



PROSPECTUS 2023

COOK ISLANDS
Tertiary Training
Institute



TABLE OF CONTENTS

DIRECTORS MESSAGE	A1
WHERE TO ENROL	1
VISION STATEMENT	2
YOUR PATHWAY	3
COURSES AND FEES INFORMATION	5
BUSINESS PATHWAYS	6
FOUNDATION COURSES PATHWAYS	10
BCATS BUILDING & CONSTRUCTION & ALLIED TRADES	19
TRADES	20
TE UKI TUMANAVA PROGRAMME 2023	31
ENROLMENT REQUIREMENTS	32
SHORT COURSES - BUSINESS PARTNERSHIPS	33

DIRECTORS MESSAGE

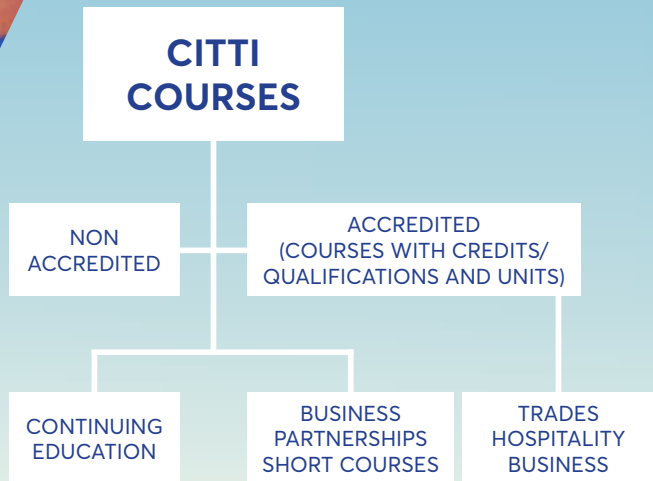


It is my absolute pleasure to provide you an introduction in our Prospectus for 2023 and welcome you to the Cook Islands Tertiary Institute.

Coming from a background in Secondary School education – our learners were always our number one priority and all decisions made were in their best interests. I have no doubts whatsoever this will carry forward into the tertiary space and I am excited to embark on this next phase with you.

Whether you are wanting to further your studies, or interested in learning something new, we look forward to welcoming you and being part of this exciting learning journey with us.

Tania Morgan (Mrs)
Director
Cook Islands Tertiary Training Institute





WHERE TO ENROL

RAROTONGA

**CITTI - Trades and Technology
Campus**
Arorangi, Rarotonga, Cook Islands
Phone +682 214 71

**CITTI - Hospitality and Services
Campus**
Ngatangiaa, Rarotonga, Cook
Islands
Phone +682 226 28

OUTER ISLANDS CAMPUSES (PA ENUA)

AITUTAKI—Amuri
Phone +682 31212

ATIU
Phone +682 70119
MANGAIA
Phone +682 50202

OR

Email us at: study@citti.edu.ck and join us on www.citti.edu.ck

VISION

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

PURPOSE

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

PROMISE

Learning that works for YOU

ESSENCE

Changing Lives

COMMITMENT

We teach the skills you need for the Life YOU want



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

YOUR PATHWAY



SHORT COURSES

- Food Safety
- Food and Beverages Table Service
- Teamwork and Team Building
- Employee Recruitment
- Negotiation Skills

CONTINUING EDUCATION

Scheduled Dates to be advertised

OUTER ISLANDS CAMPUSES (PA ENUA)

- Atiu
- Mangaia
- Aitutaki
- Mauke (TBC)



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 2023 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	Start
BUSINESS		
NZ Certificate in Business (Introduction to Team Leadership)	3	March
NZ Certificate in Business (First Line Management)	4	TBC
HEALTH & FOUNDATION QUALIFICATIONS		
NZ Certificate in Foundation Skills	2	TBC
NZ Certificate in Study and Career Preparation	3	TBC
HOSPITALITY		
NZ Certificate in Cookery	3	March
NZ Certificate in Food and Beverage Service	3	March
NZ Certificate in Cookery	4	TBC
NZ Certificate in Food and Beverage Service	4	August
TRADES QUALIFICATIONS		
NZ Certificate in Automotive Engineering	3	Continue from 2022
NZ Certificate in Electrical Engineering (Mangaia)	3	March ENQUIRE
NZ Certificate in Plumbing, Gasfitting and Drainlaying	3	TBC
NZ Certificate in BCATS	1	Feb
NZ Certificate in BCATS	2	Feb
NZ Certificate in BCATS	3	March

NOTE: All enrolments require a NZ Passport as photo ID



BUSINESS

PATHWAYS

- NZ Certificate in Business - Intro to Team Leadership
- NZ Certificate in Business - First Line Management

Level 3
Level 4

**New Zealand Certificate in Business
(Introduction to Team Leadership)
Level 3**

Course Title:

Duration: 1 Year

Date: Feb

Time: Evening; Classes 2 Classes per week

Location: **Hospitality Campus, Arorangi
Amuri, Aitutaki**

**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
	TOTALS	48



**New Zealand Certificate in Business
(First Line Management)
Level 4**

Course Title:

Duration: 1 Year

Date: TBC

Time: Evening classes

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
	TOTALS	60

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



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

**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



**NZ Certificate in Study and Career
Preparation
Level 3 (EIT)**

Course Title:

Duration:

1 Year

Date:

July

Time:

TBA on Enrolment

**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

*** Teaching and Social Strand**



**NZ Certificate in Study and Career
Preparation
Level 3 (EIT)**

Course Title:

Duration: 1 Year

Date: July

Time: TBA on Enrolment

**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

*** Teaching and Social Strand**





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

Duration: 6 Months

Date: March

Time: 9:00 am—2:00 pm

Location: Hospitality Campus, Ngatangia

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: \$600



COURSE MODULES		
ID	TITLE	CREDITS
1	<p style="text-align: center;">Food & Beverage Fundamentals</p> <ul style="list-style-type: none"> • First Aid • Customer Service and Communication • Food Safety and Standard Operating Procedures 	
2	<p style="text-align: center;">Cafe Strand</p> <ul style="list-style-type: none"> • Knowledge of espresso heritage, equipment, consumables and prepared coffee • Prepare and present hot beverages for service • Cafe Skills • Prepare and cook basic cafe food 	
3	<p style="text-align: center;">Restaurant Strand</p> <ul style="list-style-type: none"> • Food & Beverage Service Operations • Food & Beverage Service Skills (taking orders, sales etc) • Beverage Types (Characteristics and Basic bar procedures) 	
TOTAL		60

Course Title:**NZ Certificate in Cookery
Level 3 (EIT)****Duration:** 1 Year**Date:** March**Time:** TBA**Location:** Hospitality Campus, Ngatangiia**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: \$1000

COURSE MODULES		
ID	TITLE	CREDITS
1	<p style="text-align: center;">Kitchen Fundamentals</p> <ul style="list-style-type: none"> • Health, Safety and Security Practices; Food Safety • Interacting with staff, managers and customers • Apply SOPs and the Code of Conduct 	20
2	<p style="text-align: center;">Cafe Strand</p> <ul style="list-style-type: none"> • 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 	40
TOTAL		60



BCATS BUILDING, CONSTRUCTION & ALLIED TRADES

PATHWAYS

- NZ Certificate in Building, Construction and Allied Trades L1 - Dual Pathways
- NZ Certificate in Building, Construction and Allied Trades L2 - Dual Pathways
- 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 Enuu.

In 2023 we will continue our 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:** TBC**Location:** Dual Pathways Secondary Schools**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 Title:**NZ Certificate in BCATS
Level 2 (BCITO)****Duration:** 1 Year**Date:** March**Time:** TBC**Location:** Secondary Schools**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 Title:**NZ Certificate in BCATS
Level 3 (BCITO)****Duration:** 1 Year**Date:** March**Time:** Tuesdays 5PM - 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	CREDITS
29677	Follow safe workplace practices, and contribute to a health and safety culture, in a BCATS environment	2
29678	Demonstrate knowledge of, select, and use materials for a stage 3 BCATS project	4
29679	Develop and use BCATS project documentation for a stage 3 BCATS project	8
29680	Communicate and work collaboratively in a stage 3 BCATS project	5
29681	Measure and calculate for a stage 3 BCATS project	3
29682	Select, use, and maintain tools, equipment and machinery for a stage 3 BCARS project	4
29683	Incorporate other building, construction and allied trades into a stage 3 BCATS project schedule	2
29684	Undertake a Stage 3 BCATS project	12
TOTAL		40

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

Duration: 18 months - 2 Years

Date: March 2022—Dec 2024 (2022 continuing class)

Time: Tuesdays 5PM - 8PM

Location: Trades Campus, Arorangi

**Number of
Participants:** 10+

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		
ID	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		120

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

Duration: 1 Year - 18 months

Date: March 2023 - December 2024

Time: Evening Classes

Location: Aitutaki Campus | Mangaia Campus | Atiu Campus | Mauke Campus

**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		
ID	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 29484 Demonstrate knowledge of theory and practice for electrical workers)	15
TOTAL		120

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

Duration: 1+ Year

Date: August 2023 - December 2024

Time: Evening Classes

Location: TBC

**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 12 months.

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



TE UKI TUMANAVA PROGRAMME 2023

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. CITT 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: 9:00AM - 2:00PM

Location: Trades Campus: ARORANGI (behind ICI)

Monday –Thursday: Teaching delivery and practicals

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

EXCITING ADVENTURES FOR 2023

BOATING & WATER
SAFETY

COMMUNITY CONNECTION &
PARTICIPATION

KNOW YOUR
ENVIRONMENT

AGRICULTURE, HEALTHY EATING &
WELLBEING

HOSPITALITY, LEARN TO BE A BARISTA
OR CHEF

INTRODUCTION TO SPORTS AND
SPORTS COACHING



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

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, Ngatangiaia

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

TEAMWORK & 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, Ngatangiaia

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

KIA ORANA SERVICE

Date: Contact Trades or Ngatangiaia Campus for course dates

Duration: 1-Day course

Time: Contact Trades Head Office for course times

Location: Rarotonga and Pa Enua

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: Free

CUSTOMER SERVICE

Date: Contact Trades or Ngatangijia Campus for course dates

Duration: 1-Day course

Time: Contact Trades Head Office for course times

Location: Rarotonga and Pa Enua

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

EFFECTIVE COMMUNICATION

Date: Contact Trades or Ngatangijia Campus for course dates

Duration: 1-Day course

Time: Contact Trades Head Office for course times

Location: Rarotonga and Pa Enua

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.

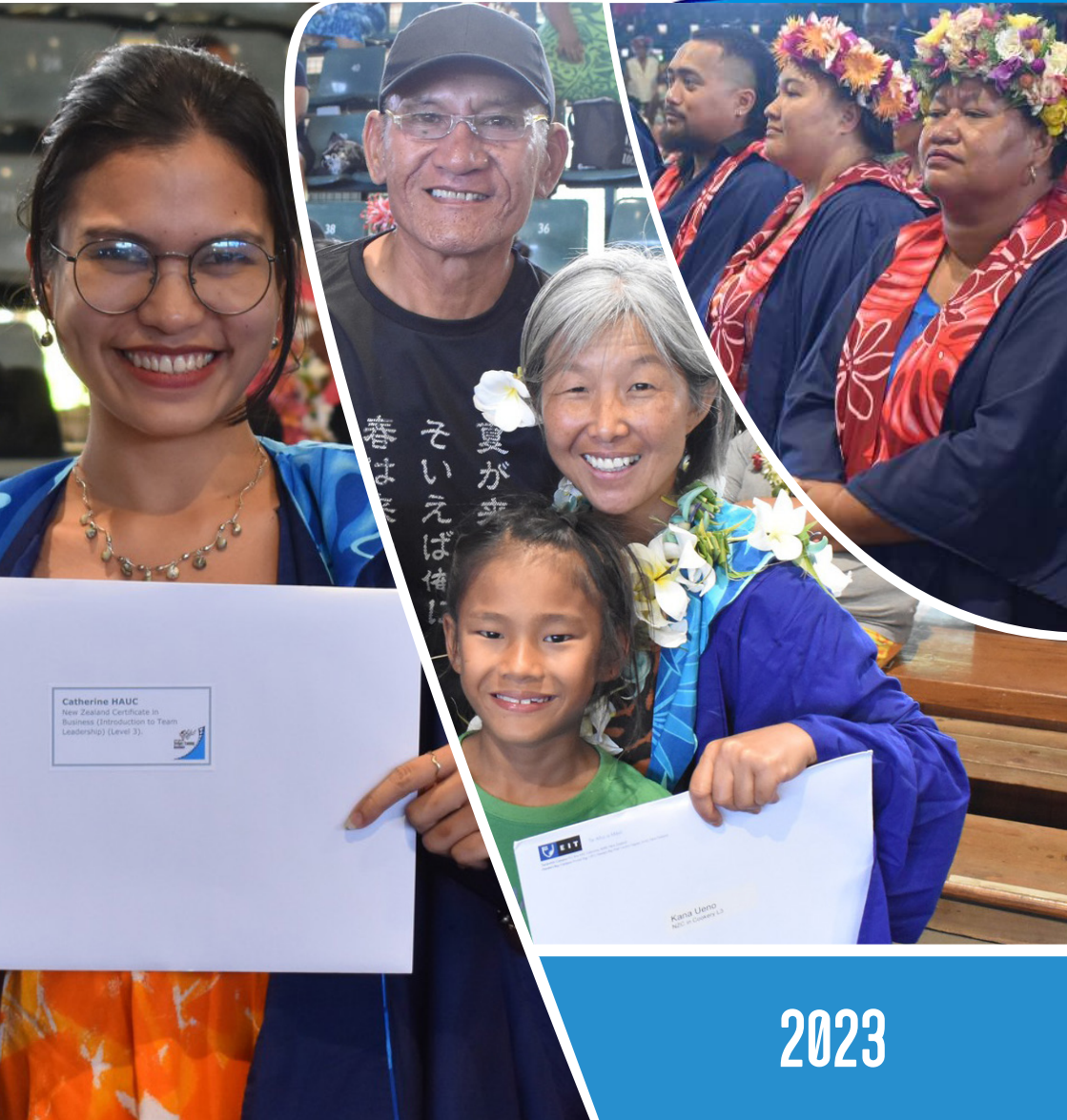
Course Fee: \$100





CONTACT US:

Email: study@citti.edu.ck | Phone: 21471
OR Come by our Campus in Arorangi



Catherine HAUC
New Zealand Certificate in
Business (Introduction to Team
Leadership) (Level 3)

Kama Ueno
MBA in Leadership L3

2023