



**COOK ISLANDS TERTIARY TRAINING INSTITUTE**

# **PROSPECTUS 2022**



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## DIRECTOR'S MESSAGE

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 2022 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 qualifications carry accreditation with our own Academic Board and registering authorities in the Cook Islands. We also have programmes accredited by international accrediting bodies with the New Zealand Qualifications Authority. We are working alongside our partner in NZ at the Eastern Institute of Technology (EIT), Skills Consulting Group and BCITO.

This year we have expanded our portfolio to include a range of courses which fall under accredited and non-accredited courses. We have a division called Business Partnerships which caters for upskilling, and short courses. This includes delivery to all industries and services training that is relevant to your needs and requests. The concept of upskilling allows industries to engage their employees in customised training packages from us that are contextual to your needs.

Continuing education programmes continue to run in Rarotonga and Pa Enua (Our Outer Islands). We have also collaborated with schools in the Southern Group to establish trades and hospitality learning programmes for secondary school and adult students. We encourage you all to take advantage of these programmes and engage and enjoy the lifelong learning journey.

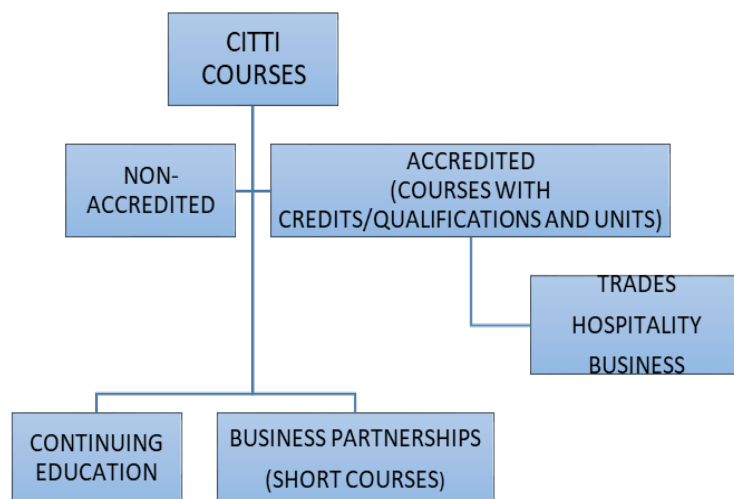


All of the courses included in this prospectus offer opportunities for you to develop new skills. Many recognise that skill development with internationally recognised qualifications. For others, the satisfaction comes from knowing they have learnt something new.

Please look through the prospectus and the range of programmes we have on offer in 2022 and identify what you 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 2022.

Akaiti MAOATE

CITTI Director 2022





## WHERE TO ENROL?

### RAROTONGA

#### **CITTI - Hospitality and Services Campus**

Ngatangia, Rarotonga, Cook Islands

Phone +682 226 28

#### **CITTI -Trades and Technology Campus**

Arorangi, Rarotonga, Cook Islands

Phone +682 214 71

### OUTER ISLANDS CAMPUSES (PA ENUA)

#### **AITUTAKI—Amuri**

Phone +682 31212

#### **ATIU**

#### **MANGAIA**

#### **PUKAPUKA**

Phone +682 413 57

OR

email us at [study@citti.edu.ck](mailto:study@citti.edu.ck) and join us on  
[www.citti.edu.ck](http://www.citti.edu.ck)



## ***“WE TEACH THE SKILLS YOU NEED FOR THE LIFE YOU WANT...”***

### **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

## STAFF CONTACTS



### Director

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TBC

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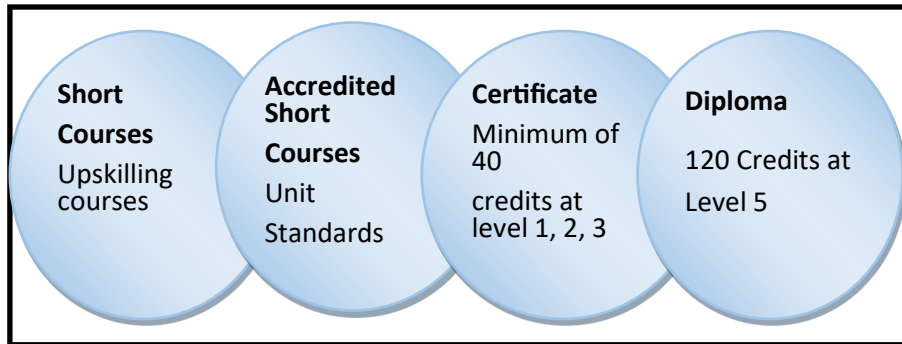
Phone +682 41357







## YOUR PATHWAY...



### SHORT COURSES

Food Safety  
Food and Beverage Table Service  
Effective Supervisory Management  
Teamwork and Team Building  
Employee Recruitment  
Negotiation Skills

### CONTINUING EDUCATION

Scheduled dates to be advertised

### OUTER ISLANDS CAMPUSES (PA ENUA)

- Atiu
- Mangaia
- Aitutaki
- Pukapuka

### COURSES AND FEE INFORMATION

Prices for modules vary and are dependent on credit awards and learner hours. Please enquire about our prices and fees. The prices below are stated only for the period of the 2021 year for full qualifications. Learners will be charged extra administrative fees on a yearly basis. NOTE: Pa Enua fees include 80% of full qualification fees only.

	LEVEL	PROVIDER	LOCAL	START
<b>BUSINESS</b>			\$	
NZ Certificate in Business (Introduction to Team Leadership)	3	Skills	700	August
NZ Certificate in Business (First Line Management)	4	Skills	700	August
<b>HEALTH &amp; FOUNDATION QUALIFICATIONS</b>				
NZ Certificate in Founda- tion Skills	2	EIT	600	August
NZ Certificate in Study and Career Preparation	3	EIT	700	August



HOSPITALITY					
NZ Certificate in Cookery	3	EIT	1000	tbc per module	July
NZ Certificate in Food and Beverage Service	3	EIT	400	N/A	July
TRADES QUALIFICATIONS					
NZ Certificate in Automotive Engineering	3	EIT	600	tbc per module	March
NZ Certificate in Electrical Engineering	3	EIT	600		August
NZ Certificate in Plumbing, Gasfitting and Drainlaying	3	EIT	600		August
NZ Certificate in BCATS	1	BCITO	600		March
NZ Certificate in BCATS	2	BCITO	600		March
NZ Certificate in BCATS	3	BCITO	600		March

NOTE: All enrolments require a NZ Passport as photo i.d

## BUSINESS



## PATHWAYS

Effective Supervisory Management	Short Course
NZ Certificate in Business—Intro to Team Leadership	Level 3
NZ Certificate in Business—First Line Management	Level 4



**Course Title:** **New Zealand Certificate in Business  
(Introduction to Team Leadership)  
Level 3 (Skills NZ)**

**Duration:** 1 Year

**Date:** August 2022

**Time:** 5:00—8:00 pm

**Location:** **Tues** Arorangi Campus, Arorangi  
**Thurs** Hospitality Campus, Ngatangia

**Number of Participants:** 15

**Entry Requirements:**

- \* A qualification at Level 2 or above on the NZQF, with evidence of literacy and numeracy abilities equivalent to NCEA (Level 1/2)
- or
- \* Evidence of relevant knowledge and experience

**Course Objectives:**

This is a REVISED programme. The New Zealand Certificate in Business (Introduction to Team Leadership) aims to provide students with the skills and knowledge to contribute to effective team performance and the potential to be effective in a leadership role within a team.

**Course Outline:**

- Effective team performance principles and objectives
- Different leadership styles
- Communication - written and verbal, including giving feedback
- Problem-solving and decision-making for business purposes
- Ethics and behaviour expectations within an organisational environment

**Course Fee :** \$700

COURSE UNITS		
ID	Title	Credits
29043	Describe and compare different styles of team leadership for a business entity	10
29042	Develop objectives for a team	15
29041	Apply principles for effective team performance within a team	23
	Total Credits	48

***Note: These units should be studied consecutively in order to gain the qualification within 12 months.***









**Course Title:**                    **New Zealand Certificate in Business  
(First Line Management)  
Level 4 (Skills NZ)**

**Duration:**                    18 months

**Date:**                    March 2022

**Time:**                    Evening classes – 5:00—8:00 pm

**Location:**                    Trades & Business Campus, Arorangi

**Number of Participants:**   15

**Entry Requirements:**

NZ Certificate in Business (Introduction to Team Leadership) Level 3. A minimum of two years' experience in a supervisor, manager, team leader or similar role and have adequate literacy skills to achieve success in this programme. Access to a computer and the internet is required.

**Course Objectives:**

This REVISED programme is designed to equip new managers (or people wanting to move into management) with the basic skills they need to lead their teams effectively

**Course Outline:**

This programme is designed for managers looking to enhance their management skills so that they can improve business objectives within their teams:

- Ethics and behaviour expectations within an organisation
- Effective written and verbal communication within teams and with stakeholders
- Managing workflows to achieve team and organization objectives

**Course Fee :** \$700



COURSE UNITS		
ID	Title	Credits
29039	Manage a team to contribute to a business entity's objectives	35
29040	Manage Workflows	25
	Total Credits	60

***Note: These units should be studied consecutively in order to gain the qualification within 12-18months.***





# FOUNDATION COURSES



## PATHWAYS

- ⇒ NZ Certificate in Foundation Skills Level 2
- ⇒ NZ Certificate in Study and Career Preparation Level 3

This year we are offering qualifications under the Eastern Institute of Technology accreditation provider. Take the opportunity to begin studying at Level 2, or at Level 3 if you have completed Level 2 previously.

**Course Title:** **NZ Certificate in Foundation Skills  
Level 2 (EIT)**

**Duration:** 1 year

**Date:** July

**Time:** TBA on enrolment

**Location:** Hospitality Campus, Ngatangiia

**Number of Participants:** 15

**Entry Requirements:**

NCEA Level 1

**Course Objectives:**

This NEW certificate will give you the foundation skills required to pursue further vocational training at tertiary level.

**Course Outline:**

1. Essential Skills
2. Self
3. Pathways
4. Active Learning

**Course Fee :** \$600

COURSE MODULES		
	Title	Credits
1	<b>Essential Skills</b> (select from 6 optional units)	<b>15</b>
26622	Write to communicate ideas for a purpose and audience	4
26623	Use numbers to solve problems	4
26624	Read texts with understanding	3
26625	Actively participate in spoken interactions	3
26626	Interpret statistical information for a purpose	3
26627	Use measurement to solve problems	3
2	<b>Self</b> (3 optional units below) 6400 - Manage First Aid in an emergency 6401-Provide first aid 6402-Provide basic life support	<b>15</b>
3	<b>Pathways</b>	<b>15</b>
4	<b>Active Learning</b>	<b>15</b>
<b>Total Credits 60 TBC</b>		

**Course Title:** **NZ Certificate in Study and Career Preparation—Level 3 (EIT)**

**Duration:** 1 year

**Date:** July

**Time:** TBA on enrolment

**Location:** Hospitality Campus, Ngatangiia

**Number of Participants:** 15

**Entry Requirements:**

NCEA Level 2

**Course Objectives:**

This NEW Level 3 certificate will give you the foundation skills required to pursue further vocational training at tertiary level.

**Course Outline:**

1. Career and Study Skills
2. Communication Skills
3. Introduction to Aotearoa NZ Society\*
4. Introduction to Social Issues in Aotearoa NZ\*
5. Services Entry Requirements
6. Work Life Skills

**Course Fee :** \$600

\* Teaching and Social Services Strand



COURSE MODULES		
	Title	Credits
1	Career and Study Skills	15
2	Communication Skills	15
3	Introduction to Aotearoa NZ Society*	15
4	Intro to Social Issues in Aotearoa NZ*	15
5	Service Entry Requirements	15
6	Work Life Skills	15
Total Credits 90 TBC		









**Course Title:** **NZ Certificate in Food and Beverage Services—Level 3 (EIT)**

**Duration:** 6 Months

**Date:** March 2022

**Time:** 9:00 am—2:00 pm

**Location:** Hospitality Campus, Ngatangiia

**Number of Participants:** 12

**Entry Requirements:**

A minimum of Level 1 NCEA, with evidence of literacy and numeracy abilities or evidence of relevant knowledge and experience.

**Course Objectives:**

The NEW Level 3 Certificate in Food and Beverage Service is for candidates who want to begin a career within the hospitality industry, specialising in barista and cafe service. They wish to progress as a qualified member of the food and beverage team, and will be able to demonstrate the practical skills and have the necessary knowledge to complete the assessments. **Course Fee :** \$400



## COURSE MODULES

	Title	Credits
<b>1</b>	<b>Food &amp; Beverage Fundamentals</b>	
	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• Customer Service and Communication</li> <li>• Food Safety and Standard Operating Procedures</li> </ul>	
<b>2</b>	<b>Café Strand</b>	
	Knowledge of espresso heritage, equipment, consumables and prepared coffee	
	Prepare and present hot beverages for service	
	Café Skills	
	Prepare and cook basic café food	
<b>3</b>	<b>Restaurant Strand (Bar)</b>	
	Food & Beverage Service Operations	
	Food & Beverage Service Skills (taking orders, sales etc)	
	Beverage Types (Characteristics and Basic bar procedures	
	<b>Total Credits</b>	<b>60</b>

**Course Title:** **NZ Certificate in Cookery—Level 3 (EIT)**

**Duration:** 1 year

**Date:** March 2022

**Time:** TBA

**Location:** Hospitality Campus, Ngatangia

**Number of Participants:** 12

**Entry Requirements:**

Proficiency in English. A suitable grade is required in the TEC Literacy and Numeracy Test. Some industry experience would be an advantage.

**Course Objectives:**

The NEW Level 3 Certificate in Cookery is for candidates who want to begin a career within the hospitality industry, specialising in kitchen operations. They will want to progress as a qualified chef, be able to demonstrate the ability to perform practical skills and gain the necessary knowledge in order to complete the assessments.

This qualification covers an introduction to the hospitality industry, elements of health, safety and nutrition and the preparation, cooking and finishing of dishes using a range of different cookery methods.

**Course Outline:**

1. Kitchen Fundamentals
  2. Culinary Fundamentals
- ⇒ Working in a commercial kitchen
- ⇒ Restaurant Service
- ⇒ Practicals and Exam

**Course Fee :** \$1,000

COURSE MODULES		
	Title	Credits
1	Kitchen Fundamentals	20
	Health, Safety and Security Practices; Food Safety Interacting with staff, managers and customers Apply SOPs and the Code of Conduct	
2	Culinary Fundamentals	40
	Basic stocks and sauces	
	Basic meat dishes	
	Vegetable dishes	
	Basic fish dishes	
	Basic egg dishes	
	Rice and farinaceous dishes	
	Basic pasta dishes	
	Hot and cold desserts	
	Total Credits	60

# **BCATS**

## **BUILDING, CONSTRUCTION and ALLIED TRADES**



### **PATHWAYS**

- BCATS Starter Programme L2 (Pa Enea)
- BCATS Secondary Programme L2 (Pa Enea)
- NZ Certificate in Building, Construction and Allied Trades L2
- NZ Certificate in Building, Construction and Allied Trades L3



## TRADES

Our goal at Trades is to provide training and support in the “*Hard Trades*” in Rarotonga and the Pa Enuā.

In 2021 we will continue to offer courses in Automotive, Building, Electrical Engineering and Plumbing, Gasfitting and Drainlaying. If you are looking at gaining a qualification in the trades industry, then please come and see us at the Arorangi Campus.



**Course Title:** **NZ Certificate in BCATS—Level 1 (BCITO)**

**Duration:** 1 Year

**Date:** March

**Time:** Tuesdays 5-8pm

**Location:** Trades Campus, Arorangi

**Number of Participants:** 10+

**Number of credits** **25**

**Number of units** **7**

**Entry Requirements:**

NCEA Level 1 or work related experience

**Course Objectives:**

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 NZ Certificate in Building, Construction and Allied Trades.

**Course Outline:**

This course comprises selected unit standards. Students on this course will learn the underpinning knowledge and apply the practical skills required to work within this level of construction.

**Course Fee :** \$600



COURSE UNITS			
ID	Title	Level	Credit
24352	Demonstrate and apply knowledge of safe working practices & use PPE during the construction of a BCATS project	1	2
24355	Demonstrate knowledge of Construction & manufacturing materials used in BCATS projects	1	4
25356	Apply elementary workshop procedures and processes for a BCATS project	1	8
25919	Use hardware and fastenings for a BCATS project	1	2
25920	Use joints for a BCATS project	1	3
31512	Use hardware and fastenings for a BCATS project	1	2
31813	Complete basic concrete works as a BCATS project	1	4
	<b>Total Credits</b>		<b>25</b>

**Course Title:** **NZ Certificate in BCATS—Level 2 (BCITO)**

**Duration:** 1 Year

**Date:** March

**Time:** Thursdays 5-8pm

**Location:** Trades Campus, Arorangi

**Number of Participants:** 10+

**Number of credits** **43**

**Number of units** **9**

**Entry Requirements:**

NCEA Level 1 or work related experience

**Course Objectives:**

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 NZ Certificate in Building, Construction and Allied Trades.

**Course Outline:**

This course comprises selected unit standards. Students on this course will learn the underpinning knowledge and apply the practical skills required to work towards our BCATS Level 2 qualification.

**Course Fee :** \$600

COURSE UNITS			
ID	Title	Level	Credit
24350	Identify, select, use and maintain portable power tools for BCATS projects	2	6
24354	Demonstrate knowledge of and apply safe working practices in a BCATS workplace	2	4
24361	Apply mathematical processes to BCATS projects	2	3
22607	Read and interpret plans, working drawings and specifications for BCATS projects	2	3
24357	Receive instructions and communicate information in relation to BCATS projects	2	4
24360	Demonstrate knowledge of timber and other construction materials used in BCATS projects	2	5
31511	Demonstrate knowledge of BCATS industries	2	4
Elective			
12927	Demonstrate knowledge of, select, maintain and use hand tools for BCATS projects	2	6
12932	Construct timber garden furniture as a BCATS project	2	8
	<b>Total Credits</b>		<b>43</b>

**Course Title:** **NZ Certificate in BCATS—Level 3 (BCITO)**

**Duration:** 1 Year

**Date:** March

**Time:** Tuesdays 5-8pm

**Location:** Trades Campus, Arorangi

**Number of Participants:** 10+

**Number of credits** **40**

**Number of units** **8**

**Entry Requirements:**

NCEA Level 1 or work related experience

**Course Objectives:**

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 NZ Certificate in Building, Construction and Allied Trades.

**Course Outline:**

This course comprises selected unit standards. Students on this course will learn the underpinning knowledge and apply the practical skills required to work within this level of construction.

**Course Fee :** \$600

COURSE UNITS			
ID	Title	Level	Credit
29677	Follow safe workplace practices, and contribute to a health and safety culture, in a BCATS environment	3	2
29678	Demonstrate knowledge of, select, and use materials for a stage 3 BCATS project	3	4
29679	Develop and use BCATS project documentation for a stage 3 BCATS project	3	8
29680	Communicate and work collaboratively in a stage 3 BCATS project	3	5
29681	Measure and calculate for a stage 3 BCATS project	3	3
29682	Select, use, and maintain tools, equipment and machinery for a stage 3 BCARS project	3	4
29683	Incorporate other building, construction and allied trades into a stage 3 BCATS project schedule	3	2
29684	Undertake a Stage 3 BCATS project	3	12
	<b>Total Credits</b>		<b>40</b>



**Course Title:** **NZ Certificate in Automotive Engineering—Level 3 (EIT)**

**Duration:** 18 Months—2 Years

**Date:** March—Dec 2022

**Time:** Tuesdays 5-8pm

**Location:** Trades Campus, Arorangi

**Entry Requirements:**

NCEA Level 1 or work related experience

**Course Objectives:**

This is a NEW programme of study. If you are employed in the automotive industry or ready to enter into the industry, you can further your knowledge and understanding of Automotive Engineering with CITTI.

You will learn about hand tools and workshop equipment, general engineering tasks, fuel and cooling systems, and how to service road wheels and batteries. New and emerging technology in this industry will also be introduced as part of this course.

**Course Outline:**

Students may complete individual modules or pursue their studies to complete the full qualification within 18months to 2years.

**Course Fee :** \$600

COURSE MODULES		
	Title	Credits
1	Automotive Workshop Safety	10
2	Basic Workshop Engineering Tasks, Tools and Equipment	15
3	Engines	15
4	Engine Systems	10
5	Driveline systems	10
6	Electrical and Electronics	15
7	Starting and Charging Systems	10
8	Electronic Controls, High-Voltage Systems and HVAC	10
9	Brake Systems	10
10	Steering and Suspension Systems	15
Total Credits		120

*Note: Safety boots must be worn in the Auto Workshop*

**Course Title:** **NZ Certificate in Electrical Engineering (Theory)—Level 3 (EIT)**

**Duration:** 1 Year– 18 Months

**Date:** August—December 2022

**Time:** Evening Classes

**Location:** Trades Campus, Arorangi

**Number of Participants:** 10+

**Entry Requirements:**

National Certificate in Electrical Engineering Levels 2

**Course Objectives:**

This is a NEW programme of study which provides an entry level qualification in Electrical Engineering, offering an introduction to electrical work to assist students in the transition from school to the workplace.

**Course Outline:**

Graduates will have an operational and theoretical knowledge of electrical production, distribution and utilization and will be able to carry out a limited range of prescribed electrical work safely and ethically.

- **6400** Manage First Aid in an Emergency Situation
- **6401** Provide First Aid
- **6402** Provide Basic Life Support

**Course Fee :** \$600

COURSE MODULES		
	Title	Credits
1	Circuit Design and Operation	15
2	DC Fundamentals	15
3	Electrical Applications	15
4	Electrical Machines	15
5	Electrical Work Practices (includes 6400, 6401, 6402)	15
6	Electrical Supply and Distribution	15
7	Electrical Systems	15
8	Installation Fundamentals (Includes <b>29484</b> Demonstrate knowledge of theory and practice for electrical workers)	15
Total Credits		120

**Course Title:** **NZ Certificate in Plumbing, Gasfitting and Drainlaying—Level 3 (EIT)**

**Duration:** 1+ Year

**Date:** August—December 2022

**Time:** Evening Classes

**Location:** Trades and Technology, Arorangi Campus

**Number of Participants:** 10

**Entry Requirements:**

NCEA Level 1 or work related experience

**Course Objectives:**

This is a NEW programme of study. Students will be able to gain partial credits under the NZ Qualifications Framework. Students may pursue achievement in consecutive modules to complete the full qualification within 12months .

**Course Outline:**

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

Graduates will be able to use recognised methods and processes to perform basic trade-related tasks to assist with work undertaken by a licensed Plumber, Gasfitter or Drainlayer and work with understanding of the roles and regulatory environment for plumbing, gasfitting and drainlaying.

**Course Fee :** \$600

COURSE MODULES		
	Title	Credits
1	Water Supply Systems	15
2	Building Envelope	15
3	Drainlaying	15
4	Plumbing Maintenance and Foul water	15
5	Introduction to Gasfitting	15
Total Credits		75

**Note:** This is a Pre-apprenticeship course



## TE UKI TUMANAVA PROGRAMME 2022

This is a full-time programme specifically designed to assist students in continuing education in a supportive and safe environment. The programme caters for students from the age of 16 years to 19 years.

Students will learn to develop core skills such as Communication, Literacy & Numeracy, Health & Wellbeing, as well as developing skills in Building, Construction & Allied Trades and Hospitality. They will also achieve credits in different subjects.

The Te Uki Tumanava Programme will provide students opportunities for pathways for further studies as well as opportunities for employment. CITTI will support students and families by providing a programme that is practical, enjoyable and can help towards gaining credits in a number of subject areas.

**Weekly Programme:** 9:00 am—2:00 pm

**Location:** Trades Campus: ARORANGI  
(behind ICI)

**Monday –Thursday:**

Teaching delivery and practicals

**Friday:**

Work placements—this includes working at a site in paid employment.

### Some of the Exciting Adventures for 2022

- \* *Boating and Water Safety*
- \* *Experience sailing the Vaka Marumarua Atua*
- \* *Agriculture, Healthy Eating & Wellbeing*
- \* *Community Connection & Participation*
- \* *Hospitality, learn to be a Barista or Chef*
- \* *Introduction to Sports and Sports Coaching*
- \* *Know your Environment*



### **Enrolment Requirements**

- ⇒ *Minimum age - 16 years to 19 years (female & male)*
- ⇒ *School leavers*
- ⇒ *Enrolments subject to student and family interview process*
- ⇒ *Literacy and Numeracy testing on acceptance of student*

## SHORT COURSES

### **Business Partnerships**

Business partnerships is a division of our courses that provides tailored training for your organisation.

This is primarily based on upskilling and the needs identified in your specific business that we may be able to support you with.

Business partnerships can be addressed two ways:

1. Businesses sending employees to the courses we offer through our Continuing Education programme, or
2. Discussing with us your needs to address the development of your business.

All courses delivered are non-accredited and therefore based on upskilling.

Please co-ordinate your enquiries with our Business Partnerships Co-ordinator, Ovaia Liew on email [Ovaia.Liew@citti.edu.ck](mailto:Ovaia.Liew@citti.edu.ck)

**Course Title:** **Teamwork and Team Building**

**Date:** Courses are scheduled according to the minimum number of enrolments

**Time:** Tailored to suit the preferred time of the whole group

**Location:** Hospitality Campus, Ngatangia

**Number of Participants:** 15

**Course Outline:**

This course will provide you with the power of teamwork and give you the skills to identify the characteristics that are important to building an effective team, understanding the importance of teamwork and provide you with the tools and techniques to deal with issues and conflicts within a team.

**Course Fee:** \$100



**Course Title:** **Food Safety**

**Date:** Courses are scheduled according to the minimum number of enrolments

**Time:** Tailored to suit the preferred time of the whole group

**Location:** Hospitality Campus, Ngatangiia

**Number of Participants:** 8-10

**Course Outline:**

This course offers **Unit Standards 167** and **20666** worth 6 credits at Level 2, and is aligned with the Food Act. Learners practise food safety methods in a food business or commercial kitchen under supervision.

**Course Fee :** \$100

**Course Title:** **First Aid**

**Date:** Courses are scheduled according to the minimum number of enrolments

**Time:** Tailored to suit the preferred time of the whole group

**Location:** Hospitality Campus, Ngatangiia

**Number of Participants:** 8-10

**Course Outline:**

**Course Fee :** \$100

**Course Title:** **Customer Service**

**Duration:** 1-day course

**Date:** Contact Trades or Ngatangiia Campus for course dates

**Time:** Contact Trades Head Office for course times

**Location:** Rarotonga and Pa Enea

**Number of Participants:** 10+ per class

**Course Outline:**

This informative and interactive course covers a series of effective customer service-based topics and when achieved gives the learner **Unit Standard 57** worth 2 credits at Level 2.

**Course Fee:** \$100

**Course Title:** **Kia Orana Service**

**Duration:** 1-day course

**Date:** Contact Trades or Ngatangiia Campus for course dates

**Time:** Contact Trades Head Office for course times

**Location:** Rarotonga and Pa Enea

**Number of Participants:** 10+ per class

**Course Outline:**

A Cook Islands Tourism Corporation initiative in partnership with the Cook Islands Tertiary Training Institute. This informative and interactive course will cover our Cook Islands “Kia Orana values” and a series of effective customer service-based topics

**Course Fee:** \$100



## CONTINUING EDUCATION – LIFE LONG LEARNING

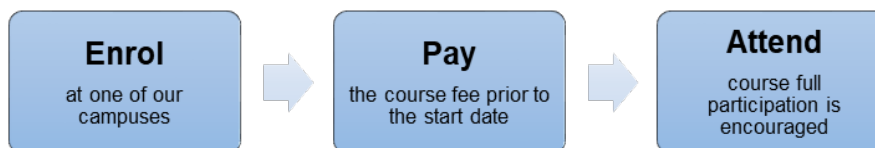
### ‘LEARNING THAT WORKS FOR YOU’

CITTI offers a range of learning opportunities for you. These are short courses that are responsive to the unique needs of the community we live in, in the Cook Islands and based on community interests and people’s desire to learn in a non-formal ‘community’ setting suitable for adults. All classes are restricted to learners 16 years and over. Any learners under 16 must be accompanied by adults and will be enrolled at our discretion.

We provide safe learning environments that may be located in various parts of the community and therefore conducive to the needs of everyone who would like to learn or upskill. We can also help you with your entrepreneurial aspirations to further your business activities.

These courses are planned throughout the year so if there is something that you are interested in learning, or to enrol, please contact our Continuing Education Coordinator, Violet Tisam on +682 21 471 or email [violet.tisam@citti.edu.ck](mailto:violet.tisam@citti.edu.ck)

#### How to enrol...



**‘WE TEACH THE SKILLS YOU NEED FOR THE LIFE  
YOU WANT’**



## Pa Enea Training Programmes

The Pa Enea is an important part of CITTI's programming with the aim of providing high quality On-Island Training for all 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, Mauke and Pukapuka.

Other islands have visiting programmes 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 schools as well as CITTI adult students.

### **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 Arts and Culture 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 individualised learning. For more information on courses, please contact our Pukapuka Island Broker.

### **Atiu (ENUAMANU)**

Continuing Education courses are on offer throughout the year such as Cookery, Bird Life, Traditional Carving and Eel Trap Making. For more information on courses, please contact our Atiu Island Broker

### **Mangaia (AUAU)**

Mangaia has a focus on Continuing Education, Trades and Agriculture working closely with the Island Council and adapting training to its needs. For more information on courses, please contact our Mangaia Island Broker.

### **Aitutaki (ARAURA)**

The Te Rito O Araura Learning Centre works closely with the villages and youth groups to provide Arts and Culture Preservation, Continuing Education and a range of courses. For more information on courses, please contact our Aitutaki Island Broker.

## Academic Calendar 2022

### IMPORTANT DATES

<b>Start of Semester One</b>	1 March
Public Holiday—Good Friday	15 April
Public Holiday—Easter Monday	18 April
Public Holiday—Anzac Day	25 April
Public Holiday—Queen’s Birthday	6 June
Public Holiday—Ariki Day	1 July
Public Holiday—Constitution Day	4 August
<b>Start of Semester Two</b>	8 August
Public Holiday—Gospel Day	26 October
<b>End of Semester Two</b>	16 December
<b>CAMPUS CLOSES</b>	23 December
Public Holiday—Christmas Day	25 December
Public Holiday—Boxing Day	26 December
New Year’s Day	1 January 2023
Public Holiday	2 January 2023

**Disclaimer:**

Information contained in this publications 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, CITTI reserve 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. For updates if any, contact our team.

We are happy to discuss ways of how we can provide students with payments plans to enable you to pursue your studies in any course. Please see our administrator for the options we have with payments.