

# COOK ISLANDS TERTIARY TRAINING INSTITUTE

PROSPECTUS  
**2024**





# DIRECTORS MESSAGE

Kia orana – Turou Oro Mai

It is my absolute pleasure to present our 2024 Cook Islands Tertiary Training Institute Prospectus.

Choosing the right destination for study is an important decision in anyone's life; whether you are continuing your learning journey and transitioning from Secondary school; to gaining a formal qualification; or simply to continue on as a lifelong learner.

The Cook Islands Tertiary Training Institute is aware of this responsibility and seeks to honour this. Our aim is to enhance employment and further study opportunities in the Cook Islands.

CITTI is an integral part of the Cook Islands, working with government and non-government organizations and the wider community to building capacity and increasing participation in learning opportunities.

Our reach extends to our Pa Enea. We currently have accredited programmes in Aitutaki, Atiu, Mangaia, Mauke, Manihiki and Penrhyn and will be extending our reach in 2024 by developing and offering programmes of study that are aligned to community needs.

The courses and programmes we deliver offer opportunities for you to develop new skills. Many recognize the skill development with internationally recognized qualifications while for others, the recognition is the satisfaction from knowing you have learnt something new.

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

Tavini no to tatou Ipukarea

Mrs Tania Morgan

**Director**

**Cook Islands Tertiary Training Institute**



# 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

- ✓ **CONNECTED**
- ✓ **INSPIRING**
- ✓ **TRUSTWORTHY**
- ✓ **TRANSPARENT**
- ✓ **INNOVATIVE**



# YOUR PATHWAY



**Short Courses**  
Upskilling Courses



**Accredited Short Courses**  
Unit Standards



**Certificate Minimum of 40 credits** at Level 1, 2, 3, 4 & 5

## BUSINESS PARTNERSHIPS & SHORT COURSES

- Food Safety
- Food and Beverages Table Service
- Teamwork and Team Building
- Employee Recruitment
- Negotiation Skills
- Barista Skills
- Mental Health First Aid
- First Aid
- Boatmasters Certification (Theory)
- Basic Word Processing
- Intermediate Word Processing
- Basic Spreadsheets
- Intermediate Spreadsheets
- Advanced Spreadsheets
- Outlook Calendar
- Outlook Email
- Basic Power Point
- Google Drive
- Professional Appearance
- Email Etiquette
- Office Etiquette
- Workplace Culture
- Customer Service
- Air BnB – Host Responsibility



# OUR PROGRAMMES

	START	FINISH	FEES	CREDITS
BUSINESS PATHWAYS				
New Zealand Certificate in Business (Team leadership) Level 3	Feb 2024	Nov 2024	\$600.00	45
New Zealand Certificate in Business (Administration & Technology) Level 3	Feb 2024	Nov 2024	\$600.00	60
New Zealand Certificate in Business (First Line Management) Level 4	Feb 2024	Nov 2024	\$600.00	60
New Zealand Certificate in Business (Administration & Technology) Level 4	July 2024	June 2025	\$600.00	60
New Zealand Certificate in Business (Introduction to Small Business) Level 3	Feb 2024	Nov 2024	\$600.00	60

HEALTH, WELL-BEING & BEAUTY PATHWAYS		START	FINISH	FEES	CREDITS
New Zealand Certificate in Foundation Skills (Hair & Beauty) Level 2		Feb 2024	July 2024	\$300.00	60
New Zealand Certificate in Make-Up & Skincare Level 3		July 2024	June 2025	\$600.00	60
New Zealand Certificate in Sports Coaching Level 3		Feb 2024	July 2024	\$300.00	40
New Zealand Certificate in Sport, Recreation and Exercise Level 3		July 2024	Nov 2024	\$300.00	40
New Zealand Certificate in Exercise Level 4		Feb 2024	Nov 2024	\$600.00	60
New Zealand Certificate in Health & Wellbeing (Social and Community Services) Level 4		July 2024	Nov 2025	\$600.00	120
HOSPITALITY & SERVICES PATHWAYS					
New Zealand Certificate in Cookery Level 3		Feb 2024	Oct 2024	\$1000.00	60
New Zealand Certificate in Cookery Level 4		Nov 2024	Nov 2025	\$1500.00	120
New Zealand Certificate in Food and Beverage Service Level 3 with strand in Barista and or Café Service		Feb 2024	July 2024	\$600.00	40
New Zealand Certificate in Food and Beverage Service Level 4 with strand in Restaurant Service		Nov 2024	Nov 2025	\$600.00	60



TRADES & SERVICES PATHWAYS	START	FINISH	FEES	CREDITS
New Zealand Certificate in Building, Construction and Allied Trade Skills Level 2	Feb 2024	Oct 2024	\$600.00	40
New Zealand Certificate in Building, Construction and Allied Trade Skills Level 3	Feb 2024	Oct 2024	\$600.00	40
New Zealand Certificate in Carpentry Level 4 - Apprenticeship	Feb 2024	Nov 2026	\$600.00 per year	320
New Zealand Certificate in Automotive Engineering Level 3	Feb 2024	Nov 2025	\$600.00	120
New Zealand Certificate in Light Automotive Engineering Level 4 - Managed Apprenticeship	July 2024	Nov 2026	\$600.00 per year	200
New Zealand Certificate in Electric Vehicle Automotive Engineering Level 5	Ongoing	Nov 2024	\$600.00	70
New Zealand Certificate in Infrastructure Works Level 2	Feb 2024	July 2024	\$300.00	40
New Zealand Certificate in Infrastructure Works with Plant Operation Level 3	July 2024	Nov 2025	\$600.00	95
New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Pre-apprenticeship) Level 3	Feb 2024	Nov 2024	\$600.00	70
New Zealand Certificate in Electrical Engineering (Theory) Level 3	July 2023	Nov 2024	\$600.00	120
New Zealand Certificate in Electrical Trade Level 4	Feb 2024	Nov 2026	\$600.00 per year	250









# BUSINESS PATHWAYS



At first thought, the business courses was never something I felt I needed to do, considering where I was at with my career and trainings I had undergone over the years. I thought, I don't need to study anymore as I was already in a management role. I have worked my way up the ranks over my years of service with the Prison. But what drew me to take the level four course was more of a 'lead by example' for my staff, in order to gain a little knowledge about managing those under our care.

My thoughts started to wonder as to how can I send staff to study a course that I have not done, understood or seen the benefits of any studies myself, apart from other training programs that I've completed over the years. Today, I can confidently say, I am grateful for the opportunity that I have been given at CITTI. It's not about how much you know, how much you've learnt, the years of service but rather, how much you understand your role as a manager and how can you better your staff and your work environment to cater for the needs of your workplace.

I never thought I'd go back into the classroom again because I thought 'I've achieved my dream, I have learnt all that I need to know; I'm a manager now, but what this course has helped me realize is we are always learning, things are not the same as they were. The world is always changing, time is moving fast and we need to adapt to the ever-changing work environments we are in.

The coursework was interactive and enjoyable which fostered teamwork and communication skills which is essential in my field of work. The course taught me approaches in which I could use myself and also pass down to my staff. The knowledge I have gained from this course has equipped me with valuable tools for making informed decisions, enhancing resources and improving operational competence.

It doesn't matter where you are in your career, education and being a better person and employer is for all ages. Sometimes we can easily get comfortable in our roles and we take things for granted; being in a role, quite high up the ranks in your job doesn't mean you know everything. Furthermore, I would definitely recommend the Level four business course and encourage everyone, no matter where you are in your career to keep upskilling and keep enhancing to be the best you can be.

A portrait of Teariki Purua, a middle-aged man with a grey beard and mustache, wearing a light blue prison uniform with a dark tie. He is looking slightly to the right of the camera. The background is a light blue gradient with a decorative teal and white geometric pattern on the left side.

**Teariki Purua**

**First Line Management  
Level 4**



# BUSINESS:

## ADMINISTRATION & TECHNOLOGY

<b>Qualification Title</b>	New Zealand Certificate in Business (Administration & Technology) Level 3
<b>Duration</b>	32 weeks
<b>Start Date</b>	February 2024
<b>Level</b>	3
<b>Credit Value</b>	60
<b>Entry Requirements</b>	NCEA Level 2 or equivalent Access to a laptop / Wi-Fi connections
<b>Course Fee</b>	\$600
<b>Course Overview</b>	<p>This course is ideal if you want the skills to be able to work confidently in office administration.</p> <p>This gives you the essential skills and knowledge to work or gain employment, in a wide range of general office administration roles in a variety of sectors.</p>
<b>Career Opportunities</b>	<p>Possible job and career opportunities can include:</p> <ul style="list-style-type: none"><li>• Receptionist</li><li>• Data entry operator</li><li>• Front line customer role</li><li>• Call or contact centre operator</li><li>• Secretary</li><li>• Office support worker</li></ul>
<b>Further Learning Opportunities</b>	Business Administration & Technology Level 4

# BUSINESS: ADMINISTRATION & TECHNOLOGY

<b>Qualification Title</b>	New Zealand Certificate in Business (Administration & Technology) Level 4
<b>Duration</b>	1 year
<b>Start Date</b>	July 2024
<b>Level</b>	4
<b>Credit Value</b>	60
<b>Entry Requirements</b>	NCEA Level 2 or equivalent Access to a laptop / Wi-Fi connections
<b>Course Fee</b>	\$600
<b>Course Overview</b>	<p>Learners undertaking this course will be able to:</p> <ul style="list-style-type: none"><li>• Select and apply business applications and technological devices to provide administrative services to meet business needs</li><li>• Process comprehensive data, produce detailed information, and perform detailed financial calculations for business purposes</li><li>• Maintain administrative systems and processes and make recommendations for improvements to meet business needs</li><li>• Collaborate and contribute to the achievement of team objectives</li><li>• Select and apply customer service techniques to consistently meet stakeholder expectations</li><li>• Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills in administration roles, to support the performance of the entity</li></ul>
<b>Career Opportunities</b>	This qualification will give you the skills and knowledge to be employed in a wide range of general business administration roles in a variety of sectors, including business and cultural or community context



# BUSINESS:

## INTRODUCTION TO TEAM LEADERSHIP

<b>Qualification Title</b>	New Zealand Certificate in Business (Introduction to Team Leadership) Level 3
<b>Duration</b>	32 weeks
<b>Start Date</b>	February 2024
<b>Level</b>	3
<b>Credit Value</b>	48
<b>Entry Requirements</b>	NCEA Level 2 or equivalent To be able to complete the various assessments, you must have access to a workplace and be part of a team environment
<b>Course Fee</b>	\$600
<b>Course Overview</b>	<p>Do you want to upgrade your team leadership skills? Join our Business Course and gain the hands-on experience required to lead a team and manage projects. You will learn:</p> <ul style="list-style-type: none"><li>• Effective team performance principles and objectives</li><li>• Different leadership styles</li><li>• Communication - written and verbal (including giving feedback in the workplace)</li><li>• Problem-solving and decision-making for business purposes</li><li>• Ethics and behaviour expectations within an organizational environment</li></ul>
<b>Career Opportunities</b>	Supervisory Roles in both Private and Public Sectors Retail, Tourism, Government Departments, Small Business, SOE's, Trust Companies etc
<b>Further Learning Opportunities</b>	First Line Management Level 4 Business Administration and Technology Level 4

# FIRST LINE MANAGEMENT

<b>Qualification Title</b>	New Zealand Certificate in Business (First Line Management) Level 4
<b>Duration</b>	10 months
<b>Start Date</b>	February
<b>Level</b>	4
<b>Credit Value</b>	60
<b>Course Fee</b>	\$600
<b>Entry Requirements</b>	<p>To gain admission to the New Zealand Certificate in Business (First Line Management) (Level 4) applicants must meet at least one of the following criteria:</p> <ul style="list-style-type: none"> <li>• NCEA Level 2 or equivalent, OR</li> <li>• Achieved the New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) or equivalent</li> </ul> <p><b>20 years old or over</b> If you are 20 years of age or over and do not hold the minimum entry requirements you will be eligible to be enrolled where your previous educational, work or life experience indicates you have a reasonable likelihood of success.</p> <p>To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, writing and submitting assessments. It would be beneficial if you are already in a supervisory role within your workplace</p>
<b>Course Overview</b>	<p>In this course you will study:</p> <ul style="list-style-type: none"> <li>• internal and external environments</li> <li>• leadership styles</li> <li>• how communication assists in developing relationships</li> <li>• management and performance of a team</li> <li>• how to contribute to the achievement of organizational goals.</li> </ul>
<b>Career Opportunities</b>	This qualification will give you the skills needed to work as a first line manager. You will be able to be responsible for the performance of others working in the business.
<b>Further Learning Opportunities</b>	New Zealand Diploma in Business (Level 5)



# BUSINESS:

## INTRODUCTION SMALL BUSINESS

<b>Qualification Title</b>	New Zealand Certificate in Business (Introduction to Small Business) Level 3
<b>Duration</b>	10 months
<b>Start Date</b>	February 2024
<b>Level</b>	3
<b>Credit Value</b>	60
<b>Entry Requirements</b>	NCEA Level 2 or equivalent Access to a laptop / Wi-Fi connections
<b>Course Fee</b>	\$600
<b>Course Overview</b>	This programme will give you the skills and knowledge to explore and assess opportunities and understand requirements for establishing a small business
<b>Graduate Profile</b>	<p>When you achieve this qualification, you will know how to:</p> <ul style="list-style-type: none"><li>• Identify and evaluate a business opportunity that is relevant in terms of own abilities, interests, and preferences</li><li>• Develop an establishment plan that assesses the feasibility and viability of a small business opportunity</li><li>• Identify technology needs to effectively operate a small business</li><li>• Assess the importance of business relationships with stakeholders for a small business</li><li>• Behave professionally and ethically and in a socially and culturally responsible manner</li><li>• Apply personal and interpersonal skills to contribute to the assessment of small business opportunities</li></ul>



I chose to pursue the Level 3 Business course as an integral part of my professional development journey within the prison where I work. This decision has not only been enriching but also instrumental in enhancing my abilities to effectively manage and lead within the complex environment of the correctional facility.

Moreover, the course was highly relevant to the challenges I encounter in my role. Through the course, I gained insights into various leadership styles, communication techniques, problem-solving and team dynamics. The knowledge I gained from this course has equipped me with valuable tools for making informed decisions, optimizing resources, and improving operational efficiency.

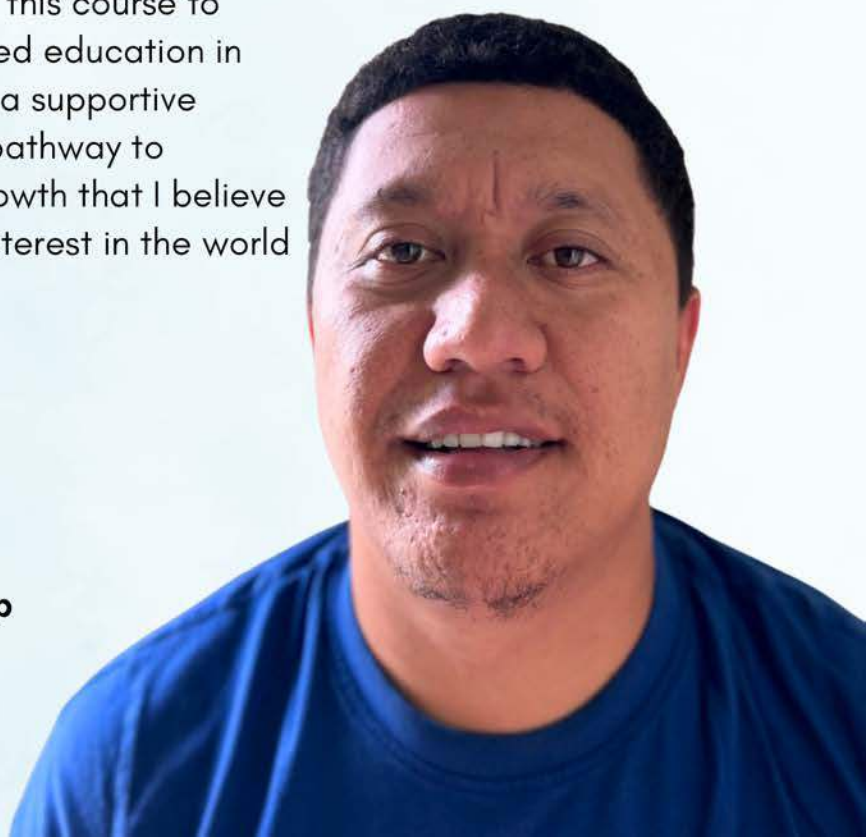
The coursework was not limited to textbooks and lectures; it encouraged active participation through group activities and interactive discussions. This not only made learning more fun and enjoyable but also fostered teamwork and communication skills, which are essential in any professional setting.

I had an incredible and dedicated tutor that was very approachable and always willing to assist students. Our tutor provided valuable guidance, mentorship, and constructive feedback that contributed significantly not only to my growth, but also to that of all students.

I wholeheartedly recommend this course to anyone seeking a well-rounded education in business, practical skills, and a supportive learning environment. It is a pathway to personal and professional growth that I believe will benefit anyone with an interest in the world of business.

Meitaki Maata.

**Apolo Purua**  
Introduction to Team Leadership  
Level 3







# HEALTH, WELL- BEING & BEAUTY PATHWAYS



# SPORT COACHING

## LEVEL 3

<b>Qualification</b>	NZ Certificate in Sport Coaching
<b>Start date</b>	Intake 1: February 2024    Intake 2: July 2024
<b>Duration</b>	17 weeks part time
<b>Credit Value</b>	40
<b>Level</b>	3
<b>Course Fee</b>	\$300.00
<b>Entry Requirements</b>	<p>Applicants must meet one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Have achieved NCEA Level 2, or provide evidence of achievement at an equivalent or higher level: or</li> <li>• If over 20 and not able to satisfy the academic requirement above, be able to demonstrate an interest in coaching or development of sport</li> </ul>
<b>Course Overview</b>	<p>The NZ Certificate in Sport Coaching will provide you with the ability to coach participants at entry level across a range of sports. As a graduate of this qualification, you will be able to:</p> <ul style="list-style-type: none"> <li>• Create a supportive sport coaching environment and demonstrate positive side line behaviours for the safety of participants while coaching a chosen sport.</li> <li>• Model simple skills and apply general coaching principles and group management techniques to achieve performance outcomes</li> <li>• Apply basic injury prevention techniques including warm up and cool down procedures to meet the physical requirements of the chosen sport.</li> <li>• Give constructive, specific and positive feedback on performance to achieve outcomes while coaching a chosen sport</li> </ul>
<b>Educational Pathway</b>	<p>Graduates of this qualification may be able to further their study with the NZ Certificate in Sport, Recreation and Exercise [Level 3], the NZ Certificate in Exercise [Level 4] and provides a pathway to the NZ Certificate in Coaching and Instruction [Level 4]</p>



# EXERCISE

## LEVEL 4

<b>Qualification</b>	NZ Certificate in Exercise Level 4
<b>Start date</b>	February 2024
<b>Duration</b>	1 year
<b>Credit Value</b>	60
<b>Level</b>	4
<b>Course Fee</b>	\$600.00
<b>Entry Requirements</b>	Achievement of NCEA Level 2, or equivalent
<b>Course Overview</b>	If you are looking for an entry level qualification leading to a future in exercise training, then this certificate is for you. This programme provides the skills and knowledge to design and deliver exercise programmes within a framework of health and wellness. The focus is on individual and group exercise programmes that help improve fitness and lifestyles.
<b>Career Pathway</b>	As a graduate you could be employed or self-employed in roles such as exercise consultant, community exercise instructor, team training instructor or personal trainer.



# HAIR & BEAUTY

## LEVEL 2

<b>Qualification</b>	NZ Certificate in Foundation Skills (Hair & Beauty) Level 2
<b>Start date</b>	Feb 2024
<b>Duration</b>	17 weeks
<b>Credit Value</b>	60
<b>Level</b>	2
<b>Course Fee</b>	\$300.00
<b>Entry Requirements</b>	Open Entry
<b>Course Overview</b>	<p>This is a project based learning programme.</p> <p>The practical tasks actively involve you and represents some of the work you may encounter in a workplace. This programme provides an introduction to hairdressing, beauty and personal styling.</p>
<b>Career Pathway</b>	The NZ Certificate in Foundation Skills (Hair & Beauty) {Level 2} is aimed at preparing you for further studies to develop your skills when seeking employment or further study



# HEALTH & WELL BEING: SOCIAL & COMMUNITY SERVICES

<b>Qualification</b>	NZ Certificate in Health & Well Being (Social & Community Services) Level 4
<b>Start date</b>	July 2024
<b>Duration</b>	1.5 years
<b>Credit Value</b>	120
<b>Level</b>	4
<b>Course Fee</b>	\$600.00
<b>Entry Requirements</b>	NCEA Level 2 or equivalent
<b>Course Overview</b>	Through this course, learners will undertake studies that develop their ability to support people within the community who are experiencing addictions, mental illness or disability. This qualification provides the first step towards a career in mental health and addiction support.
<b>Career Pathway</b>	In the diverse mental health and addiction environment, support workers provide a variety of services to clients within a range of health and community settings. Possible career opportunities exist within: community based support services, day programmes, mental health and addiction support, volunteer services.



# MAKE-UP & SKIN CARE

## LEVEL 3

<b>Qualification</b>	NZ Certificate in Make Up and Skin Care Level 3
<b>Start date</b>	July 2024
<b>Duration</b>	10 months
<b>Credit Value</b>	60
<b>Level</b>	3
<b>Course Fee</b>	\$600.00
<b>Entry Requirements</b>	NCEA Level 2, or equivalent
<b>Course Overview</b>	<p>If you are interested in learning all the essentials about skin care and make-up, this course is for you. You will learn all of the latest make-up techniques, and how to advise people on their skin care products that will make them look and feel wonderful.</p> <p>You will learn about skin structure, function and skin care products, as well as make-up colour theory, product knowledge and various application techniques.</p>
<b>Career Pathway</b>	<p>Upon graduating you will be good to go for working in the beauty retail sector, or potentially as a skin care and beauty advisor</p> <p>This qualification also paves the way to future study options such as: NZ Certificate in Beauty Therapy [Level 4]</p>



# SPORT, RECREATION & EXERCISE

<b>Qualification</b>	NZ Certificate in Sport, Recreation & Exercise Level 3
<b>Start date</b>	February 2024
<b>Duration</b>	17 weeks
<b>Level</b>	3
<b>Credit Value</b>	40
<b>Course Fee</b>	\$300.00
<b>Entry Requirements</b>	<p>Applicants must meet one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Have achieved NCEA Level 2, or provide evidence of achievement at an equivalent or higher level: or</li> <li>• If over 20 and no able to satisfy the academic requirement above, be able to demonstrate interest in the sport, recreation and exercise industry</li> </ul>
<b>Course Overview</b>	<p>This course will provide you with the opportunity to gain employment in the sport and exercise industry, or serve as a staircase into further study in sport and exercise.</p> <p>The course also provides the knowledge and skills needed to work in supporting roles within and/or across the sport, recreation and exercise industries.</p>
<b>Career Pathway</b>	<p>As a graduate of the NZ Certificate in Sport, Recreation &amp; Exercise, you will be able to work under supervision, assisting in the delivery of a range of sport, recreation and exercise activities / programmes or events. The course will also equip you with the essentials and confidence to carry on to higher level study.</p>





# HOSPITALITY PATHWAYS

# COOKERY

## LEVEL 3

<b>Qualification</b>	NZ Certificate in Cookery [Level 3]
<b>Start date</b>	February 2024
<b>Duration</b>	10 months
<b>Level</b>	3
<b>Credit Value</b>	60
<b>Course Fee</b>	\$1000.00
<b>Entry Requirements</b>	NCEA Level 2 or equivalent
<b>Course Overview</b>	This programme will introduce you to the skills you need for a career working in a commercial kitchen
<b>Career Pathway</b>	We aim to provide competent employees for the hospitality sector who are able to work as chefs in junior positions producing basic dishes in a commercial kitchen
<b>Further Educational Pathway</b>	New Zealand Certificate in Cookery [Level 4] New Zealand Diploma in Cookery (Advanced) [Level 5]



# COOKERY LEVEL 4

<b>Qualification</b>	NZ Certificate in Cookery [Level 4]
<b>Start date</b>	November 2023
<b>Duration</b>	1.5 - 2 years
<b>Level</b>	4
<b>Credit Value</b>	120
<b>Course Fee</b>	\$1500.00
<b>Entry Requirements</b>	NZ Certificate in Cookery – Level 3 ; or equivalent
<b>Course Overview</b>	This programme will have you combining real world experience in the work place whilst gaining knowledge, skills and techniques in our modern training kitchens
<b>Career Pathway</b>	We aim to provide competent employees for the hospitality sector who are able to work as chefs in intermediate positions producing complex dishes in a commercial kitchen
<b>Further Educational Pathway</b>	New Zealand Diploma in Cookery (Advanced) [Level 5]

# FOOD & BEVERAGE LEVEL 3

<b>Qualification</b>	NZ Certificate in Food & Beverage (Café Strand) [Level 3]
<b>Start date</b>	February 2024
<b>Duration</b>	20 weeks
<b>Level</b>	3
<b>Credit Value</b>	40
<b>Course Fee</b>	\$600.00
<b>Pre-Requisite</b>	NCEA Level 2 or equivalent
<b>Overview</b>	This course enables you to pursue a professional career in cafés. In particular, the programme is designed to meet the needs of those who want to enter the hospitality industry with a customer/guest service focus, with additional café style food preparation and cookery skills
<b>Career Pathway</b>	Graduates may be employed as service personnel in cafes and unlicensed restaurants, bars or clubs, restaurants which provide table and/or buffet services, establishments which cater to functions, or baristas in hospitality establishments, or a crew member in a quick service restaurant
<b>Further Educational Pathway</b>	New Zealand Certificate in Cookery [Level 3]



# FOOD & BEVERAGE

## LEVEL 4

<b>Qualification</b>	NZ Certificate in Food & Beverage (Restaurant Services strand) [Level 4]
<b>Start date</b>	November 2024
<b>Duration</b>	1 year
<b>Level</b>	4
<b>Credit Value</b>	60
<b>Course Fee</b>	\$600.00
<b>Pre-Requisite</b>	NCEA Level 2 or equivalent
<b>Overview</b>	The strands in this qualification allow graduates to specialise in an area of food and beverage service.
<b>Career Pathway</b>	Graduates will be able to operate as food servers with advanced skills in restaurants or as shift supervisors in a quick-service restaurant.
<b>Further Educational Pathway</b>	New Zealand Certificate in Hospitality (Advanced) (Level 5)



# TRADES & SERVICES PATHWAY



My name is Ranjeeta Singh, born in Sigatoka and raised in Lautoka Fiji Islands. Being the only child in the family I hung around with my dad in his tyre shop; my mom is a chef by profession. My dad taught me how to repair tyres on light, big trucks and tractors and later on, how to use tyre machines and to do old school wheel balance on a wheel. Sometimes we had mechanical jobs for customer vehicles and I watched my dad doing vehicle service, greasing and welding. After my Year 12 examination my parents asked me ... what is your future plan? I told them I want to be a Mechanic. They were surprised because at that time there was no female mechanics in the automotive industry. My parents were so supportive and got me enrolled at Fiji National University where I completed my Certificate IV in light and heavy commercial vehicles. I remember on the first day of our university lecture, it was announced that "we have one girl in our class", I was nervous at first but also excited at the same time to learn more about cars and how they function. My colleagues and lecturer were very supportive and explained things clearly.

During my time of attachment, I tried in several automotive workshops, but none of them wanted a female mechanic. Marine drive motors workshop for light motor vehicle allowed me to do attachment for six months. The staffs at marine drive motor were so helpful and taught me techniques on how to perform a task. During my attachment, I applied for junior mechanic at Pacific transport limited (a bus company) and got a job there. It was exciting to work on big things, big engines, big drive-shafts, very different to light motor vehicles. While working for four years for pacific transport limited, I completed my Trade Diploma in automotive engineering. I got the opportunity to work at land transport authority (LTA) as a road safety officer and weigh bridge officer.

In 2020 I joined Rarocars as a mechanic and now I am a part-time manager. A new place, new technicians and different models of vehicles. When I am not busy with parts I work on the rental vehicles. In 2021 CITTI offered level 3 qualification in automotive engineering. Under EIT, it's a great opportunity to get a recognized certificate in Automotive and learn new thing and ideas as the world is moving towards electric vehicles. At CITTI things are easy - you do practical at work and do online theory; during our block courses, tutors from EIT assist us to get through our course smoothly.

In future my aim is to have my own Automotive Workshop and keep learning more about Automotive technology. To all females who wants to be an Automotive technician please go-ahead, don't think about what people will say, as long as you like new challenges, getting your hands dirty and have your family support, no one can stop you from achieving your goals.

**Ranjeeta Singh**  
Automotive Engineering  
Level 3





# AUTOMOTIVE ENGINEERING

<b>Qualification</b>	NZ Certificate in Automotive Engineering[Level 3]
<b>Start date</b>	February 2024
<b>Duration</b>	2 years
<b>Level</b>	3
<b>Credit Value</b>	120
<b>Course Fee</b>	\$600.00
<b>Pre-Requisite</b>	NCEA Level 2 or equivalent
<b>Overview</b>	The programme is designed for people who are beginning a career in the automotive industry or people intending to enter the industry
<b>Career Pathway</b>	Graduates of this qualification will have the skills and knowledge to work in an entry level servicing position, for example as an Automotive Technician, in the automotive industry
<b>Further Educational Pathway</b>	This qualification may lead to Level 4 qualifications in automotive engineering



# AUTOMOTIVE ENGINEERING

<b>Qualification</b>	NZ Certificate in Light Automotive Engineering [Level 4] Managed Apprenticeship
<b>Start date</b>	February 2024
<b>Duration</b>	2 - 3 years
<b>Level</b>	4
<b>Credit Value</b>	200
<b>Course Fee</b>	\$600.00 per year
<b>Pre-Requisite</b>	<ul style="list-style-type: none"><li>• NZ Certificate in Automotive Engineering Level 3 or equivalent</li><li>• Work placement in the Automotive Industry</li></ul>
<b>Overview</b>	<p>Are cars your passion? Then take the next step to turn your dream career into reality.</p> <p>Technology may be changing but skilled automotive engineers who are tech-savvy and know their way around a vehicle, will continue to be in demand. Learn how to diagnose car problems, service and repair, and get up to speed with the latest automotive technologies and new generation hi-tech, hi-spec vehicles. You could also be working on a range of other light automotive vehicles, such as motorbikes, boats and campervans.</p> <p>This Level 4 course teaches you the skills and knowledge you need to become fully qualified as an automotive engineer.</p>
<b>Additional Information</b>	During the Managed Apprenticeship period of your study you must be employed in a light automotive engineering workshop, which is operating at a commercially acceptable industry standard.

# BUILDING & CONSTRUCTION

<b>Qualification</b>	NZ Certificate in Building, Construction & Allied Trades Skills [Level 3]
<b>Start date</b>	February 2024
<b>Duration</b>	28 - 30 weeks
<b>Level</b>	3
<b>Credit Value</b>	40
<b>Course Fee</b>	\$600.00
<b>Pre-Requisite</b>	NCEA Level 2 or equivalent ; OR NZ Certificate in BCATS Level 2
<b>Overview</b>	If you are in the building industry or ready to enter in to the industry, this course will further the knowledge needed for success
<b>Career Pathway</b>	Graduates of this programme will have the skills and knowledge to obtain entry-level roles and apprenticeships in building, construction, and allied trades' sectors.
<b>Further Educational Pathway</b>	NZ Certificate in Carpentry [Level 4] - Apprenticeship



# BUILDING & CONSTRUCTION

<b>Qualification</b>	NZ Certificate in Carpentry [Level 4]
<b>Start date</b>	February 2024
<b>Duration</b>	3 - 4 years
<b>Level</b>	4
<b>Credit Value</b>	320
<b>Course Fee</b>	\$600.00 per year
<b>Pre-Requisite</b>	NCEA Level 2 or equivalent with industry placement
<b>Overview</b>	This course is designed to provide the building and construction industry with trained people who have achieved the practical skills and knowledge required to construct, repair and install building structures to the level required of a commercially competent carpenter.
<b>Career Pathway</b>	Graduates of this qualification will be qualified carpenters and may apply for the Carpentry class of the Licensed Building Practitioner (LBP) scheme to become a Licensed Building Practitioner.
<b>Further Educational Pathway</b>	<ul style="list-style-type: none"><li>• New Zealand Certificate in Construction Trades Supervision [Level 5]</li><li>• New Zealand Diploma in Construction Management [Level 6] with strands in Construction Management and Quantity Surveying</li></ul>

# ELECTRICAL ENGINEERING

<b>Qualification</b>	NZ Certificate in Electrical Pre-trade [Level 3]
<b>Start date</b>	July 2023
<b>Duration</b>	18 – 24 months
<b>Level</b>	3
<b>Credit Value</b>	120
<b>Course Fee</b>	\$600.00
<b>Pre-Requisite</b>	NCEA Level 2 or equivalent ; with strengths in mathematics and physics desirable
<b>Overview</b>	<p>Start your electrical engineering training with the New Zealand Certificate in Electrical Pre-Trade (Level 3) (NZCEP). This pre-trade programme is a great first step in electrical training as you enter into an apprenticeship arrangement with an employer.</p> <p>You will learn and develop Level 3 competencies such as:</p> <ul style="list-style-type: none"><li>- Fault diagnosis and testing techniques</li><li>- Safe practices</li><li>- Electrical legislation</li><li>- Installation and maintenance of electrical equipment</li><li>- Communicating with stakeholders on electrical and related matters</li></ul>
<b>Career Pathway</b>	Graduates of this qualification will be able to enter an electrical apprenticeship as a first year apprentice.
<b>Further Educational Pathway</b>	<p>New Zealand Certificate in Electrical Engineering [Level 4]</p> <p>New Zealand Certificate in Electrical Trade [Level 4]</p> <p>Higher level qualifications in other electrical fields</p>



# ELECTRICAL ENGINEERING

<b>Qualification</b>	NZ Certificate in Electrical Engineering Theory and Practice
<b>Start date</b>	February 2024
<b>Duration</b>	2 - 3 years
<b>Level</b>	4
<b>Credit Value</b>	250
<b>Course Fee</b>	\$600.00 per year
<b>Pre-Requisite</b>	NZ Certificate in Electrical Engineering Level 3; or equivalent
<b>Overview</b>	<p>Continuation of your electrical engineering training with the New Zealand Certificate in Electrical Engineering Theory and Practice – Level 4.</p> <p>You will learn and develop Level 4 competencies such as:</p> <ul style="list-style-type: none"><li>- Fault diagnosis and testing techniques</li><li>- Safe work practices</li><li>- Demonstrate knowledge and apply Electrical Legislation</li><li>- Installation and maintenance of electrical equipment</li></ul>
<b>Career Pathway</b>	<p>Graduates of this qualification will in the context of the wider electrical industry as a commercially competent registered electrician, be able to:</p> <ul style="list-style-type: none"><li>• Install, commission, and maintain electrical systems and equipment, including electrical protection.</li><li>• Carry out fault diagnosis and testing of electrical systems and equipment.</li><li>• Monitor and maintain safe working; procedures, practices, and environment, and identify and control hazards in the workplace.</li><li>• Apply electrical and relevant non-electrical legislation governing the work of electricians.</li><li>• Install and maintain electrical machines and control systems.</li><li>• Install and maintain electrical equipment in special electrical situations.</li><li>• Work ethically and professionally within the electrical industry, as a commercially competent registered electrician, including maintaining current competency and communicating with stakeholders on electrical and related matters.</li><li>• Able to work within the electrical industry as an electrical apprentice, including maintaining current competency and communicating with stakeholders on electrical and related matters under supervision</li></ul>
<b>Further Educational Pathway</b>	<p>You will have the option to progress into further education, such as the</p> <ul style="list-style-type: none"><li>- Diploma in Electrical Engineering</li><li>- Bachelor of Engineering Technology</li></ul>



As a young individual passionate about capacity development, I have been driven to pursue a career in the automotive industry. This pursuit has pushed me beyond my comfort zone, allowing me to learn other aspects of the field. Meeting people from around the world within the automotive industry has only intensified my hunger and passion.

Having gained knowledge about the functional aspects of motor vehicles, I've been compelled to extend my knowledge in knowing more about the Electrical vehicle (EV) in the automotive realm.

The depth in learning needed to understand the key functions of Electrical Vehicles (EV) has built the hunger to learn more and more. Every component I see makes me curious about how it fits and functions. That's why I enrolled in the CITTI curriculum. By completing the Electric Vehicle (EV) Level 5 course, I aim to enhance my skills and earn my qualifications. This will prepare me to educate the enthusiastic upcoming generation in the Cook Islands.

Te Unga mate potiki as they are our future generation.



## **Temuera Matata**

**Electrical Vehicle: Automotive Engineering  
Level 5**



# ELECTRICAL VEHICLE: AUTOMOTIVE ENGINEERING

<b>Qualification</b>	NZ Certificate in Electrical Vehicle Automotive Engineering [Level 5]
<b>Start date</b>	<b>Four Entry Points; Feb, April, July, October</b>
<b>Duration</b>	One year
<b>Level</b>	5
<b>Credit Value</b>	70
<b>Course Fee</b>	\$600.00
<b>Pre-Requisite</b>	Automotive Industry Experience
<b>Overview</b>	This programme provides the automotive engineering industry with individuals skilled to safely and effectively diagnose and repair faults in electric vehicles
<b>Career Pathway</b>	Graduates of this programme will have the skills and knowledge to obtain entry-level roles and apprenticeships in building, construction, and allied trades' sectors.

# INFRASTRUCTURE WORKS

<b>Qualification Title</b>	NZ Certificate in Infrastructure Works - Level 2
<b>Start Date</b>	February 2024
<b>Duration</b>	1 Semester
<b>Level</b>	2
<b>Credit Value</b>	40
<b>Course Fee</b>	\$300
<b>Entry Requirements</b>	Open Entry
<b>Course Overview</b>	This course is for learners commencing a career in infrastructure, new to industry, a school leaver, or working in industry without a formal qualification.
<b>Career Opportunities</b>	You could work as a general hand in: Infrastructure Industry, Road Construction, Traffic Management, Quarry Employment, Civil Construction
<b>Further Learning Opportunities</b>	You could progress onto: NZ Cert in Infrastructure Works (Level 3)



# INFRASTRUCTURE WORKS

<b>Qualification Title</b>	NZ Certificate in Infrastructure Works - Plant Operation Level 3
<b>Start Date</b>	July 2024
<b>Duration</b>	1.5 years part-time
<b>Level</b>	3
<b>Credit Value</b>	95
<b>Course Fee</b>	\$600
<b>Pre-Requisite</b>	NCEA L2, English language fluency, Full Driver License, 17years and over, reasonable physical fitness level, employed within the infrastructure industry
<b>Overview</b>	This course is for learners in the construction and infrastructure industries wanting to gain a relevant qualification. You will learn Health and Safety, First Aid, Industry specific skills, Plant and equipment maintenance and operation. You will also have the opportunity to gain your Wheels, Tracks and Rollers endorsement as well as your Forklift endorsement.
<b>Career Pathway</b>	You could work in: <ul style="list-style-type: none"><li>• Infrastructure Industry</li><li>• Road Construction</li><li>• Traffic Management</li><li>• Roding</li><li>• Quarry Employment</li><li>• Civil Construction</li></ul>
<b>Further Learning Opportunities</b>	You could progress onto: NZ Certificate in Infrastructure Works (Level 4)

# PLUMBING LEVEL 3

<b>Qualification</b>	NZ Certificate in Plumbing, Gasfitting and Drainlaying (Pre-apprenticeship) [Level 3]
<b>Start date</b>	February 2024
<b>Duration</b>	10 months
<b>Level</b>	3
<b>Credit Value</b>	70
<b>Course Fee</b>	\$600.00
<b>Pre-Requisite</b>	NCEA Level 2 or equivalent
<b>Overview</b>	During this programme you will learn how to use plumbing hand tools and equipment as you develop installation and maintenance skills and learn about appliances, fixtures and fittings.
<b>Career Pathway</b>	Graduates of this qualification may work as a plumbing apprentice, gas fitting apprentice or drain laying apprentice.
<b>Further Educational Pathway</b>	New Zealand Certificate in Drainlaying [Level 4] New Zealand Certificate in Plumbing [Level 4]



# APPRENTICESHIP PROGRAMMES

Enrolment into any Apprenticeship programme with the Cook Islands Tertiary Training Institute will require learners to be employed in the respective industry. A strong relationship between the learner, the employer and CITTI/EIT tutors is paramount throughout the duration of the Apprenticeship programme.

## **NZ CERTIFICATE IN CARPENTRY (LEVEL 4)**

This certificate offers a new way of looking at your carpentry apprenticeship. You'll earn as you learn with on-the-job training, day release courses and night classes to ensure you end up with the best carpentry skills and qualification. The NZ Certificate in Carpentry (Level 4) will prepare you for a prosperous future in building and construction whether working for yourself or someone else

## **NZ CERTIFICATE IN LIGHT AUTOMOTIVE ENGINEERING (LEVEL 4)**

The NZ Certificate in Light Automotive Engineering (Level 4) is a nationally recognised qualification. Night school and block courses will be delivered at our Arorangi campus as part of the programme. These are designed for the apprentice to complete work that they cannot fulfil at their place of employment.

## **NZ CERTIFICATE IN COOKERY (LEVEL 4)**

This programme will have you combining real world experience in the work place whilst gaining knowledge, skills and techniques in our training kitchens.

## **NZ CERTIFICATE IN PLUMBING & DRAINLAYING (LEVEL 4) - TBC**

During your apprenticeship you will learn the skills you need to become a fully qualified plumber and/or drainlayer. During a normal working day, you will gain practical and workplace skills under the direction of your supervisor. Industry knowledge and theory will be gained when you work through your online learning modules and you will attend CITTI for your off job practical assessments.

## **NZ CERTIFICATE IN ELECTRICAL ENGINEERING (LEVEL 4) - TBC**

Gain the skills and knowledge you need to work independently as a commercially competent electrician. This programme is studied in conjunction with an apprenticeship and is ideal for people who have placement within industry.









# CONTINUING EDUCATION COURSES



# CONTINUING EDUCATION

## SERVING OUR COMMUNITY

**Are you interested in learning new skills?**

**Is there something you've always wanted to learn?**

**Do you like meeting new people?**

The CITTI Continuing Education program is designed to encourage life long learning for the adult community.

**Contact the friendly staff at CITTI for more information**

Stay up to date with our upcoming courses by liking and following our Facebook page



cookislandscitti



study@citti.edu.ck



+682 21471





# CONTINUING EDUCATION COURSES 2024

Continuing Education Course	Brief Description	Course Cost
CREATIVE ARTS		
Pareu Printing	Paint a Pareu for me	\$20.00
Sewing for Confidence	Sew with Confidence	\$20.00
Sew a Shirt	Sew with Confidence	\$20.00
Sew a Dress	Sew with Confidence	\$20.00
Upcycled fashion	Give your clothes a new lease of life by redesigning or repurposing them.	\$20.00
Flower Bouquet	A garland bouquet for my loved one	\$20.00
Flower Posy	A poised posy for you	\$20.00
Cascading/Trailing Bouquets	Create a Cascading floral gift for a bride	\$20.00
Mosaic/Tile Art	Turn broken tiles into beautiful pieces of art	\$50.00
Smartphone Photography	The best camera is the one in your pocket	\$20.00
Smartphone Photo Editing	Learn to use your smartphone photo editing tools	\$20.00

## CONTINUING EDUCATION COURSES 2024

Continuing Education Course	Brief Description	Course Cost
<b>SOCIETY &amp; CULTURE</b>		
Raurau/Kikau bowl (Kikau Platter/bowl)	Weave a raurau (kikau platter) for my food/fruits	\$30.00
Kikau Tapura (Kikau Basket)	Weave a tapora to carry my food/items etc (food basket)	\$30.00
Kikau Oini (Fishing basket)	Weave an oini for my fishing adventure on the reef (fishing basket)	\$30.00
Kikau Tapakau (Kikau Mat)	Weave a tapakau to lie under the shade of trees (kikau mat)	\$35.00
Rakei Manea Jewellery	Embracing our natural mana rakei manea/jewellery	\$30.00
Ei Katu/Hair Spray	Racy Floral Fascinator/Floral Spray and Ei Katu	\$20.00
Lagoon Fishing	Learn some traditional techniques that have fed Kuki's for thousands of years	\$10.00
Ura	Learn the graceful art of storytelling through Cook Islands dance, Ura.	\$20.00
Land Matters	Landing a Piece for Me	\$30.00
Cook Island Governance	Learn how decisions are made and how to get your voice heard	\$20.00
Maori Keyboard	Install a Maori keyboard on your devices	\$10.00



## CONTINUING EDUCATION COURSES 2024

Continuing Education Course	Brief Description	Course Cost
<b>MANAGEMENT &amp; COMMERCE</b>		
101 Facebook Fundamentals	Maximise the tools of the facebook platform to enhance your profile/business/organisation online	\$20.00
101 Instagram Fundamentals	Maximise the tools of the Instagram platform to market and enhance your business/organisation/profile	\$20.00
Microsoft Excel Basics	Learn how to use Excel to its full potential	\$30.00
Microsoft Excel Intermediates	Advance your Excel knowledge	\$30.00
<b>LANGUAGE</b>		
Conversational Maori stage 1/Koua	Speak to me a beginner/Koua stage of conversational Maori	\$50.00
Conversational Maori stage 2/Nu	Converse in a team a stage 2/nu of the beginner's course	\$50.00
Maori for Teachers	Maori ia mai to tatou reo/Make it Reo Maori	\$50.00
<b>FOOD, HOSPITALITY &amp; TOURISM</b>		
Good Food = Good Mood	Improve your mood with fresh	\$100.00
Family Meal Planning	Plan for tasty family meals that don't blow the budget	\$100.00
Korean Cooking	Learn to cook Korean dishes	\$120.00
Preserving Foods	Don't let your food go back, learn how to turn food into pickles, chutneys or jams	\$50.00
Baking made easy	Learn to bake like a pro and get tips to make baking easy	\$50.00

## CONTINUING EDUCATION COURSES 2024

Continuing Education Course	Brief Description	Course Cost
<b>HEALTH/EDUCATION</b>		
Practical Parenting	Learn some practical parenting advice in a healthy, supportive environment	\$20.00
Basic home maintenance series	Learn how to fix basic maintenance issues in your house; 3 courses - Plumbing, Electricity and Carpentry	\$50.00
Fix my small engine	Learn step by step how to fix some common problems on a grass cutter or lawn mower	\$30.00
Pruning – trees and shrubs	Come learn how and when is the best time to prune in your yard	\$20.00
Organic gardening	Explore the world of organic gardening with the aim to build and sustain a healthy garden or veggie patch	\$50.00
Build 3 Tier Shelf	Shelf my books/shoes/ornaments	\$40.00
3 Tier Box	Box my herbs/toys/clothes in a tower	\$40.00
3 in 1 Furniture Series	3 in 1 furniture - tool, step ladder and seat furniture	\$40.00
Build a Work Bench	Bench my hobbies	\$50.00
Learn to weld	Join us to learn practical welding techniques	\$50.00
Basic Makeup Class	Here's your chance to learn everyday techniques and look stylish with your everyday makeup.	\$20.00





# BUSINESS PARTNERSHIPS

CITTI Business Partnerships are designed to provide tailor made training opportunities for businesses/Government entities in the Cook Islands.

Talk to us today and see how we can take care of your training needs.

**CONTACT THE FRIENDLY STAFF AT CITTI FOR MORE INFORMATION**



+682 21471



[study@citti.edu.ck](mailto:study@citti.edu.ck)

**Serving our Community**



# DUAL PATHWAY PROGRAMMES



## HOW ARE THE DUAL PATHWAY PROGRAMMES AND NCEA LEVEL 2 & 3 CONNECTED?

Dual Pathway programmes, and the subjects that are studied at school, are designed to help students achieve NCEA Levels 2 or 3. They are also designed to help students gain credits for their chosen Vocational Pathway.

## WHY SHOULD STUDENTS ENROL IN A DUAL PATHWAY COURSE?

There are a number of great reasons why students should enroll in a dual pathway programme:

- Get a head start on a career while achieving NCEA Levels 2 or 3
- Experience what tertiary study is really like
- Sample a tertiary subject without having to commit to full-time tertiary study
- Develop a clear pathway into further study and a higher level qualification for the future

## HOW SHOULD STUDENTS APPLY?

If students want to be considered for a Dual Pathway programme, they will ideally be a Year 12 or 13 student in 2024. Year 11 students may be able to enroll by special arrangement between the Cook Islands Tertiary Training Institute and secondary schools

Typically, a student will have:

- Achieved NCEA Level 1
- Demonstrated a commitment to learning and have support from the family
- Support from the college for entry into a Dual Pathways programme

Principals are more than welcome to enquire with the Cook Islands Tertiary Training Institute to talk through the Dual Pathway courses on offer for 2024.



# WHERE TO ENROL

## **RAROTONGA**

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

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

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## **OUTER ISLANDS CAMPUSES (PA ENUA)**

**AITUTAKI – Amuri**  
Phone +682 31212

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## **ATIU | MANGAIA | PUKAPUKA**

