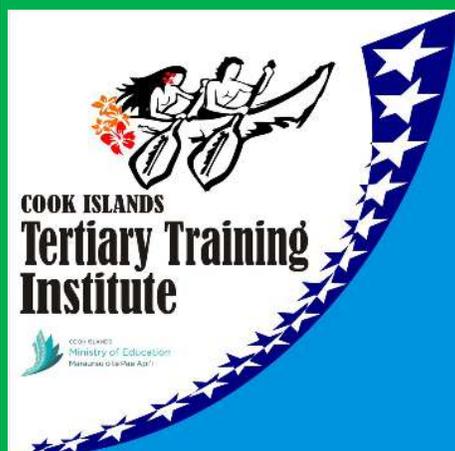


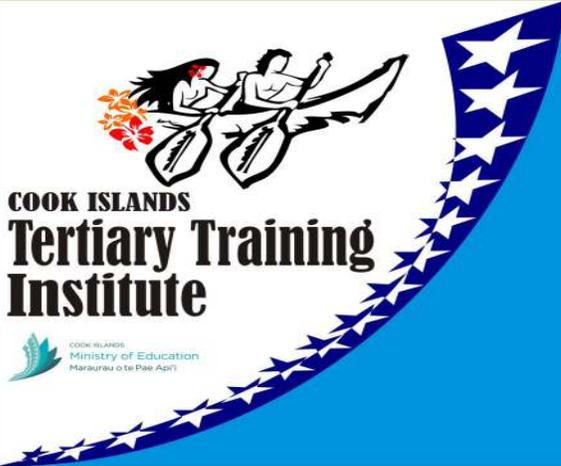
# Cook Islands Tertiary Training Institute



# PROSPECTUS

# 2017





## Our Vision

To be a renowned provider of quality vocational education training for the people of the Cook Islands.

## Our Purpose

To build the knowledge and skills of the people of the Cook Islands.

## Our Promise

Learning that works for YOU.

## Our Essence

Changing Lives

## Our Commitment

We teach the skills you need for the Life YOU want

## Our Values

- ◇ ACTING WITH INTEGRITY AND TRANSPARENCY WITH PRIDE IN OUR WORK
- ◇ TRUE TO PROMISES AND WORTHY OF TRUST
- ◇ EXCELLENCE
- ◇ REMAINING RELEVANT, CONNECTED AND PRACTICAL
- ◇ EXCEEDING OUR GOALS
- ◇ INSPIRING
- ◇ INNOVATIVE, FORWARD THINKING, ENGAGING AND SHAPING FUTURES

◇ Vision

◇ Purpose

◇ Promise

◇ Essence

◇ Commitment

◇ Values

EXTRA TUITION AND  
TRANSLATION WILL BE  
PROVIDED FOR STUDENTS  
WHOSE FIRST LANGUAGE IS  
NOT ENGLISH

“A skilled hand and cultivated mind”



## Director's message



### Welcome to the Cook Islands Tertiary Training Institute

**Kia Orana** and welcome to the Cook Islands Tertiary Training Institute (CITTI), the **vocational training centre** of the Cook Islands.

It gives me great pleasure to present you with the 2017 prospectus.

The Cook Islands Tertiary Training Institute aims to be a leader in the provision of **relevant, innovative and versatile programmes** and training models that enhance educational and cultural outcomes for our students.

The **success** of our **students** is the primary focus for our organisation and we aim to support every student that chooses to study with us so that they reach their **full potential**.

We have a **wide variety** of programmes being offered in Rarotonga. These carry accreditation with our own Academic Board and registering authorities in the Cook Islands in addition to programmes accredited by international accrediting bodies in the form of London City & Guilds and the New Zealand Qualifications Authority.

2017 also sees us offering community education programmes in **Mangaia, Aitutaki, Atiu, Penrhyn and Pukapuka**. We have also collaborated with schools in the southern group to establish trades and hospitality learning programmes for secondary school and adult students.

You will also see contained in this prospectus an array of very popular **community education** programmes. We encourage you all to take advantage of these programmes and engage and enjoy the **lifelong learning** journey.

On that note, all of the courses included in this prospectus offer opportunities for you to develop **new skills**. Many recognise that skill development with internationally recognised qualifications while for others, the recognition is the satisfaction from knowing you have learnt something new.

Please look through the prospectus and the range of programmes we have on offer in 2017 and identify programmes that you would may be interested in. You might also like to encourage your **friends, family and colleagues** to join you on this educational journey.

We look forward to seeing you at the Cook Islands Tertiary Training Institute in 2017.

Caroline Medway-Smith

Director

### WHAT OUR STUDENTS' SAY

“The overall course met my expectations or what I wanted to learn. Looking forward to the next course to learn more...”

“Very helpful and very understanding good tutor”

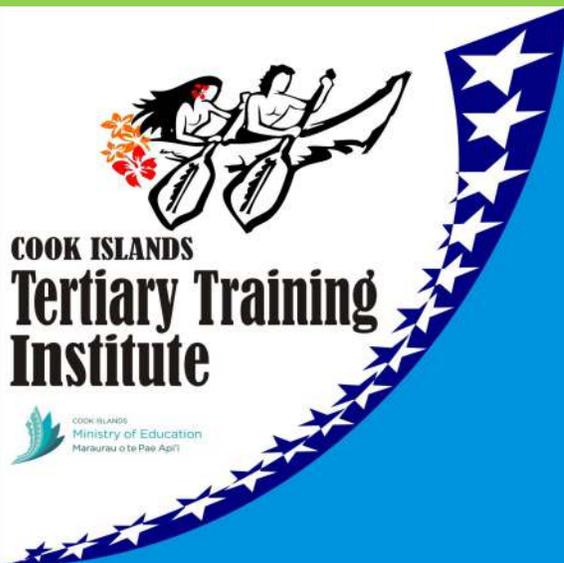
“Tutor was 100% helpful with everything I needed to learn”

“More than I expected, actually I'd be pleased to learn more...”

“This course exceeded my expectations. Best I've done - practical and hands-on. All staff from reception to teachers are encouraging”

“Brilliant delivery and practical for students. Great Centre/ training institute”

# Your Future starts with YOU!



## Ways to enrol

For course information and to Enrol:

Faculty of Hospitality and Services  
 Ngatangia campus—Main Office  
 Phone (+682) 22 628  
[courtney.papatua@citti.edu.ck](mailto:courtney.papatua@citti.edu.ck)

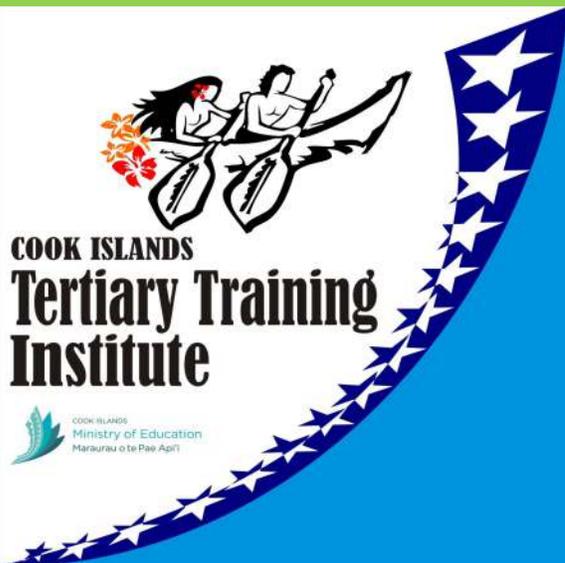
Faculty of Technology and Trades  
 Arorangi Campus  
 Phone (+682) 21 471  
[chere.arthur@citti.edu.ck](mailto:chere.arthur@citti.edu.ck)

Continuing Education courses  
[violet.tisam@citti.edu.ck](mailto:violet.tisam@citti.edu.ck)  
 Phone (+682) 21 471 Ext 6

Faculty of Nursing  
 Rarotonga Hospital  
 Phone (+682) 22 664 Ext 809  
[m.mcmanus@health.gov.ck](mailto:m.mcmanus@health.gov.ck)

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# Hospitality & Services

## CITTI Hospitality & Services

Our support to our learners continues to guide them by providing realistic courses and offering qualifications that match the expectation of our industry stakeholders.

Our accredited courses are internationally recognised offering our learners the opportunity to link on to further diploma and degree programmes and our community education courses are relevant to the wants and needs of our community.

We cover all areas of hospitality including Food & Beverage, Culinary Arts, Front Office and Housekeeping through full qualifications and short courses that are relevant to our industry. We also offer a National Certificate in First Line Management and also our Kia Orana Service course in collaboration with the Cook Islands Tourism Corporation.

We strive to be flexible and current in what we offer and are looking at new avenues to expand our portfolio. Please come and have a chat down at the CITTI Ngatangia Campus.

## Who are we?

Our Hospitality & Services campus is located in Ngatangia.

You can call us on +682 22 628 or email our Faculty Co-ordinator on [Courtney.Papatua@citti.edu.ck](mailto:Courtney.Papatua@citti.edu.ck)

### Hospitality Staff:

#### Director

Caroline Medway-Smith

#### Head of Faculty

Sam Timoko

#### Quality Assurance Manager

Michelle Williams-Mitchell

#### Tutors

Shane Phillips—Cookery

Pae Papai —Cookery

Ovaia Liew—Food & Beverage

Taa Pera—Kia Orana Service & FLM



Visit us online at [www.facebook/ cookislandscitti/](https://www.facebook.com/cookislandscitti/) [www.citti.edu.ck](http://www.citti.edu.ck)



# Apprenticeship Programme

## Food & Beverage Services

### Certificate (Level 1)

Starting a career within the hospitality industry, specialising in restaurant operations. For those who wish to progress as a qualified member of a food and beverage team, and will be able to demonstrate the ability to perform practical skills and have the necessary knowledge in order to complete the assessments.



### How it works?

Designed for the Cook Islands Hospitality Industry, this programme runs 8 hours a day, 2 days per week. All theory and practical requirements completed at the CITTI Ngatangiaa.

Each week apprentices put their knowledge into practice in their workplaces, which are monitored by their supervisors. Monthly meetings are scheduled with the respective tutor, supervisor and apprentices to evaluate learning and practices.

### COURSE DETAILS

<b>Start Date:</b>	
Certificate	06 Feb 17
Diploma	06 Feb 17
<b>Duration:</b>	
Certificate	21 weeks
Diploma	34 weeks
<b>Time: 9.00am – 12.30pm</b>	
Certificate	Mon & Wed
Diploma	Tue & Thu
<b>Numbers:</b>	
Maximum of 12 students	
<b>Location:</b>	
Hospitality & Services Campus - Ngatangiaa	
<b>Costs per student:</b>	
Local	\$300
International	\$500

### Diploma (Level 2)

For those with a minimum of 2 years work in the hospitality industry and already have knowledge of the basic principles of restaurant or bar work, or who can demonstrate commitment and enthusiasm to work and study in order to supplement their existing knowledge.



**Currently in the industry? Looking to upskill? Enrol now!**



**City & Guilds**

**APPROVED CENTRE**

# Apprenticeship Programme

## Food Preparation & Cooking

### Certificate (Level 1)

Designed for those who wish to take the first step to becoming a qualified chef and will be able to demonstrate the ability to perform practical skills in the area of methods of cookery.



### How it works?

Designed for the Cook Islands Hospitality Industry, this programme runs 8 hours per day, 2 days per week. All theory and practical requirements completed at the CITTI Ngatangiaa.

Each week apprentices put their knowledge into practice in their workplaces, which are monitored by their supervisors. Monthly meetings are scheduled with the respective tutor, supervisor and apprentices to evaluate learning and practices.

### COURSE DETAILS

#### Start Date:

Certificate	13 Feb 17
Diploma	13 Feb 17

#### Duration:

Certificate	21 weeks
Diploma	34 weeks

#### Time: 9.00am – 12.30pm

Certificate	Mon & Wed
Diploma	Tue & Thu

#### Numbers:

Maximum of 12 students

#### Location:

Hospitality & Services Campus  
- Ngatangiaa

#### Costs per student:

Local	\$300
International	\$750

### Diploma (Level 2)

For those with a minimum of 5-10 years work in the hospitality industry and already have knowledge of the basic principles of cookery looking to progress to complex methods of cookery, costings, nutrition and HACCP controls.



**Keen to enrol? Call 22 628 or email [courtney.papatua@citti.edu.ck](mailto:courtney.papatua@citti.edu.ck)**



# Short Courses

## Hospitality & Services Courses

NZQA Accredited - Culinary & Food & Beverage

### Food Safety Preparation, Storage, Holding & Serving

Unit	Description	Level	Credits
167 V7	Practice food safety methods in a food business under supervision	2	4

### Kitchen Hygiene

Unit	Description	Level	Credits
167 V7	Practice food safety methods in a food business under supervision	2	4
13284 V4	Clean food production areas and equipment	2	2

### Basic Culinary skills (pre-requisite Kitchen Hygiene)

Unit	Description	Level	Credits
13285 V4	Handle and maintain knives in a commercial kitchen	2	2
13280 V4	Prepare fruit and vegetable cuts	2	2
13283 V4	Prepare and present salads for service	2	2
13281 V5	Prepare and present basic sandwiches for service	2	2

**For course information and to enrol:**

**Faculty of Hospitality and Services**

**Ngatangia campus—Main Office**

**Phone (+682) 22 628**

**courtney.papatua@citti.edu.ck**

## How it works?

These courses are designed to help you upskill and gain knowledge in these areas as well as gain NZQA credits that go towards your record of learning.

These courses are scheduled according to a minimum number of attendees. The minimum number is 8.

## COURSE DETAILS

**Start Date:**

On application and minimum numbers required

**Time:**

A time to suit group as a whole

**Numbers:**

Minimum number of 8

**Location:**

Hospitality & Services Campus - Ngatangia

**Costs per student:**

Food Safety \$50

Kitchen Hygiene \$50

Basic Culinary Skills \$100

**Short courses are a great way to upskill...Register Now!**

## Short Courses

### Hospitality & Services Courses

NZQA Accredited - Culinary & Food & Beverage

#### How it works?

These courses are designed to help you upskill and gain knowledge in these areas as well as gain NZQA credits that go towards your record of learning.

These courses are scheduled according to a minimum number of attendees. The minimum number is 8.

#### COURSE DETAILS

##### Start Date:

On application and minimum numbers required

##### Time:

A time to suit group as a whole

##### Numbers:

Minimum number of 8

##### Location:

Hospitality & Services Campus  
- Ngatangia

##### Costs per student:

Gourmet Sandwiches \$100  
Café Service \$100  
Baking & Pastry for Café \$100  
Pasta Partners \$100

#### Gourmet Sandwiches

Unit	Description	Level	Credits
13282 V4	Prepare, assemble and present complex sandwiches for service in a commercial kitchen	3	2
13331 V4	Prepare and cook pickles, chutneys and preserves in a commercial kitchen	2	2

#### Café Service

Unit	Description	Level	Credits
14434 V5	Prepare and clear areas for table service in a commercial hospitality environment.	2	3
17287 V5	Prepare and present filtered coffee for service	2	2

#### Baking & Pastry for Café

Unit	Description	Level	Credits
167 V7	Practice food safety methods in a food business under supervision	2	4
13272 V4	Cooked food items by baking	2	2

#### Pasta Partners (pre-requisite US 167)

Unit	Description	Level	Credits
13314 V5	Prepare and cook egg dishes in a commercial kitchen	3	4
13316 V4	Prepare and cook basic pasta dishes in a commercial kitchen	3	3

## Short Courses

### Hospitality & Services Courses

NZQA Accredited - Culinary & Food & Beverage

#### How it works?

These courses are designed to help you upskill and gain knowledge in these areas as well as gain NZQA credits that go towards your record of learning.

These courses are scheduled according to a minimum number of attendees. The minimum number is 8.

#### COURSE DETAILS

**Start Date:**

On application and minimum numbers required

**Time:**

A time to suit group as a whole

**Numbers:**

Minimum number of 8

**Location:**

Hospitality & Services Campus  
- Ngatangia

**Costs per student:**

Art of coffee making \$100  
Food & Beverage Table \$100  
Introduction to Baking \$100

#### Art of Coffee Making

Unit	Description	Level	Credits
17285 V7	Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision	2	4
17288 V5	Prepare and present espresso beverages for service	3	5
28145 V1	Interact with customers in a service delivery context	2	2

#### Food and Beverage Table

Unit	Description	Level	Credits
14434 V5	Prepare and clear areas for table service in a commercial hospitality establishment.	2	3
14436 V5	Provide table service in a commercial hospitality establishment	2	4
14425 V5	Prepare and serve hot and cold non-alcoholic drinks in a commercial hospitality establishment	2	5

#### Introduction to Baking

Unit	Description	Level	Credits
13310 V4	Prepare and produce basic hot and cold dessert items in a commercial kitchen.	2	3
13322 V4	Prepare and cook basic pastry dishes in a commercial kitchen	3	4
13325 V4	Prepare and bake basic cakes, sponges, and scones in a commercial kitchen	3	4

Keen to register? Call 22 628 or email [courtney.papatua@citti.edu.ck](mailto:courtney.papatua@citti.edu.ck)

# Hospitality & Services Courses

NZQA Accredited

## First Line Management (FLM)

### How it works?

The National Certificate in Business (First Line Management) Level 3 programme is for those who are wanting to develop and advance their management and leadership skills. You will learn how to build teams, facilitate change management, write a report, manage interpersonal conflict and much more.

CITTI will be providing two streams of this programme in 2017, *hospitality* and *general*.

The hospitality stream will be specifically contextualised for this industry whereas the general stream will be appropriate for those in other industries and sectors.

Ideally, students will have had a minimum of two years' experience in a supervisor, manager, team leader or similar role and have adequate literacy levels to achieve success in this programme. Access to a computer and the internet is also required.

### COURSE DETAILS

Start date:

FLM Hospitality 17 Jan 2017  
FLM General Feb 2017

Duration:

45 weeks

Time: Every Tuesday

Day Class 9am to 12pm  
Night Class 5pm to 8pm

Numbers:

Maximum of 15 students per class

Location:

Hospitality & Services Campus  
Ngatangia

Costs per student:

\$300 (\$100 deposit before 17 Jan)

Certificate unit requirements = 47 credits

#### Section One (9 credits)

Unit	Description	Level	Credits
01312 V6	Give oral instructions in a workplace	3	3
09705 V6	Give and respond to feedback on performance	3	3
11097 V4	Listen actively to gain information in an interactive situation	3	3

#### Section Two (25 credits)

Unit	Description	Level	Credits
27557 V2	Behave according to organizational requirements	3	4
27563 V2	Describe teams and team leadership	3	4
24874 V3	Demonstrate knowledge of performance management	3	4
27564 V2	Demonstrate knowledge of leadership	4	10
27567 V2	Demonstrate knowledge of management change in an organisation	4	4

#### Section Three (13 credits)

Unit	Description	Level	Credits
03491 V6	Write a report	3	4
09681 V6	Contribute within a team or group which has an objective	3	3
09704 V7	Manage interpersonal conflict	4	4



2016 First Line Management intake with their Tutor Sharyn Paio

To enquire further please email [study@citti.edu.ck](mailto:study@citti.edu.ck) or call 22 628.



# Kia Orana Service Course

The Kia Orana Service course is a one day Customer Service training course on offer at CITTI, Faculty of Hospitality and Services, Ngatangia from 9am to 2pm.

## How it works?

A Cook Islands Tourism Corporation initiative in partnership with the Cook Islands Tertiary Training Institute.

The course will cover Kia Orana values and a series of customer service based topics.



Kia Orana Service certificate recipient



Kia Orana Service tutor Taa Pera and Cook Islands Tourism Director of Destination Development Metua Vailimene.



Staff, invited guests and awardee at the KOS ceremony

This course is FREE and is on-going throughout 2017, kicking off in February. To register or enquire further about course dates, please contact Taa Pera on +682 53 391 or email [taanraro@oyster.net.ck](mailto:taanraro@oyster.net.ck).

**WEAR YOUR  
KIA ORANA  
SMILE  
EVERYDAY**  
**KEEP YOUR  
KIA ORANA  
SPIRIT  
SHINING**

To register phone Taa Pera on 53 391 or email [taanraro@oyster.co.ck](mailto:taanraro@oyster.co.ck)



# Diploma of Nursing

## How it works?

The Faculty of Nursing and Health Studies programme is run through the Ministry of Health and accredited by the Cook Islands Tertiary Training Institute.

It covers relevant theory and practice required to become a Registered Nurse in the Cook Islands. This includes the development of the knowledge, attitudes and skills required to meet the practice competencies of the Cook Islands Nursing Council. Students will also learn how to care for the physical, mental and social wellbeing of people and their communities.

This programme will also develop the academic skills using biological and social sciences and nursing knowledge to a Level 6 NZQA standard.

The programme will take place at Rarotonga Hospital. The Diploma will be awarded by the Cook Islands Tertiary Training Institute.

## Programme

An academic and practice based programme that leads to nursing registration in the Cook Islands.

## Dates

February 2017, 3 year Programme

## Entry requirements

NCEA Level 3 (42 credits) including English, Science and Maths. Attributes and health suitable for nursing.

## Fees 2017 NZD

Subject to Ministry of Health. Minimum material fees.



Keen to take the next step? Call Mary on 22 664 or email [m.macmanus@health.gov.ck](mailto:m.macmanus@health.gov.ck)



## Trades & Technology

### CITTI Trades & Technology

Since 2014, we have been part of The Ministry of Education. Our goal here at Trades & Technology is to provide upskilling, training and support in the “Hard Trades” for Rarotonga and out to the Pa Enua.

We continue to offer Automotive, Building, Electrical and Plumbing, Gas-fitting and Drain-laying and are currently working on expanding our curriculum to include Engineering, Welding and Refrigeration/ Air-Conditioning.

If you are looking at up-skilling or going further and gaining a qualification then come see us in Arorangi.

## Who are we?

Our Trades & Technology campus is located in Arorangi, behind ICI.

You can call us on +682 21 471 or email our Faculty Co-ordinator  
 Chere.Arthur@citti.edu.ck

### Trades & Technology staff:

#### Head of Faculty

Ina George

#### Programme delivery Support

Te Kowhai Ohia

#### Te Uki Tumanava Co-ordinator

Edith Nicholas

#### Continuing Education

Violet Tisam

#### Finance

Ngara Katuke

#### Literacy & Numeracy Support

Sarah Tonorio



Visit us online at [www.facebook/ cookislandscitti/](https://www.facebook.com/cookislandscitti/) [www.citti.edu.ck](http://www.citti.edu.ck)

## Trades and Technology

NZQA Accredited

Internationally Recognised Qualification

### How it works?

If you are currently employed in the trade industry, ready to enter or wanting to up-skill, the Cook Islands Tertiary Training Institute Trades campus offers National certificates in the following disciplines:

- ◇ Electrical
- ◇ Automotive
- ◇ Plumbing, Gasfitting and Drainlaying
- ◇ Building and Construction

### COURSE DETAILS

National Certificate in Electrical Engineering.  
National Certificate in Motor Industry (Automotive Engineering).

#### Duration

Full year programme:

First Semester 30 Jan to 30 Jun 2017

Mid Semester break 17 to 28 Apr 2017

Inter Semester break 3 to 14 Jul 2017

Second Semester 17 Jul to 15 Dec 2017

Mid Semester break 9 Oct to 20 Oct 2017

Evening classes. The programme for 2017 is ongoing Level 3 and 4 with some 'catch-up' opportunities for partially completed Level 2 students.

#### Entry Requirements

NCEA Level 1 or experience

#### Fees 2017

\$300 annual fee

#### Disclaimer

Minimum 10 students required for course to proceed.

# skills.

**National Certificate in Electrical Engineering Level 2, 3 and 4**

If you are employed in the electrical industry or ready to enter into the industry, you can further your understanding of electrical

engineering theory with the National Certificate in Electrical Engineering (Electrician for Registration). You'll find out more about electric lighting and motors, electrical appliances and electrical instrumentation. Improve your knowledge of switchboards, wiring and electric cables, and low and high voltage.



**National Certificate in Motor Industry (Automotive Engineering)** in conjunction with Unitec.

If you are employed in the automotive industry or ready to enter into the industry, you can further your knowledge of vehicle engineering

With the National Certificate in Motor Industry (Automotive Engineering). You'll start your studies at Level 2 and progress to Level 3 and 4 during the period of training.

**Keen to enrol? Call 21471, visit our Arorangi Campus or email [chere.arthur@citti.edu.ck](mailto:chere.arthur@citti.edu.ck)**

# Trades and Technology

NZQA Accredited

Internationally Recognised Qualification

## How to Enrol?

Phone +682 21 471

Email: [study@citti.edu.ck](mailto:study@citti.edu.ck) or  
[chere.arthur@citti.edu.ck](mailto:chere.arthur@citti.edu.ck)

Visit our website [www.citti.edu.ck](http://www.citti.edu.ck)

Come and see us at the CITTI Trade campus in Arorangi (behind ICI ex-Public Works).

## COURSE DETAILS

**National Certificate in Building Construction and Allied Trade Skills.**

**National Certificate in Plumbing, Gasfitting and Drainlaying (Introduction).**

### Duration

Full year programme:

First Semester 30 Jan to 30 Jun 2017

Mid Semester break 17 to 28 Apr 2017

Inter Semester break 3 to 14 Jul 2017

Second Semester 17 Jul to 15 Dec 2017

Mid Semester break 9 Oct to 20 Oct 2017

Evening classes. The programme for 2017 is returning students and new students to either course.

### Entry Requirements

NCEA Level 1 or experience

### Fees 2017

\$300 annual fee

### Disclaimer

Minimum 10 students required for course to proceed.

**National Certificate in Building, Construction and Allied Trades Skills** (in conjunction with BCITO).

**BCITO**  
buildingpeople

If you are employed in the building industry or ready to enter into the industry, you can further your knowledge of building construction with the National Certificate in Building,

Construction and Allied Trades Skills.

Stage 1 Pre-Building Trade Certificate

Stage 2 Building Trade Certificate

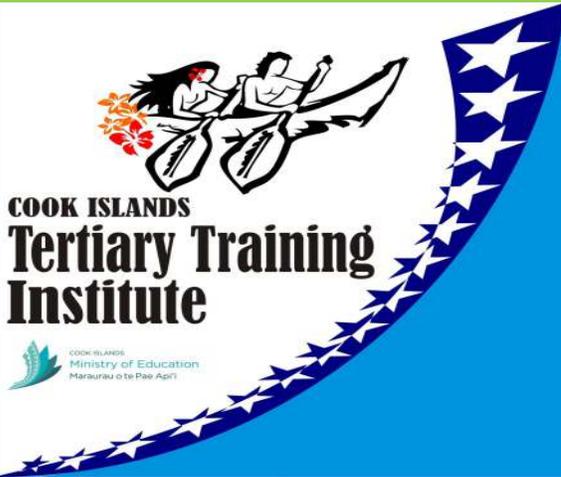


## **National Certificate in Plumbing, Gasfitting and Drainlaying (introduction) (Level 2)**

This entry level qualification provides a solid foundation and introduction for those employed in the plumbing and drain-laying industry or ready to enter into the industry.

## **New Zealand Certificate in Refrigeration & Air Conditioning (Trades Assistant) (Level 3) - Under Development**

In October 2016, CITTI offered an assessment course to determine skills and qualifications needed by those already in the industry. As a result of that assessment course, CITTI and SKILLS NZ are **currently developing** a programme in 2017 for those seeking more skills and knowledge in this area.



## Pa Enea Training/ School programmes

### **Pukapuka (TE ULU O TE WATU)**

The Te Ulu o Te Watu Learning Centre offers a comprehensive community and youth education programme focused on traditional crafts, trade skills, computer literacy, English and Pukapukan language, cooperative businesses and cultural preservation.

The Learning Centre (aka “University of Pukapuka”) runs out of Niua School. It works closely with the villages and youth groups to provide arts and culture preservation, continuing education and individualized learning.

To find out more about courses available in 2017 please contact our Island Broker **Koree Tinga on phone +682 41357 or email [koree.tinga@citti.edu.ck](mailto:koree.tinga@citti.edu.ck)**.

### **Penrhyn (TONGAREVA)**

Kura Tongareva offer the Certificate of Achievement for Education and Training (CAET) which is a work experience course covering topics such as CVs and job activities. There are also continuing education courses on offer throughout the year.

To find out more about courses available in 2017 please email our Island Broker **Dr. Michael White on [crwban681@yahoo.co.uk](mailto:crwban681@yahoo.co.uk)**.

### **Atiu (ENUA MANU)**

Continuing education courses are on offer throughout the year such as Cookery, Bird Life, Traditional carving and Eel trap making.

To find out more about courses available in 2017 please contact our Island Broker **Robert (Bob) Gore on phone +682 70119 or email [robert.gore@citti.edu.ck](mailto:robert.gore@citti.edu.ck)**.

### **Mangaia (AUAU)**

Mangaia has a focus on continuing education, trades and agriculture working closely with the Island Council and adapting training to its needs.

To find out more about courses available in 2017 please contact our Island Broker **Tuaine Tuara on phone +682 50202 or email [tuaine.tuara@citti.edu.ck](mailto:tuaine.tuara@citti.edu.ck)**.

## How it works?

The Pa Enea is an important part of CITTI’s programming with the aim of providing high quality on-island training for Cook Islanders so that they can stay on their home islands. Pa Enea programmes are community-based and responsive to the unique needs of each island. Aitutaki and Mangaia have full time programmes as they have the largest populations. We also offer programmes in Atiu, Penrhyn and Pukapuka.

Other islands have visiting programs with expected growth in tertiary and community education over the years.

We have also collaborated with schools in the southern group to establish trades and hospitality learning programmes for secondary school and adult students.

Please contact Tereora College and/ or Titikaveka College in Rarotonga for more information on programmes for 2017, or get in touch with your Island Learning Broker for the Pa Enea to discuss your options.



Mangaia School students with Head of Faculty CITTl Hospitality Sam Timoko

**Contact our Island Learning Brokers for course information for the Pa Enea**

# Pa Enea Training

## Aitutaki



## Aitutaki

PROGRAMME	DURATION	ENTRY	FEE
<b>CITTI Te Rito O Araura Diploma in Foundation Tertiary Studies</b> An entry-level diploma that incorporates GCF Learn-free Certification in computing, career studies and customer service through Alison-on-line Certification, Kia Orana customer care course, life and career skills together with on-site work placements.	34 weeks February to November 2017	16 years and over	TBC
<b>CITTI Te Rito O Araura Bridging and Tertiary Studies</b> This program is designed to develop the necessary skill sets to allow students to pursue tertiary studies at a higher level. It will provide students with an individualised program of study with links to courses at USP, Polytechnics and On-Line Distance Learning programs.	34 weeks February to November 2017	16 years and over NCEA level 1	TBC
<b>NZQA, National Certificate in Business (First Line Management) (Level 3)</b> The aim of this course is to develop graduates who are training to be first line managers (team leaders, supervisors or charge hands).	26 weeks	16 years and over, employed in a supervisory or management position in your place of work or in training at your place of work, towards a management role.	TBC
<b>NZQA, New Zealand Certificate of Electro -Technology (Level 3)</b> The aim of the course is to develop graduates understanding of electro-technology and electrical engineering.	34 weeks	NCEA Level 1 or experience	TBC

## Aitutaki - Continuing Education

Incorporates cultural awareness and the development of an individual's knowledge and skill base in their chosen area of learning. A series of on-going short term community education courses including:-

PROGRAMME	DURATION	ENTRY	FEE
<b>Computing for Beginners:</b> Course covers keyboarding skills, basic computer hardware, Introduction to Microsoft Office 2013, 2016, Social Media, E Mail and Internet.	TBC	NIL	TBC
<b>Autara Reo Aitutaki:</b> Course covers basic vocabulary and conversational Maori for everyday use.	TBC	NIL	TBC
<b>Raranga Nikau:</b> Course covers the basics of weaving using natural resources to create decorative pieces of art and baskets.	TBC	NIL	TBC
<b>Ukulele:</b> Course covers basic chords, how to tune and play a ukulele.	TBC	NIL	TBC
<b>Make your own BBQ table:</b>	TBC	NIL	TBC
<b>Screen printing / Stencilling - Make your own pareu</b>	TBC	NIL	TBC
<b>Hair &amp; Beauty:</b> Course covers basic colouring, shampooing & conditioning, health and safety, hair and skin care.	TBC	NIL	TBC
<b>Health and wellbeing:</b> Aitutaki's biggest loser challenge	TBC	NIL	TBC

For more information on courses available in 2017 and to enrol, please contact our Island Brokers:

Junior Tamati phone +682 74493 or email [junior.tamati@citti.edu.ck](mailto:junior.tamati@citti.edu.ck)

Shelley Tavai phone +682 53501 or email [shelley.tavai@citti.edu.ck](mailto:shelley.tavai@citti.edu.ck)

Contact our Island Learning Brokers for course information in the Pa Enea

# Trades and Technology

## Short courses & Block courses

### How it works?

If you are looking to upskill or pick up a new trade, the CITTI Trades offer short and block courses throughout the year. All courses are promoted through the local newspapers, on campus, Facebook and our website.



Basic Engineering and Welding students

CITTI are looking at launching a programme around Renewable Energy in 2017. We will keep you posted.

The ability to offer short and block courses depends on tutor availability and student demand for the programmes.

If you have a suggestion for a short course or would like to tutor in 2017, please visit the Trades campus in person, phone +682 21 471 or email [chere.arthur@citti.edu.ck](mailto:chere.arthur@citti.edu.ck). We are always looking to offer and promote new courses and increase our tutoring pool.

### Short Courses

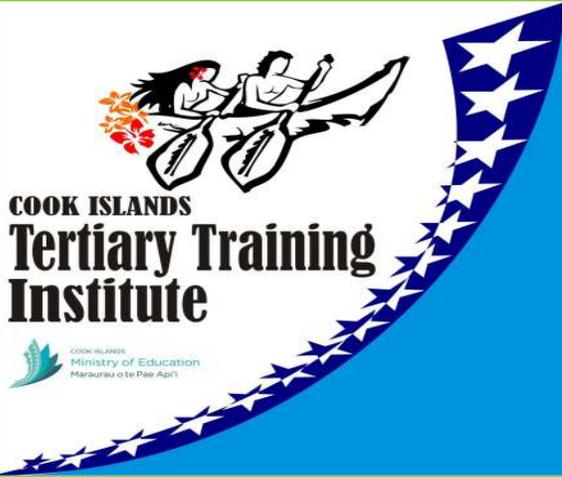
Description	Duration	Entry	Fee
Basic Engineering and Welding course: Week beginning 20 March 2017	5 weeks	NIL	\$100
Basic Engineering and Welding course: Week beginning 29 May 2017	5 weeks	NIL	\$100

Day time course—18 hours per week—maximum 6 students per cohort

- Learning to build simple engineering projects
- Basics of Gas cutting, Arc and Mig welding



**Keen to register? Call 21 471 or email [chere.arthur@citti.edu.ck](mailto:chere.arthur@citti.edu.ck)**



# Trades and Technology Te Uki Tumanava Programme



Students with Art Tutor Tuaine (Katu) Teiti



Students with Co-ordinator Edith Nicholas

This is a 20 week full-time programme and targets those 16 to 19 years of age and school leavers who may be interested in continuing to study in a supportive environment.

Participants will also develop core life skills such as communication, literacy and numeracy, health and well-being and career planning along with skills in building & construction and hospitality.

The Uki Tumanava programme provides its participants with opportunities to explore potential study pathways and/ or employment.

Successful applicants must have the physical capability and a level of literacy and numeracy to achieve success. Students will be further interviewed as part of CITTI wrap around approach to support, guide and assess their individual goals and possible requirements for targeted assistance to achieve.

## COURSE DETAILS

### Course Description:

Certificate in Introductory Building & Construction (Lvl 2)  
Includes Life Skills programme

### Starts:

First Semester 30 Jan to 29 Jun 2017  
Second Semester 17 Jul to 14 Dec 2017

Duration: 20 weeks per Semester.

Time: 9am to 3pm Mon to Thur

### Entry requirements:

Min 16 to 19 years old (male & female), school leaver.

Enrolment subject to Interview process.

Literacy and Numeracy testing.

Fees: NIL



Students taking part in a hardboard/ pareu screen-printing lesson with Mrs Nicholas

To register or enquire further contact Edith Nicholas on 21 471 or email [edith.nicholas@citti.edu.ck](mailto:edith.nicholas@citti.edu.ck)



# Continuing Education

## How it works?

CITTI offers continuing education and outreach during evenings and week-ends.

These short courses are designed for beginners, with no prior experience necessary. Course fee includes course handouts and ingredients/ resources. Additional fees may be required for some courses offered.

Please refer to the attached calendar for 2017 course information.

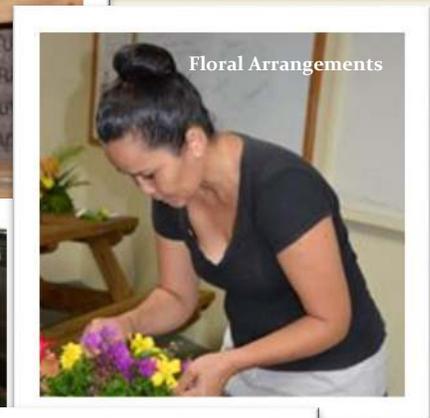
## How to enrol?

To register for Continuing Education courses:

Phone Violet Tisam on 21 471 or Email [violet.tisam@citti.edu.ck](mailto:violet.tisam@citti.edu.ck)

## A course suggestion?

If you have a course to suggest or you would like to tutor a course, please contact Violet to enquire further. We are always looking to increase our tutoring pool and promote new courses.





# Academic Calendar

## IMPORTANT DATES

2017

CAMPUS RE-OPENS	9 January
Start of Semester One	30 January
Public Holiday—Good Friday	14 April
Public Holiday—Easter Monday	17 April
Mid Semester Break	17—28 April
Public Holiday—Anzac Day	25 April
Public Holiday—Queen’s Birthday	5 June
End of Semester One	30 June
Public Holiday—Ariki Day	7 July
Semester Break	3—14 July
Public Holiday—Constitution Day	4 August
Start of Semester Two	17 July
Mid Semester Break	9—20 October
Public Holiday—Gospel Day	26 October
End of Semester Two	15 December
CAMPUS CLOSES	22 December
Public Holiday—Christmas Day	25 December
Public Holiday—Boxing Day	26 December
New Year’s Day	1 January
Public Holiday	2 January

## Ways to Enrol:

For course information and to Enrol:

Faculty of Hospitality and Services  
Ngatangia campus—Main Office  
Phone (+682) 22 628  
courtney.papatua@citti.edu.ck

Faculty of Technology and Trades  
Arorangi Campus  
Phone (+682) 21 471  
chere.arthur@citti.edu.ck

Continuing Education courses  
violet.tisam@citti.edu.ck  
Phone (+682) 21 471 Ext 6

Faculty of Nursing  
Rarotonga Hospital  
Phone (+682) 22 664 Ext 809  
m.mcmanus@health.gov.ck

**Check us out on Facebook**

**Let CITTI help you get started on your career pathway.**



Cook Islands Tertiary Training Institute Graduates for 2016 after the Graduation Ceremony March 2016 held at the National Auditorium

**COOK ISLANDS Tertiary Training Institute**  
COOK ISLANDS Ministry of Education  
Manarau o te Pee Apori

**TE MARAE ORA**  
COOK ISLANDS Ministry of Health

**Unitec**  
Institute of Technology  
TE WHARE WĀNANGA O WAIRAKA

**skills.**

**BCITO**  
buildingpeople

**NZQA**  
NEW ZEALAND QUALIFICATIONS AUTHORITY  
MANA TOHU MĀTAURANGA O AOTEAROA

**City & Guilds**  
**APPROVED CENTRE**

**COOK ISLANDS**

**MANUKAU INSTITUTE OF TECHNOLOGY**  
Te Whare Takiura o Manukau

**EIT**  
**HAWKE'S BAY**  
Te Whare Takiura o Kahungunu  
EASTERN INSTITUTE OF TECHNOLOGY

*Disclaimer: Information contained in this publication is correct at the time of printing, but may be subject to change. Whilst all reasonable efforts will be made to ensure listed programmes are offered and regulations are correct, CITT reserves the right to change content, method of delivery, to withdraw any programme, impose limitations on enrolment, change scheduled class times, and days should circumstances require this.*



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