix and shape dough to create a variety of delectable breads, while using a commercial kitchen. A great way to bake, taste and create your own masterpieces while seeing where baking can take you in the future.

DELIVERY DETAILS

SCHOOL HOLIDAY BLOCK COURSE

One day per week over 6 weeks. Total of 30 hours.

Y.E.S. BUSINESS OPPORTUNITIES

LEVEL 2 • 3 CREDITS

Looking forward to a future in the fast paced world of business? Looking to develop your acumen and interpersonal skills to be the best professional you can. Y.E.S, will get you started as a budding entrepreneur, learn about the behaviours and traits needed in business. This programme is a great lead in, into the USkills Academy Business Enterprise.

DELIVERY DETAILS

One day per week over 5 weeks. Total of 25 hours. Term 4 only.

For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills
SOCIAL AND COMMUNITY SERVICES

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:

- Academy Health Level 3
- New Zealand Certificate in Health & Wellbeing

CAREER PATHWAYS
Health Industry
Self-Employment

ALTERNATIVE HEALTH CARE

LEVEL 3 • 5 CREDITS

Empower yourself and others as you understand and develop skills around Wellbeing. Using the New Zealand Health Model of Te Whare Tapa Wha, you will discover various health practices currently being used in NZ.

DELIVERY DETAILS

One day per week over 5 weeks. Total of 25 hours.

CONTACT UCOL’S STAR COORDINATOR FOR LOCATION DETAILS.

PRIMARY INDUSTRIES

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:

- Academy Vet Nursing Assistant/Animal Care Level 2
- New Zealand Certificate in Animal Care (Companion Animals) Level 3
- New Zealand Certificate in Animal Technology (Vet Nursing Assistant) Level 5
- New Zealand Diploma in Veterinary Nursing Level 6

CAREER PATHWAYS
Kennel & Cattery work
Vet Nursing
Animal Care and Breeding
Grooming
Dog Walking Business
Doggie Day Care
Self Employed

VET NURSING TASTER

Love the idea of a job working with animals, join us as you learn practical skills around basic animal care, control, restraint and grooming. This experience will give you a taste of whether you might like a career in the veterinary nursing & animal care and what further study options are available.

You will be working with live animals and must have an interest in animal welfare.

Programme Duration: Total of 10 hours (Fridays). One day per week over 2 weeks

DELIVERY DETAILS

One day per week over 2 weeks. Total of 10 hours.

For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills
WHAT IS U-SKILLS ACADEMY?

Our range of U-Skills academy programmes are designed to guide students through a vocational pathway, with the encouragement and support of your school.

At Academy you will have access to experienced staff who have real experience in the real world. Our team have a range of skills to suit multiple needs and provide a supportive stepping stone, giving you a taste of tertiary, without course fees.

HOW DOES THE PROGRAMME WORK?

STRUCTURE
- U-Skills Academy programmes operate one day per week.
- 9:00 AM – 3:00 PM.
- Majority of programmes commence the week of the 10th of February.

ELIGIBILITY
- NZ Citizen or permanent resident, or hold a visa allowing you to be enrolled in a secondary school.

STUDY
- Vocational Pathway and industry relevant standards which contribute to NCEA.
- Standards and projects are a mix of practical and theory.

TRANSPORT
Transport assistance is available when you meet certain criteria.

ATTENDANCE EXPECTATIONS
Students are expected to maintain 80% attendance at both secondary school and Academy.

TRANSITION COORDINATOR
Students have a dedicated Transition Coordinator to help you:
- Set goals
- Complete individual education plans
- Literacy and numeracy support
- One-on-one support
- Discover your pathway

ADDITIONAL INFORMATION
- Students are enrolled at both their secondary school and Academy for the period of academic study.
- To remain eligible for Academy students must be enrolled in a secondary school.
- Students cannot be enrolled in any other Trades Academy Programme, at another tertiary provider.

INTERESTED?
If you are interested in an Academy programme talk to your careers advisor at school and they will help you with the application process. For further information about Academy programmes go to ucol.ac.nz/u-skills or email u-skills@ucol.ac.nz.
CONSTRUCTION

LEVEL 2 • 32 CREDITS (MW & WG) • 24 CREDITS (OT)

If you like the idea of working in construction then this programme will offer you the chance to. You will learn a range of building and construction related topics through completing hands on projects over the next 29-30 weeks.

A few of the topics covered:
- Power Tools
- Carpentry
- Joinery
- Concrete
- Interior Systems
- Roofing

Recommended School Subjects based on Vocational Pathways
- Maths
- English
- Technology
- Computing

DELIVERY DETAILS

MW THURSDAY OR FRIDAY
WG FRIDAY
OT WEDNESDAY

CONSTRUCTION

LEVEL 3 • 22 CREDITS

If you are looking to further your construction knowledge, and interested in completing a hands-on building project and produce a portfolio of work, then the Academy Level 3 Construction programme is for you.

It’s recommended you have completed some level 2 BCATS units.

DELIVERY DETAILS

OT FRIDAY
MW MONDAY

For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills
CREATIVE INDUSTRIES

DIGITAL INNOVATION

LEVEL 2 • 21 CREDITS

Digital Innovation provides an opportunity for students to create their own digital designs whilst working on multiple creative projects. The day will be spent using industry standard design software in an advanced digital working environment, underpinned by established design practice.

Recommended School Subjects based on Vocational Pathways
Maths • English • Chemistry • Physics • Digital Technologies

DELIVERY DETAILS

THURSDAY            TUESDAY

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:

New Zealand Certificate in Arts and Design Level 3 & Level 4
Bachelor of Creative Media Level 7
Bachelor of Design & Arts Level 7
New Zealand Diploma in Arts & Design Level 5

EMPLOYMENT OPPORTUNITIES

Graphic Designer
Illustrator
Animator
Photographer

FASHION & TEXTILE DESIGN

LEVEL 2 • 22 CREDITS

Are you looking for a creative practical programme where you learn and apply textile design? On the U-Skills Fashion & Textile Design programme you will experience the design and production process of a textile project(s) which will feature at an end of year exhibition.

Through this programme you will learn research techniques, discover more about yourself through design, and create project(s) that are innovative and are sustainable in design.

Recommended School Subjects based on Vocational Pathways
Digital Technologies • Maths • English • Design and Visual Communication

DELIVERY DETAILS

FRIDAY

For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:

New Zealand Certificate in Arts & Design Level 3
New Zealand Certificate in Arts & Design Level 4
New Zealand Diploma in Arts & Design Level 5

EMPLOYMENT OPPORTUNITIES

Fashion Illustrator
Fashion/Textile Design and Production
Garment Technician
Patternmaker
Sample Machinist
Cutter
Product Designer
Textile and Fashion Artist
Design Assistant
Fashion Journalist

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APPLIED TECHNOLOGY AND DESIGN

LEVEL 3 • 31 CREDITS

Are you interested in design relating to mechanical engineering and construction? This is a specialist area growing at a fast rate with new technologies constantly being developed. This programme allows you to explore the technical skills required to design a product and to see it through to completion.

Through computer-based projects, theory and practical sessions you will learn about:
- Computer Aided Design software
- Mechanical design
- Construction design

Recommended School Subjects based on Vocational Pathways
- Chemistry
- Maths
- Physics
- Construction and Mechanical Technologies
- Digital Technologies
- English

EMPLOYMENT OPPORTUNITIES
- Architectural Drafting
- Quantity Surveying
- Design Engineering
- Mechanical Engineering

This is a Level 3 programme and requires students to be committed and prepared to study at Level 3.

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:
- New Zealand Diploma in Construction Level 6
- New Zealand Diploma in Architectural Technology Level 6

DELIVERY DETAILS

THURSDAY

For more information about the Unit Standards associated with this programme, please visit ucol.ac.nz/u-skills

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COLLISION REPAIR

LEVEL 2 • 25 CREDITS

Our U-Skills Collision Repair programme will expose you to core concepts and gain a foundation knowledge within the collision repair & refinishing field.

After completion of the Health & Safety unit you will have the opportunity to learn masking, primers, fillers, as well as sanding and repair with the collision repair industry.

Recommended School Subjects based on Vocational Pathways
- Chemistry
- Maths
- Physics
- Construction and Mechanical Technologies
- Digital Technologies
- English

DEVELOPMENT DETAILS

EMPLOYMENT OPPORTUNITIES
- Panel Beater
- Spray Painter

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:
- New Zealand Certificate In Collision Repair And Automotive Refinishing* Level 3

AUTOMOTIVE

LEVEL 2 • 28 CREDITS

Are you interested in the field of automotive mechanic, engine servicing or auto electrician? Our new programme will expose you to core concepts and gain a foundation knowledge within the automotive field.

After the completion of the health and safety unit you will have the opportunity to learn more about general service checks, steering and suspension systems, knowledge of disassembling and reassembling a four stroke multi-cylinder engine, and the hand tools and workshop equipment for motor industry application.

After completion of the core health and safety units, you will have the opportunity to learn more about:
- Petrol and fuel systems
- The operation of two and four stroke petrol and diesel engines
- Assembling and disassembling motors
- Braking systems
- Transmission

Recommended School Subjects based on Vocational Pathways
- Chemistry
- Maths
- Physics
- Construction and Mechanical Technologies
- Digital Technologies
- English

DEVELOPMENT DETAILS

EMPLOYMENT OPPORTUNITIES
- Auto Electrician
- Automotive Mechanic
- Small Engine Servicing
- Heavy Diesel Mechanic

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:
- New Zealand Certificate In Automotive Engineering Level 3
- New Zealand Certificate In Collision Repair And Automotive Refinishing* Level 3
- UCOL Managed Apprenticeship Level 4

For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills
MECHANICAL ENGINEERING

LEVEL 2 • 28 CREDITS

Are you interested in machining, welding or fabrication? With engineers in high demand, this programme covers a range of practical and theory units designed to build your core knowledge in this area.

After completion of the core health and safety units, you will have the opportunity to learn more about:

- Engineering materials
- Hand and power tools
- Measuring
- Welding and light fabrication

Recommended School Subjects based on Vocational Pathways:

- Chemistry
- Maths
- Physics
- Construction and Mechanical Technologies
- Digital Technologies
- English

DELIVERY DETAILS

THURSDAY  FRIDAY

MECHANICAL ENGINEERING

LEVEL 3 • 30* CREDITS

* Programme Under Construction – Subject to approval*

The U-Skills Level 3 Mechanical Engineering programme is the right choice for students wanting to develop base skills, knowledge and experience. This programme focuses on welding along with workshop safety and also requires students to undertake work experience within the engineering industry.

Some delivery of this programme will require students to travel to the Manawatu Campus (transport will be provided).

* Credits can’t be accredited to NCEA Level 3, however, these two papers count towards the New Zealand Certificate in Mechanical Engineering Level 3 or partially towards Level 4.

DELIVERY DETAILS

FRIDAY

→ For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills
ICT INNOVATION

LEVEL 2 • 24 CREDITS

This programme covers fundamentals of IT and computing applications and tools. Students will learn a range of skills that are applicable to all areas of business including: presentations, web development, databases, digital media, computer hardware, digital tools, and security.

Recommended School Subjects based on Vocational Pathways
- English
- Maths
- Computing and digital studies
- Information systems

EMPLOYMENT OPPORTUNITIES
- IT Business Support
- Administration & Technology Support

MW FRIDAY

DELIVERY DETAILS

ICT INNOVATION

LEVEL 3 • 21 CREDITS

Take your ICT skills to the next level with software programming. Level 3 ICT provides you with project-based experience in UCOL’s computer labs. Content will cover creating a programme to provide a solution, knowledge of microcontrollers, and construct & test a programme in a robotics environment.

Recommended School Subjects based on Vocational Pathways
- English
- Maths
- Computing and digital studies
- Information systems

MW THURSDAY

For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills

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MECHATRONICS

LEVEL 3 • 20-25 CREDITS

Does electronic engineering, programming, foundation robotics and 3D printing interest you? The U-Skills Mechatronics programme offers a practical learning experience by constructing and programming a robotic car as the major project. You will also design and 3D print some of the components as you work through this programme.

U-Skills Mechatronics will build on the NCEA Level 2 Maths and Physics knowledge you already have and some previous electronics knowledge will be an advantage.

Recommended School Subjects based on Vocational Pathways

- English
- Maths
- Science

FURTHER STUDY OPTIONS

- New Zealand Diploma in Engineering Level 6
- Bachelor of Engineering
- Graduate Diploma in Technology

EMPLOYMENT OPPORTUNITIES

- Technology Industry
- Design Industry
- Manufacturing Industry
- Engineering Industry

DELIVERY DETAILS

MW THURSDAY

SERVICE INDUSTRIES

FURTHER STUDY OPTIONS

This programme can lead to further tertiary studies in:

- Salon Skills (Introductory) Level 2
- Makeup & Skincare Level 3
- New Zealand Certificate in Hairdressing (Salon Support) Level 3
- New Zealand Certificate in Hairdressing (Emerging Stylist) Level 4
- New Zealand Certificate in Beauty Services Level 4
- New Zealand Certificate in Nail Technology L4

EMPLOYMENT OPPORTUNITIES

- Hairdresser
- Beautician
- Nail Technician
- Customer Service Roles

HAIR, BEAUTY & RETAIL

LEVEL 2 • 24 CREDITS

The U-Skills Academy Hair, Beauty and Retail programme aim is to introduce students to a salon environment in the hairdressing and beauty service industries. Students will learn hands-on in UCOL’s training salons and gain an overview of the working environment in the hair and beauty industry.

Recommended School Subjects based on Vocational Pathways

- English
- Maths
- Chemistry
- Biology
- Physical Education

FURTHER STUDY OPTIONS

- Salon Skills (Introductory) Level 2
- Makeup & Skincare Level 3
- New Zealand Certificate in Hairdressing (Salon Support) Level 3
- New Zealand Certificate in Hairdressing (Emerging Stylist) Level 4
- New Zealand Certificate in Beauty Services Level 4
- New Zealand Certificate in Nail Technology L4

EMPLOYMENT OPPORTUNITIES

- Hairdresser
- Beautician
- Nail Technician
- Customer Service Roles

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Would you like to learn practical skills in food preparation, barista coffee, baking, and front of house service? The U-Skills Academy - Café Skills programme; gives you the opportunity to learn relevant service industry skills in a restaurant and commercial kitchen environment. Hospitality is a popular and fast paced industry, this programme helps put you on the road to success.

**Recommended School Subjects based on Vocational Pathways**

- English
- Home Economics
- Technology

**Cookery**

**LEVEL 3 • 24 CREDITS**

Are you wanting to take your cookery skills to the next level?

The Academy Cookery Level 3 programme will give you the opportunity to learn and refine your skills to cook pasta, egg, vegetable dishes, and to prepare food for service in a commercial kitchen. You will also learn to apply food safety practices within a food-related establishment.

This programme helps you to learn relevant industry skills and experience as you put your learning into practice in our commercial kitchen environment.

**Recommended School Subjects based on Vocational Pathways**

- English
- Home Economics
- Technology

**FURTHER STUDY OPTIONS**

This programme can lead to further tertiary studies in:

- New Zealand Certificate in Food and Beverage Service Level 3 & 4
- New Zealand Certificate in Bakery Level 3
- New Zealand Certificate in Cookery Level 4
- New Zealand Diploma in Cookery (Advanced) Level 5

**EMPLOYMENT OPPORTUNITIES**

- Barista
- Chef
- Baker
- Customer Service/Front of House

**DELIVERY DETAILS**

MW  FRIDAY  THURSDAY

For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills
BUSINESS ENTERPRISE
LEVEL 3 • 24 CREDITS

In conjunction with the Lion Foundation Young Enterprise Scheme you will be part of a team which creates a business and sees an idea from concept through to sales. This programme builds a business from scratch, so you need to be prepared to go the extra mile. There will be roles available including, Chief Executive, Marketing Director, Finance Director, Sales Director, and Production Director. You will be responsible for a core operational aspect of your business and be required to attend:
- Pitch Evenings
- Dragons Den
- Sales Opportunities
- Additional Classes

Recommended School Subjects based on Vocational Pathways
- English
- Maths
- Social Studies
- Computing
- Business Studies

EMPLOYMENT OPPORTUNITIES
- Business Manager
- Product Developer
- Entrepreneur

This is a Level 3 programme and requires students to be committed and prepared to study at Level 3.

INTRODUCTION TO TOURISM AND TRAVEL IN NEW ZEALAND
LEVEL 3 • 24 CREDITS

Learn the essential skills required in the industry including communication and customer service, tourism workplace practices, and itinerary planning. Gain an understanding of the role and economic importance of the tourism and travel industry in New Zealand.

EMPLOYMENT OPPORTUNITIES
- Business Manager
- Product Developer
- Entrepreneur

This is a Level 3 programme and requires students to be committed and prepared to study at Level 3.

DELIVERY DETAILS

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:
- New Zealand Certificate in Business (Small Business) Level 4
- New Zealand Diploma in Business Level 5
- Bachelor of Applied Management Level 7

EMPLOYMENT OPPORTUNITIES
- Business Manager
- Product Developer
- Entrepreneur

Please note: Fees maybe applicable to complete qualification in some cases.

For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills
INTRODUCTION TO EARLY CHILDHOOD

LEVEL 2 • 22 CREDITS

Would you like to learn about child development, health, and wellbeing?
Introduction to Early Childhood will give you the foundation skills as the first step in your career in Early Childhood Education.

Recommended School Subjects based on Vocational Pathways
Health Education • Te Reo Maori • Home Economics (food & nutrition) • Drama • Music

DELIVERY DETAILS
MW WAI WG FRIDAY

EARLY CHILDHOOD EDUCATION AND CARE

LEVEL 3 • 31 CREDITS

The Early Childhood Education and Care programme is designed to staircase you to further study and is perfect if you are serious about early childhood and care as a possible career. You will learn skills to provide quality educational experiences to infants, toddlers and young children, skills for supporting whanau/parents and core literacy and numeracy skills for the industry.

You will learn core foundation knowledge of educational theory in an early childhood education setting and core knowledge of early childhood organisations and services within the industry.

A practicum paper is a part of this programme and require students to complete a police check. Two verified forms of ID are required: Birth Certificate, and photo ID (Passport, Driver’s License, 18+ Card, School ID)

Recommended School Subjects based on Vocational Pathways
Health Education • Te Reo Maori • Home Economics (food & nutrition) • Drama • Music

DELIVERY DETAILS
MW WAI WG THURSDAY

→ For more information about the Unit Standards associated with this programme, please visit ucol.ac.nz/u-skills

Please note: Students will be required to complete a Police Vetting check as deemed necessary by the Vulnerable Childrens Act.
Fees maybe applicable to complete qualification in some cases.

Disclaimer: This prospectus intended as a general guide only. Some of the programmes included may be subject to change. UCOL reserves the right to change or add programme delivery units. Delivery location is dependent on facilities and demand within the region. The approved set of standards will be consistent with the Programme Aim and Learning Objectives.
HEALTH

LEVEL 3 • 36 CREDITS

Our established health programme gives you foundation knowledge to staircase into a number of health-related industries. If you are interested in exploring your options to study in the health field, our programme can complement your school studies and give you the step ahead you need.

During this programme you will cover:
- Anatomy and biology
- Health and wellbeing
- Human behaviour and exercise
- Nutrition
- Gym component

Recommended School Subjects based on Vocational Pathways
- English
- Maths
- Chemistry
- Biology
- Physics
- Health

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:
- New Zealand Certificate in Study and Career Preparation (Nursing Pathway) Level 4
- New Zealand Certificate in Exercise Level 4
- New Zealand Diploma in Enrolled Nursing Level 5
- Bachelor of Nursing Level 7
- Bachelor of Applied Science (Exercise & Wellbeing) Level 7

EMPLOYMENT OPPORTUNITIES
- Lab Technician
- Researcher
- Medical Imaging
- Nursing
- Massage
- Pharmacy
- Dietician
- Personal Trainer
- Sport and Exercise Physiology
- Rehabilitation

This is a Level 3 programme and requires students to be committed and prepared to study at Level 3.

DELIVERY DETAILS

For more information about the Unit Standards associated with this programme, please visit ucol.ac.nz/u-skills
FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:
- New Zealand Certificate in Exercise Level 4
- Bachelor of Applied Science (Exercise & Wellbeing) Level 7

EMPLOYMENT OPPORTUNITIES
- Gym instructor
- Personal trainer
- Officiating
- Coaching
- Dietician
- Holiday programme worker
- Recreation Assistant

MORE ➔ FRIDAY

EXERCISE AND SPORT

LEVEL 2 • 20 CREDITS

As an athlete develop the knowledge you have of how to excel within your sport, understand how the body works and how nutrition is going to help you succeed. We will help you develop your personal & social development through adventure based learning. This is an applied practical course. This course can complement your current school studies and develops foundation knowledge leading into higher education within UCOL’s Exercise and Wellness pathways.

Recommended School Subjects based on Vocational Pathways
- English • Maths • Biology

DELIVERY DETAILS

For more information about the Unit Standards associated with this programme, please visit ucol.ac.nz/u-skills
VET NURSING ASSISTANT / ANIMAL CARE

LEVEL 2 • 28 CREDITS

This programme will provide you with foundation knowledge to staircase into the New Zealand Certificate in Animal Care (Companion Animals) Level 3 or New Zealand Certificate in Animal Technology (Vet Nursing Assistant) Level 5. If you are interested in animal science, and the vet nursing field this programme will offer you the opportunity to learn: Anatomy and Physiology of animals, understand and apply safe working practices, learn to monitor health and provide husbandry for dogs and other companion animals.

During this programme you will cover:

- Animal anatomy and biology
- Animal welfare
- Handle and care for dogs and other companion animals

**Recommended School Subjects based on Vocational Pathways**

- English
- Maths
- Biology
- Chemistry
- Physics
- Health

**DELIVERY DETAILS**

- MW TUESDAY
- WAI WEDNESDAY
- WG THURSDAY

For more information about the Unit Standards associated with this programme, please visit [ucl.ac.nz/u-skills](http://ucl.ac.nz/u-skills)
WHAT IS U-SKILLS ACADEMY 2 DAYS?

The Academy 2 Day option gives you the chance to work towards gaining an industry related qualification while working towards NCEA Level 2/3.

HOW DOES THE PROGRAMME WORK?

STRUCTURE

- Two days per week on the programme.
- 9 AM – 3 PM.
- Variety of locations including UCOL sites, schools and community sites.

ELIGIBILITY

- 16-19 at the commencement of the programme
- NZ Citizen or permanent resident.

TRANSITION COORDINATOR

Students have a dedicated Transition Coordinator to help you:

- Set goals
- Complete individual education plans
- Literacy and numeracy support
- One-on-one support
- Discover your pathway

ADDITIONAL INFORMATION

Delivery location is dependent on facilities and demand within the region. UCOL reserves the right not to deliver some programmes.

Locations will be confirmed once applications for each of the programmes are finalised. Student transport can be provided by Academy 2 Day at no cost to the nearest programme of choice (subject to conditions).

A verified copy of your birth certificate must be provided which has been signed by a Justice of the Peace, NZ Police or a UCOL Staff member.

Fees maybe applicable to complete qualification in some cases.

INTERESTED?

If you are interested in a Academy 2 Day programme talk to your careers advisor at school and they will help you with the application process. For further information about Academy 2 Day programmes go to ucol.ac.nz/u-skills or email u-skills@ucol.ac.nz.
Do you enjoy creating and building projects? Are you serious about working in the carpentry, joinery and building industry? The National Certificate in Building, Construction and Allied Trades Skills Level 2 programme is designed to give you the perfect platform to staircase into industry or further study.

Over the course of a year you will complete units towards the National Certificate in Building, Construction and Allied Trades Skills, gain hands on employable skills, and work as a team to plan, and build a class project. This programme is designed as a stepping stone to industry through an apprenticeship or higher level study, giving you hands on practical skills, with the theory knowledge to back you up. At the same time you will receive credits towards NCEA Level 2 supporting you to achieve both certificates in one year.

Recommended Subjects: It is strongly suggested that all students enrolled in this programme are undertaking at school:
Maths • English • Technology

DELIBERATION DETAILS

THURSDAY & FRIDAY

For more information about the Unit Standards associated with this programme, please visit ucol.ac.nz/u-skills
CONSTRUCTION AND INFRASTRUCTURE

NEW ZEALAND CERTIFICATE IN INFRASTRUCTURE WORKS

LEVEL 2 • 41 CREDITS

With strong employment opportunities in Civil engineering and infrastructure, the New Zealand Certificate in Infrastructure Works Level 2 is a foundation qualification specifically designed to support you to develop core skills and knowledge for the industry. Relevant to both further study and employment, this programme gives you an understanding of the health and safety, environmental, and beginner practical skills to work on infrastructure sites.

From civil works, rural construction, surfacing operations and underground utilities, this qualification gives you an opportunity to gain a New Zealand Certificate and credit towards NCEA Level 2 while at school.

All students need to be Drug Free to be on site and will be tested at the start of the programme.

Recommended Subjects: It is strongly suggested that all students enrolled in this programme are undertaking at school:

Maths • English • Technology

DELIVERY DETAILS

MONDAY & TUESDAY TBC

→ For more information about the Unit Standards associated with this programme, please visit ucol.ac.nz/u-skills
SERVICE INDUSTRIES

**SALON SKILLS (INTRODUCTORY)**

**LEVEL 2 • 42 CREDITS**

Are you interested in hairdressing or beauty therapy? Salon skills introduces you to a salon environment in the hairdressing and beauty service industries. Designed to give you a foundation introduction to the vast range of opportunities available you will spend time covering content from hairdressing, and beauty, explore career pathways and gain core knowledge for industry.

If you are someone who wants to experience a practical environment, while working towards a nationally recognised qualification, then Salon Skills could the right fit for you.

**Recommended Subjects:** It is strongly suggested that all students enrolled in this programme are undertaking at school:
- Maths
- English

**DELIVERY DETAILS**

- **MW MONDAY & TUESDAY**
- **WG TUESDAY & WEDNESDAY**
- **WAI MONDAY & THURSDAY**

**MAKEUP & SKINCARE**

**LEVEL 3 • 42 CREDITS**

Our Makeup and Skincare programme gives you skills and knowledge to provide a range of makeup and skin care services while learning in a practical environment and working towards a nationally recognised qualification.

Throughout the programme you will gain the foundation skills and knowledge to enter the makeup & skincare industry.

**DELIVERY DETAILS**

- **MW**
- **WG**
- **WAI THURSDAY & FRIDAY**

Please note: fees maybe applicable to complete qualification in some cases.

→ For more information about the Unit Standards associated with these programmes, please visit ucol.ac.nz/u-skills

Disclaimer: This prospectus intended as a general guide only. Some of the programmes included may be subject to change. UCOL reserves the right to change or add programme delivery units. Delivery location is dependent on facilities and demand within the region. The approved set of standards will be consistent with the Programme Aim and Learning Objectives.
1 DAY A WEEK

GRAPHIC DESIGN (LEVEL 2 OR 3) 18-20 CREDITS.
Develop the skills for a career in Graphic Design. Create a company brand and conceptual graphic designs using drawing and graphic design processes and learn computer graphics including the Adobe Creative Suite of software.

ANIMATION FUNDAMENTALS (LEVEL 2 OR 3) 18-20 CREDITS
Develop the fundamental skills for a career in Animation Design. Explore animation design processes including storyboarding and develop computer animation skills using the Adobe Creative Suite of software.

FASHION DESIGN (LEVEL 2 OR 3) 18-20 CREDITS
Design and prototype fashion garments. Use drawing to develop designs and use industrial sewing equipment to create the final designs.

2 DAYS A WEEK

GRAPHIC DESIGN AND DIGITAL MEDIA (LEVEL 2 OR 3) 36-40 CREDITS
Develop the fundamental skills for a career in Graphic Design. Create and apply a company brand including packaging and website designs while developing drawing skills, graphic design processes & computer graphics skills using the Adobe Creative Suite of software.

Credits towards New Zealand Certificate in Arts & Design (Level 2 or Level 3)

FASHION DESIGN AND TEXTILES (LEVEL 2 OR 3) 36-40 CREDITS
Design and prototype fashion garments and develop the skills for a career in Fashion. Use drawing to develop and clarify a range of design concepts, create or adapt patterns and use industrial sewing equipment to realise your designs.

Credits towards New Zealand Certificate in Arts & Design (Level 2 or Level 3)

Disclaimer: This prospectus is intended as a general guide only. Some of the programmes included may be subject to change. UCOL reserves the right to change or add programme delivery units. Delivery location is dependent on facilities and demand within the region. The approved set of standards will be consistent with the Programme Aim and Learning Objectives.
Now you have read about our 2020 U-Skills® suite of in-school study opportunities, it’s time to decide which option is right for you.

Here is a summary of information below:

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<th>STAR</th>
<th>ACADEMY 1 DAY</th>
<th>ACADEMY 2 DAY</th>
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<tr>
<td>Dual Delivery</td>
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<tr>
<td>Interactive Learning Spaces</td>
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<td>Level 2 or Higher</td>
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<tr>
<td>Short Course</td>
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<td>Full Year</td>
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<td>Transport Provided</td>
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<tr>
<td>Transition Coordinator Support</td>
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<td>One Day Per Week</td>
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<td>Two Days Per Week</td>
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1. Most STAR Programmes are at Level 2 or higher. Please check course detail for more information.
2. Most STAR Programmes are at Level 2 or higher. Please check course detail for more information.
3. See page 12 for a description of what a Transition Coordinator can help you with.
4. In most cases STAR Programmes operate one day per week. Please check course detail for more information.
HOW TO APPLY

→ Decide which programme you want to do.
  STAR: Simply talk to your Careers Advisor or STAR Coordinator (see note 1)
  Academy 1 Day or Academy 2 Day: Please complete the following steps:
→ Complete the U-Skills Application form ensuring you and your parent/guardian sign the last page.
→ You must also include a verified copy (see note 2) of your birth certificate.
→ Ask your school to endorse your application.

Send your completed application form to:
U-Skills Enrolment: UCOL
Private Bag 11022
Palmerston North 4442

YOU WILL EITHER BE

Accepted upon Application
Depending on your situation you may be eligible for automatic acceptance.

OR

An interview may be required
Some students may require an interview.
We will contact you with information on where to attend.

If you are accepted, you will receive an email or a txt confirming you have been offered a place in U-Skills.

Students must confirm/decline the offer of place via email.

FIRST DAY AT UCOL
Please bring pen, paper and lunch.

NOTES

1  If you are interested in attending a STAR programme talk to your Careers Advisor or STAR Coordinator at school. If your school is happy for you to attend the programme they will let us know. You will fill out an enrolment form on the first day of class.

2  A verified copy of your birth certificate must be provided. This means a copy that has been signed by a Justice of the Peace, NZ Police or a UCOL Staff member.

3  Attending Academy 1 Day and 2 Day programmes while still at school will not impact on accessing “Fees Free” when you decide to move on to full time study.

GET IN TOUCH

0800 GO UCOL
u-skills@ucol.ac.nz

We are always happy to answer any questions you or your parents/guardians may have.
APPLICATION, SELECTION & ENROLMENT

APPLICATION PROCESS
Secondary school students can apply to enrol in a U-Skills Programme by completing the enrolment form given to them from their careers advisor. Students applying to U-Skills must meet the following criteria:

• They must be continuing their education in Year 11, 12 or 13 in 2019 at secondary school. (This includes Te Aho o Te Kura Pounamu).

• Students are required to have achieved NCEA Level 1 literacy and numeracy requirements i.e. 10 Credits at level 1, however U-Skills Management may exercise discretion on this requirement. Supporting evidence will assist the selection process and may include records of learning, reports and attendance records. These can be provided by the students school.

• Students must demonstrate their commitment to remaining at school and study towards NCEA for 2020.

• Students must have endorsement from whenau/family/caregivers and School Principal or delegate for their enrolment in the U-Skills Programme.

• Students must meet legal and health requirements and be able to carry out the practical components of the programmes. U-Skills may decline to enrol an applicant whose disability is such that the applicant requires special services or facilities that in the circumstances cannot reasonably be made available in accordance with Section 60(1) of the Human Rights Act 1993.

ACCEPTANCE / DECLINE
• The decision on whether students are accepted into U-Skills will be made by U-Skills Management.

• Places will be made available for inclusion of suitable students from as wide a geographical area as possible.

• Students will be notified of the outcome of their application as soon as possible.

• Students must confirm their offer of place on the programme. Schools will be notified once this has taken place.

SELECTION PROCESS
The student selection process may include an interview of the student with the Schools Partnerships Manager and may include the Transition Coordinator, Lecturer or other persons including a school representative. Applicant will receive a phone call, email, or text to arrange a time and day to attend a pre-acceptance conversation. Whenau/parents/caregivers are requested to accompany the student to learn about the expectations of the programme. The interview process will include:

• Assessment of the applicants understanding and commitment to this programme and suitability for the career area to be studied to ensure the applicant has applied to a programme that aligns with their goals and interests.

• Assessment of support from whenau/parents/caregivers of the student.

• Assessment of any other information put forward that supports the application.

• Identification of any specific learning or support needs.

• Expectations include attendance and punctuality, classroom behaviour, full participation, careers development etc.

• Confirm if any transport arrangement is required to and from U-Skills.

INDUCTION & ORIENTATION
U-Skills Programmes will start early February 2020. We will advise of the day each programme is delivered on as soon as possible.

All accepted students will undertake an orientation process as part of the first weeks of the U-Skills Programme which will include:

• Welcome; Getting to know the U-Skills teaching and support staff, and other students.

• Overview of the programme and an information handbook.

• Students will undergo ALNAT literacy and numeracy assessment.

• Programme regulations, policies and procedures.

• Information on student support services. Primarily this will be through the Transition Coordinator who is the main point of contact for students and who will direct students to other services as required. (Pastoral care, Health, Disability, Learning support, Careers, Māori and Pasifika).

• Health and Safety procedures.

• Tour of facilities and if onsite at a UCOL facility, how to use the Library.

• Any equipment or uniform as applicable will be provided.

• Introduction to computer facilities at U-Skills, including logging in and using UCOL’s system.

• Obtaining a student ID card which will allow students to use the UCOL Library; free bus in some locations such as Manawatu or Whanganui and student discounts at local stores.
IF YOU HAVE ANY QUESTIONS

0800 GO UCOL  u-skills@ucol.ac.nz

UCOL.AC.NZ/U-SKILLS

VISIT ONE OF OUR INFORMATION CENTRES

Manawatū Campus
Corner of King and Princess Streets, Palmerston North

Whanganui Campus
16 Rutland Street, Whanganui

Wairarapa Campus
143 – 159 Chapel Street, Masterton

Horowhenua Campus
160 Oxford Street, Levin