DISCOVER YOUR CAREER WITH U-SKILLS®
UCOL is excited to announce our 2019 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 Dual Pathways. 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 2019 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**
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**

**DUAL PATHWAYS**
The Dual Pathway 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.
A GUIDE TO OUR PROGRAMME PAGES

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.

PN  PALMERSTON NORTH  WG  WHANGANUI
WAI  WAIRARAPA  LV  LEVIN  OT  OTAKI
TA  TARARUA  THP  TAIHAPE

→ 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 give you an opportunity to get 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 get 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 contact
Frances Haerewa
Email: haerewa@ucol.ac.nz
Phone: 06 952 7001 ext 70773
Do you enjoy building and crafting things? If you want to create things from wood or are interested in a future in building, this programme will give you hands-on experience, with teachers who have worked in the industry and know their stuff.

While here you will learn how to interpret plans, design and undertake construction, all within a fully equipped workshop, using the tools you will use on a real job site.

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

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

Introduction to Trades – Part 2

Mechanical Engineering Fabrication

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.

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

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

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

PN FRIDAY

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

CAREER PATHWAYS

Automotive Technicians
Automotive Electricians
Skilled Mechanics
Heavy Vehicle Technicians

DELIVERY DETAILS

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

PN THURSDAY

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

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.

CAREER PATHWAYS

Road Transport Distribution
Warehousing Industry
Transport & Logistics
Freight & Furniture Handlers

DELIVERY DETAILS

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

PN FRIDAY

→ To get information about the Unit Standards associated with this programme, 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.
MANUFACTURING AND TECHNOLOGY CONT.

CISCO (CCNA 1)
LEVEL 3 • 12 CREDITS
Gain networking knowledge and look at how to design build, and analyse local area and wide area networks (LANs and WANs). During the year you will undertake the Cisco Network Academy curriculum which will give you the opportunity to gain a CISCO Network Academy Certificate CCNA.

DELIVERY DETAILS
Two hours per week over 32 weeks. Total of 87.50 hours.

FRIDAY

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

CISCO (CCNA 2)
LEVEL 3 • 12 CREDITS
Now that you have LANs and WANs networking knowledge, develop yourself further as you discover Routing and Switching Essentials. During the year you will undertake the Cisco Network Academy curriculum which will give you the opportunity to gain a CISCO Network Academy Certificate CCNA.

DELIVERY DETAILS
Two hours per week over 32 weeks. Total of 87.50 hours.

FRIDAY

To get information about the Unit Standards associated with this programme, 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.
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.

**FURTHER STUDY OPTIONS**

- New Zealand Certificate in Music
- New Zealand Certificate in Performing Arts
- New Zealand Certificate in Art and Design

**CAREER PATHWAYS**

- Musician
- Entertainer
- Songwriter
- Music Teacher

**DELIVERY DETAILS**

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

**PN FRIDAY**

› To get information about the Unit Standards associated with this programme, please visit [ucol.ac.nz/u-skills](http://ucol.ac.nz/u-skills)

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.

**FURTHER STUDY OPTIONS**

- Academy Hair, Beauty and Retail Level 2
- Dual Pathways New Zealand Certificate in Salon Skills (Introductory) Level 2
- New Zealand Certificate in Hairdressing (Salon Support) Level 3

**CAREER PATHWAYS**

- Hairdresser
- Hairdressing Sales Rep
- Cruise Ships
- Self Employment

**DELIVERY DETAILS**

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

**PN WO WAI FRIDAY**

› To get information about the Unit Standards associated with this programme, please visit [ucol.ac.nz/u-skills](http://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.
**SERVICE INDUSTRIES CONT.**

**BEAUTY**

**LEVEL 2 • 3 CREDITS**

Looking to work in a spa, salon or start your own beauty business? 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 how fashions trend. Try your skills at make-up, skincare, facial and eyelashes, all in the studio on campus.

**DELIVERY DETAILS**

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

→ To get 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:

- Academy Hair, Beauty and Retail Level 2
- Dual Pathways New Zealand Certificate in Salon Skills (Introductory) Level 2
- New Zealand Certificate in Makeup & Skincare Level 3
- New Zealand Certificate in Beauty Services Level 4

**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**
  - PM WO (One day per week over 5 weeks. Total of 30 hours.)

→ To get information about the Unit Standards associated with this programme, 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

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

To get information about the Unit Standards associated with this programme, 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.
### SERVICE INDUSTRIES CONT.

#### CAFE SERVICE

**LEVEL 2 • 12 CREDITS**

Make the customers visit more memorable, as you learn how to greet and welcome customers, provide the best in table service, as well as learning about food safety and coffee making, so that guests always have the best experience. These basic skills are a great start to get you going in the global industry of hospitality.

**DELIVERY DETAILS**

One day per week over 8 weeks. Total of 40 hours.

- PN
- WG
- WAI
- FRIDAY

→ To get information about the Unit Standards associated with this programme, please visit [ucoL.ac.nz/u-skills](http://ucoL.ac.nz/u-skills)

#### CAREER PATHWAYS

- Restaurants
- Hotels
- Cafes
- Catering
- Self Employment

#### FURTHER STUDY OPTIONS

This programme can lead to further tertiary studies in:

- Academy Cafe Skills Level 3
- Dual Pathways New Zealand Certificate in Cookery Level 3
- New Zealand Certificate in Food & Beverage Service Level 3 & 4
- New Zealand Certificate in Baking Level 3
- New Zealand Certificate in Cookery Level 4
- New Zealand Certificate in Cookery (Advanced) Level 5

#### 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.

- PN
- WG
- THURSDAY

→ To get information about the Unit Standards associated with this programme, please visit [ucoL.ac.nz/u-skills](http://ucoL.ac.nz/u-skills)

#### CAREER PATHWAYS

- Work in a Business
- Self Employment

#### FURTHER STUDY OPTIONS

This programme can lead to further tertiary studies in:

- Academy Business Enterprise Level 3
- New Zealand Certificate in Business (Introduction to Small Businesses) Level 3
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 30 hours.

CONTACT UCOL’S STAR COORDINATOR FOR LOCATION DETAILS.

→ To get 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:

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

CAREER PATHWAYS

- Health Industry
- Self-Employment

PRIMARY INDUSTRIES

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 field 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.

→ To get 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:

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

CAREER PATHWAYS

- Kennel & Cattery work
- Vet Nursing
- Animal Care and Breeding
- Grooming
- Dog Walking Business
- Doggie Day Care
- Self Employed
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, with no course fee.

HOW DOES THE PROGRAMME WORK?

STRUCTURE
- U-Skills Academy programmes operate one day per week.
- 9:00 AM – 3:00 PM.

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 them:
- 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 (PN & 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

DELMIVERY DETAILS

PN 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
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

PM  WE  THURSDAY

To get 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 Arts and Design Level 3 & Level 4
Bachelor of Creative Media Level 7
Bachelor of Design & Arts Level 7

EMPLOYMENT OPPORTUNITIES

Graphic Designer
Illustrator
Animator
Photographer
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

**EMLOYMENT 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**

- New Zealand Diploma in Construction Level 6
- New Zealand Diploma in Architectural Technology Level 6

**APPLIED TECHNOLOGY AND DESIGN**

**LEVEL 3 • 31 CREDITS**

**DELCIVERY DETAILS**

→ To get information about the Unit Standards associated with this programme, 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.
MANUFACTURING AND TECHNOLOGY CONT.

AUTOMOTIVE PANEL AND PAINT

LEVEL 2 • 24 CREDITS

Are you interested in the field of automotive panel and paint? Our new programme will expose you to core concepts and gain a foundation knowledge within the automotive field and the collision repair & refinishing field.

After the completion of the health and safety unit you will have the opportunity to learn masking, primers, fillers as well as sanding and repair within the collision repair industry. Perform general servicing checks on a motor vehicle, and learn about tools and equipment used.

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

- Repairing minor panel damage
- Interior and exterior motor body parts
- Pre-drive checks
- Prepare panels for paint

Recommended School Subjects based on Vocational Pathways

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

DETECTION DETAILS

PN FRIDAY

AUTOMOTIVE

LEVEL 2 • 23 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

DETECTION DETAILS

PN MONDAY OR TUESDAY WA1 THURSDAY NS FRIDAY

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.
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

EMPLOYMENT OPPORTUNITIES

- Mechanical Engineer
- Engineering Technician
- Light or Heavy Fabrication
- Maintenance Engineering
- Fitting
- Machining
- Tool making
- Welding
- Diagnostics

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

FURTHER STUDY OPTIONS

- U-Skills Academy Applied Technology and Design Level 3
- New Zealand Certificate in Mechanical Engineering Level 3
- New Zealand Diploma in Engineering (Mechanical Engineering) Level 6
- UCOL Managed Apprenticeship Level 4

DELIVERY DETAILS

THURSDAY

FRIDAY
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

DELIVERY DETAILS

THURSDAY

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

MECHATRONICS

LEVEL 3 • 21 CREDITS

Mechatronics provides you with the opportunity to learn the basics of combining electronics and mechanical engineering, foundations of robotics, by completing practical projects using complex machines and equipment to achieve the course outcomes.

This programme will use some of the knowledge you have learnt at NCEA Level 2 Maths and Physics. Having past Electronics and Mechanical Engineering will be an advantage.

Recommended School Subjects based on Vocational Pathways
English • Maths • Science

DELIVERY DETAILS

THURSDAY

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

EMPLOYMENT OPPORTUNITIES
- Hairdresser
- Beautician
- Nail Technician
- Customer Service Roles

FURTHER STUDY OPTIONS
This programme can lead to further tertiary studies in:
- Dual Pathways New Zealand Certificate in Salon Skills (Introductory) Level 2
- Dual Pathways New Zealand Certificate in 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

DELIVERY DETAILS
- PN THURSDAY OR FRIDAY
- W3 THURSDAY
- W5 FRIDAY

To get information about the Unit Standards associated with this programme, please visit ucol.ac.nz/u-skills
CAFE SKILLS

LEVEL 3 • 21 CREDITS

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

EMPLOYMENT OPPORTUNITIES

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

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

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

DELIVERY DETAILS

PN FRIDAY WA THURSDAY WG FRIDAY

To get information about the Unit Standards associated with this programme, 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 Dens
- 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

FURTHER STUDY OPTIONS
- New Zealand Certificate (Small Business) Level 4
- New Zealand Diploma in Business Level 5
- Bachelor of Applied Management Level 7

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

COMMERCIAl ROAD TRANSPORT

LEVEL 2 • 23 CREDITS

You will learn core skills at an entry level to further your studies into the New Zealand Certificate in Commercial Road Transport Level 2. You will gain an understanding of vehicle loading, yard person duties, basic driving tasks as directed, and health and safety requirements within the industry. You will be engaging with the road transport industry for some of the practical sessions of the programme.

Recommended School Subjects based on Vocational Pathways
- English
- Maths

EMPLOYMENT OPPORTUNITIES
- Heavy Truck Driver

FURTHER STUDY OPTIONS
- New Zealand Certificate in Commercial Road Transport (Specialist Driver) (Level 4)
- New Zealand Certificate in Commercial Road Transport Level 2 - 4
- National Diploma in Road Transport Management

This programme can lead to further tertiary studies in:

U-SKILLS ACADEMY

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.
SOCIAL AND COMMUNITY SERVICES

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

DEVELOPMENT DETAILS

To get information about the Unit Standards associated with this programme, 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.
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

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

To get information about the Unit Standards associated with this programme, please visit ucol.ac.nz/u-skills
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 Sport pathways.

Recommended School Subjects based on Vocational Pathways

- English
- Maths
- Biology

EMPLOYMENT OPPORTUNITIES

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

FURTHER STUDY OPTIONS

- New Zealand Certificate in Exercise Level 4
- Bachelor of Exercise and Sport Science Level 7

SOCIAL AND COMMUNITY SERVICES CONT.

FURTHER STUDY OPTIONS

- New Zealand Certificate in Exercise Level 4
- Bachelor of Exercise and Sport Science Level 7

EMPLOYMENT OPPORTUNITIES

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

SOCIAL AND COMMUNITY SERVICES CONT.

FURTHER STUDY OPTIONS

- New Zealand Certificate in Exercise Level 4
- Bachelor of Exercise and Sport Science Level 7

EMPLOYMENT OPPORTUNITIES

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

SOCIAL AND COMMUNITY SERVICES CONT.

FURTHER STUDY OPTIONS

- New Zealand Certificate in Exercise Level 4
- Bachelor of Exercise and Sport Science Level 7

EMPLOYMENT OPPORTUNITIES

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

SOCIAL AND COMMUNITY SERVICES CONT.

FURTHER STUDY OPTIONS

- New Zealand Certificate in Exercise Level 4
- Bachelor of Exercise and Sport Science Level 7

EMPLOYMENT OPPORTUNITIES

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

SOCIAL AND COMMUNITY SERVICES CONT.

FURTHER STUDY OPTIONS

- New Zealand Certificate in Exercise Level 4
- Bachelor of Exercise and Sport Science Level 7

EMPLOYMENT OPPORTUNITIES

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

SOCIAL AND COMMUNITY SERVICES CONT.

FURTHER STUDY OPTIONS

- New Zealand Certificate in Exercise Level 4
- Bachelor of Exercise and Sport Science Level 7

EMPLOYMENT OPPORTUNITIES

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

SOCIAL AND COMMUNITY SERVICES CONT.

FURTHER STUDY OPTIONS

- New Zealand Certificate in Exercise Level 4
- Bachelor of Exercise and Sport Science Level 7

EMPLOYMENT OPPORTUNITIES

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

SOCIAL AND COMMUNITY SERVICES CONT.

FURTHER STUDY OPTIONS

- New Zealand Certificate in Exercise Level 4
- Bachelor of Exercise and Sport Science Level 7

EMPLOYMENT OPPORTUNITIES

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

SOCIAL AND COMMUNITY SERVICES CONT.

FURTHER STUDY OPTIONS

- New Zealand Certificate in Exercise Level 4
- Bachelor of Exercise and Sport Science Level 7

EMPLOYMENT OPPORTUNITIES

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

SOCIAL AND COMMUNITY SERVICES CONT.
PRIMARY INDUSTRIES

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

- 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

EMPLOYMENT OPPORTUNITIES

- Vet Nursing
- Animal Care
- Pet Boarding
- Agriculture

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

VET NURSING ASSISTANT / ANIMAL CARE

LEVEL 2 • 26 CREDITS

This programme will provide you with foundation knowledge to staircase into the New Zealand Certificate in Animal Technology (Vet Nursing Assistant) Level 5 or New Zealand Certificate in Animal Care (Companion Animals) Level 3. 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, rodents and rabbits.

During this programme you will cover:

- Animal anatomy and biology
- Animal wellbeing
- Livestock and canine health

Recommended School Subjects based on Vocational Pathways

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

DELIVERY DETAILS

- PN TUESDAY OR FRIDAY
- WA6 WEDNESDAY
- WG THURSDAY

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.
WHAT IS U-SKILLS DUAL PATHWAYS?

The Dual Pathways 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 them:
• 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 Dual Pathways 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 Dual Pathways programme talk to your careers advisor at school and they will help you with the application process. For further information about Dual Pathways 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.

**Working towards: National Certificate in Building, Construction and Allied Trades Skills.** It is possible to complete this qualification within the year.

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

**DELIVERY DETAILS**

- PN  THURSDAY & FRIDAY
- WG  WEDNESDAY & THURSDAY
- THP  THURSDAY & FRIDAY
- LV  MONDAY & TUESDAY
- WAI  THURSDAY & FRIDAY

→ To get information about the Unit Standards associated with this programme, please visit [ucol.ac.nz/u-skills](http://ucol.ac.nz/u-skills)
NATIONAL CERTIFICATE IN BUILDING CONSTRUCTION AND ALLIED TRADE SKILLS

LEVEL 3 • 40 CREDITS

If you are looking to further your construction knowledge, and interested in completing a hands-on building project, produce a portfolio of work, and work with other subcontractors to complete the build, then the Dual Pathways Level 3 programme is for you.

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

Working towards: National Certificate In Building Construction And Allied Trade Skills Level 3. It is possible to complete this qualification within the year.

DELIVERY DETAILS

LOCATIONS TO BE CONFIRMED

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


It is possible to complete this qualification within the year.

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

TA THURSDAY & FRIDAY  LV THURSDAY & FRIDAY  PN MONDAY & TUESDAY

WG MONDAY & TUESDAY
NEW ZEALAND CERTIFICATE IN EARLY CHILDHOOD EDUCATION AND CARE

LEVEL 3 • 60 CREDITS

The New Zealand Certificate in Early Childhood Education and Care Level 3 is designed to give you a foundation qualification to staircase you into early childhood. You will learn skills to provide quality educational experiences to infants, toddlers and young children, skills for supporting whānau/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. Developed to staircase to further study, this qualification is perfect if you are serious about early childhood and care as a possible career.


Please note: Students entering this programme will be required to complete a practicum. Only 3 of the 4 courses will be achieved under Dual Pathways. To complete this programme students will need to enrol in the final course as a block course.

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

- Maths
- English

DELIVERY DETAILS

THURSDAY & FRIDAY

To get information about the Unit Standards associated with this programme, please visit ucol.ac.nz/u-skills
NEW ZEALAND CERTIFICATE IN COOKERY

LEVEL 3 • 42 CREDITS
During this programme you will prepare and cook a variety of dishes while gaining industry related skills and knowledge in our commercial kitchen, it’s a great way to kick start your culinary career.


DELIVERY DETAILS

Wednesday & Thursday

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

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

NEW ZEALAND CERTIFICATE IN SALON SKILLS (INTRODUCTORY)

LEVEL 2 • 61 CREDITS
Are you interested in hairdressing or beauty therapy? Our new Dual Pathways programme in 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 Dual Pathways could the right fit for you.


Please note: Only 3 of the 4 courses will be achieved under Dual Pathways. To complete this programme students will need to enrol in the final course as a block course.

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

DELIVERY DETAILS

Monday & Tuesday

Tuesday & Wednesday

Monday & Thursday

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

Please note: fees maybe applicable to complete qualification in some cases.
NEW ZEALAND CERTIFICATE IN 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 required, in order to provide a range of makeup and skincare services, whilst meeting professional standards and expectations.


DELIVERY DETAILS

THURSDAY & FRIDAY

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

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

* Pending approval

NEW ZEALAND CERTIFICATE IN TOURISM

LEVEL 3 • 60 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.


Please note: Only 3 of the 4 courses will be achieved under Dual Pathways. To complete this programme students will need to enrol in the final course as a block course.

DELIVERY DETAILS

DELIVERY DAYS TO BE CONFIRMED

Please note: Fees maybe applicable to complete qualification in some cases.
WHAT'S THE NEXT STEP?
Now you have read about our 2019 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:

<table>
<thead>
<tr>
<th>DUAL DELIVERY</th>
<th>STAR</th>
<th>ACADEMY</th>
<th>DUAL PATHWAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stay at school while studying towards NCEA</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

| INTERACTIVE LEARNING SPACES | ✔️ | ✔️ | ✔️ |

| LEVEL 2 OR HIGHER | ✔️ | ✔️ | ✔️ |

| SHORT COURSE | ✔️ | ✔️ | ✔️ |
| Less than 6 months | |

| FULL YEAR | ✔️ | ✔️ | ✔️ |
| 3 terms | |

| TRANSPORT PROVIDED | ✔️ | ✔️ | ✔️ |
| Conditions apply | |

| TRANSITION COORDINATOR SUPPORT³ | ✔️ | ✔️ | |

| ONE DAY PER WEEK | ✔️ | ✔️ | |

| TWO DAYS PER WEEK | ✔️ | |

---

1. Most STAR Programmes are at Level 2 or higher. Please check course detail for more information.
2. Please note the CISCO 1 and CISCO 2 STAR courses or programmes are delivered over a full year (one afternoon per week).
3. See page 14 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 or DualPathways:** 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 a Student Contract which needs to be signed and returned to us for your place to become official.

Programme confirmation and details will be mailed out. Return any required paperwork, e.g. transport forms.

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

GET IN TOUCH

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

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 and Dual Pathways programmes while still at school will not impact on accessing “Fees Free” when you decide to move on to full time study.
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 Kura Correspondence School).
- 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 2019.
- 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.

SELECTION PROCESS

The student selection process may include an interview of the student with the Schools Partnerships Manager and may include the Transition Coordinator, Tutor or other persons including a school representative. A letter will be sent to applicants with interview details. 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, work experience, block courses, careers development etc.
- Timetable and transport arrangements required to and from U-Skills and for work experience.

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. All students are interviewed on a rating system to ensure fairness and transparency.
- Students will be notified of the outcome of their application as soon as possible.
- Students will receive a letter and an agreement of the terms and conditions they need to sign and return to confirm acceptance of the place offered at U-Skills.
- Students must return the offer agreement to have a place on the programme. Schools will be notified once this has taken place.

INDUCTION & ORIENTATION

U-Skills Programmes will start early February 2019. 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 them 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 and set up on Pathways Awarua.
- Obtaining a student ID card which will allow students to use the UCOL Library; free bus in some locations such as Palmerston North 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

Palmerston North 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