

TOI-OHOMAI

Institute of Technology

TAUPŌ
TOKOROA
WHAKATĀNE



TOI-OHOMAI

Institute of Technology

Kia ora and welcome to Toi Ohomai Institute of Technology

**Our name means to aim high and achieve great heights -
to be awakened by learning**

We believe that your success is the key to the success of our whole region. That's why we're here to help make your dreams a reality.

We're excited that you're thinking about studying at one of our regional sites. This guide contains information about all the courses available near you. With five main campuses and 86 delivery sites dotted across the region, in towns like Ōpōtiki and Kawerau, we make it easy for more than 13,000 students to study with us every year.

If you want more options, including the full range of courses available at our Tauranga and Rotorua campuses, head to our website at toiohomai.ac.nz, call us on 0800 86 46 46, or pick up one of our Vocational Pathway course booklets (due out mid-2018).

With specialties in business, creative arts, engineering, forestry, health and nursing, hospitality, marine science, road transport, tourism, trades and even more, we're confident you'll find something to inspire you.

Join us for your learning journey and let's discover your true potential!

Trimester Dates

Trimester 1 18 Feb - 7 Jun 2019

Trimester 2 24 Jun - 11 Oct 2019

Trimester 3 21 Oct 2019 - 7 Feb 2020

* Your course choice determines which trimester/s you will study in

* Some courses may have different dates, please check course details on our website

CONNECT

info@toiohomai.ac.nz

0800 86 46 46
toiohomai.ac.nz



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Taupō Campus
07 376 0030

Tokoroa Campus
07 885 0200

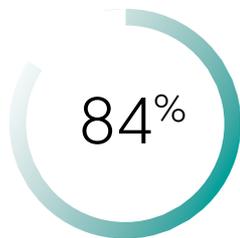
Whakatāne Campus
07 306 0050

Disclaimer: Every effort has been made to ensure the information contained in this Course Guide is accurate at the time of printing in May 2018. However, no liability can be accepted for any errors or omissions or views expressed herein, and information is subject to change. Toi Ohomai Institute of Technology reserves the right to cancel or change the content, timing, method or place of delivery of any course.

AT A GLANCE



Students are satisfied with their course



Students are employed soon after course completion



Graduates use the skills and knowledge gained during their study in their job



Employers say our qualifications prepare students for their future needs



WHY TOI OHOMAI IS A GREAT CHOICE!

You're not just a number

Our smaller class sizes make learning easier and more engaging, helping you connect with your teachers and other students. We also offer loads of free support to suit your needs - research and writing tips, maths tutorials, career guidance and more!

Real-life applied learning

All our students learn by doing - you'll get plenty of valuable practical experience in the field you have chosen. All of our courses are aligned with industry needs to make sure you get a relevant qualification you can use to reach your goals.

Build your network

More than 75% of our students spend part of their course undertaking work placements. This will give you the chance to impress potential employers and make valuable connections for the future.

An exceptional team

Our passionate teachers are among the best in New Zealand - award-winning academic and industry leaders from an array of vocational fields. Prepare to be blown away by our team's dedication and enthusiasm, we all want you to succeed!

Flexible study options

Nervous about giving up your job? Check out our range of part-time and online courses, which may allow you to keep working while you're studying.

Experienced and future-focused

Toi Ohomai is only a few years old, but our origins lie in our two legacy institutions - Bay of Plenty Polytechnic and Waiariki Institute of Technology. These respected tertiary providers merged in 2016 to better cater for the needs of our region, resulting in one of New Zealand's largest tertiary institutes, Toi Ohomai Institute of Technology.





YOU'RE WELCOME HERE

Education is for everyone – we currently have students from 15 through to 82 and every age in between! Whether you're straight out of school, heading in a new direction, need to upskill to move up the career ladder, or just love a new challenge, you've come to the right place. Every member of our Toi Ohomai team is here to help you succeed. You'll also get plenty of opportunities to chill out and socialise with other students – there's heaps of fun stuff to do on campus.

Our region is an outdoor playground with activities like bungee jumping, fishing, golf, mountain biking, sailing, snow-skiing, and surfing, or you can swim and relax at our beautiful lakes, rivers, beaches or thermal hot pools. We're surrounded by amazing cafés and restaurants, bustling markets and boutique shopping. Our region also regularly hosts an array of nationally and internationally acclaimed festivals.

How to Apply



STEP 1: SEND US YOUR APPLICATION

You can apply online at toiohomai.ac.nz, in person at one of our campuses, or over the phone by calling one of our friendly team on 0800 86 46 46.



STEP 2: WE'LL BE IN TOUCH

We'll let you know if you need to come in for an information session or interview (this is a requirement for some courses, but not for others). This is your opportunity to find out more about the course and check that it's the best fit for you, and allows us to make sure you meet the entry requirements. If you don't need to come in, you'll skip to Step 3.



STEP 3: COMPLETE YOUR PAPERWORK

Complete your Study Agreement and associated paperwork, including your legal identification. If you're a domestic student, we'll encourage you to contact StudyLink now to make sure you receive any payments you're entitled to. If you need help with your StudyLink application, we can step you through it.



STEP 4: RECEIVE YOUR ACCEPTANCE LETTER

Once we receive your completed Study Agreement and supporting documentation, you will receive an acceptance letter.



STEP 5: PAY YOUR FEES

Ensure your fees have been paid before your course starts (if paying via StudyLink, make sure you complete your StudyLink application before your course starts).



STEP 6: RECEIVE YOUR FIRST DAY LETTER

Your First Day letter has all the information you'll need to help you settle in.

START STUDYING AT TOI OHOMAI! Welcome, it's great to have you with us!

STANDARD ACADEMIC ADMISSION REQUIREMENTS

These are the minimum academic requirements for Toi Ohomai courses based on their New Zealand Qualifications Authority (NZQA) level. Some courses may specify additional requirements, so please check the entry criteria for the course you are interested in or contact our Information Centre for assistance.

Certificate (Levels 1-3)

Domestic and international students are required to provide evidence of ability to complete academic requirements.

Certificate (Level 4)

Domestic and international students will normally be required to have:

- NCEA Level 2 with passes in English/Te Reo Māori or education achievement at least equivalent to NCEA Level 2; or
- evidence of ability to complete academic requirements and any other course requirements

Certificate or Diploma (Levels 5-7)

Domestic students under 20 years of age and all international students must have:

- NCEA Level 2 with passes in English/Te Reo Māori or education achievement at least equivalent to NCEA Level 2, and a minimum of 42 credits at Level 3; or
- evidence of ability to complete academic requirements for the course

Bachelor's Degree (Level 7)

Domestic students under 20 years of age and all international students must:

- meet the University Entrance criteria as specified by NZQA or have education achievement at least equivalent to NZQA University Entrance. Where an applicant did not attend schooling in New Zealand, a qualification equivalent to University Entrance will be considered on a case-by-case basis; and
- meet all course entry requirements; or
- provide evidence of ability to complete academic and other requirements (special admission requirements)

Domestic students over 20 years of age:

- students who do not hold a University Entrance qualification or equivalent may be eligible for admission to a bachelor's degree course subject to any entry and selection requirements specified in the respective course regulations and must provide evidence of their ability to complete academic requirements

Graduate Certificate or Graduate Diploma (Level 7)

All students (domestic and international) must:

- have completed an undergraduate degree in any discipline; or
- have completed a minimum of a two-year diploma equivalent to NZQA Level 7 or higher in a related discipline; or
- be able to demonstrate at least three years' equivalent relevant practical and/or professional experience (a curriculum vitae must be submitted detailing relevant work experience and professional achievements)

Postgraduate Certificate or Postgraduate Diploma (Level 8)

All students (domestic and international) must:

- have completed a graduate certificate, graduate diploma or a bachelor's degree in a related subject recognised by Toi Ohomai; or
- be able to demonstrate at least five years' equivalent relevant practical and/or professional experience; and
- provide evidence of ability to complete academic and other requirements (special admission requirements)

Master's Degree (Level 9)

All students (domestic and international) must:

- have completed a bachelor's degree, bachelor's degree with honours, or a postgraduate diploma in a related subject recognised by Toi Ohomai; or
- be able to demonstrate at least five years' equivalent relevant practical and/or professional experience; and
- provide evidence of ability to complete academic and other requirements (special admission requirements)



Additional Requirements for International Students

In addition to meeting the course entry requirements, international students must:

- have evidence of receipt of an appropriate visa; and
- be over 18 years of age (applicants between the ages of 14 and 18 years will only be accepted after an assessment of the student's support systems has been made)
 - a) international students must demonstrate their ability to meet the English language requirements of the course in which they enrol, including any professional requirements for English capability
 - b) unless otherwise specified in the course regulations, the English language requirements for students who come from non-English speaking backgrounds are those equivalent to:



Qualification Level	L3	L4	L5	L6	L7	L8 and Above
IELTS	General or Academic score of 5 with no band score lower than 5	General or Academic score of 5.5 with no band score lower than 5	Academic score of 5.5 with no band score lower than 5	Academic score of 6 with no band score lower than 5.5	Academic score of 6 with no band score lower than 5.5	Academic score of 6.5 with no band score lower than 6

- c) other approved English language tests may be used to demonstrate that the English standard is met
- d) exemptions from proof of English language proficiency criteria will comply with NZQA rules
- e) Toi Ohomai reserves the right to test students for English language proficiency at any time during their enrolment. Test results will be used to determine additional support requirements, where it is identified that students need additional support.

Special Admission

- a) where applicants do not meet all entry requirements, they may gain special admission if Toi Ohomai is satisfied the applicant is capable of meeting the academic requirements and where literacy and numeracy skills are sufficient to meet health and safety requirements
- b) no domestic student under the age of 16 years may be admitted for any course unless permission has been granted by the Principal of the school at which the student is enrolled or the student has been exempted from attending school by a designated officer of the Ministry of Education. Any such student must also demonstrate ability to be able to achieve at the level of tertiary study they plan to study.

NEED A JUMP-START?

Are you thinking about tertiary education but don't meet the entry criteria? Or perhaps you're interested in trades, but can't decide between engineering, automotive engineering or carpentry?

Our bridging courses will give you the confidence, knowledge and skills to succeed in higher level study. They can also help you choose the right career pathway for you.

New Zealand Certificate in Foundation Skills (Level 2)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

We offer a practical, fun and supportive learning environment – perfect if you're planning on further tertiary study or employment and would like to improve your confidence, basic knowledge, literacy and numeracy skills, and develop your career goals and options. This free* course also gives you credits toward NCEA while you decide what career might suit you. Topics include self-identity, personal presentation, interview skills, digital media, Māori protocols, teamwork, and communication.

New Zealand Certificate in Foundation Skills (Level 2) – Trades

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

This new free* course is being developed. More information will be available on our website soon.

New Zealand Certificate in Study and Career Preparation (Level 3) – Preparation for Study and Career; Preparation for Police and Services

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

You'll have two strands to choose from, depending on your goals. The Preparation for Study and Career strand will improve your study skills, computer skills and communication – allowing you to explore career and study options in a supportive learning environment. The Preparation for Police and Services strand will prepare you to enter the police, army, navy or air force. You'll practice the fitness, literacy, numeracy and abstract reasoning skills you'll need to pass the entrance test for the service you want to work for.

New Zealand Certificate in Study and Career Preparation (Level 4)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne	1 trimester	Full-time

This course is designed to get you ready to succeed at higher-level study and also provides a pathway into degree and diploma courses if you haven't quite met the entry criteria. We'll help you choose a pathway that best suits your career goals and provide all the support you need to feel confident and ready to take the next step in your studies.

*Free for domestic students only

Courses are subject to sufficient demand at each location.



LEARN ENGLISH

Toi Ohomai has always been a popular choice for people who need to improve their English. Over the years, we have helped thousands of students from at least 50 countries to improve their speaking, pronunciation, listening and writing skills.

New Zealand Certificate in English Language (Level 2) Te Pōkaitahi ā Motu i te Reo Īngarangi (Paerua)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

Do you need to improve your English for general communication purposes? You'll learn the language skills required to communicate in familiar situations with some independence. This free* course is at a level comparable to the Common European Framework of Reference (CEFR) mid B1. Topics include reading, writing, speaking, listening, critical thinking, and problem solving.

New Zealand Certificate in English Language (General) (Level 3)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

This free* course is for learners who wish to improve their English language proficiency for general communication and employment. You'll learn the language skills required to communicate in most familiar situations with increasing independence and fluency. Topics include reading, writing, speaking, listening, critical thinking, and problem solving. This course is at a level comparable to the Common European Framework of Reference (CEFR) high B1.

New Zealand Certificate in English Language (Applied) (Level 3)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

For learners who wish to apply their English language proficiency to a specific context e.g. academic, community or workplace settings. Level 3 Applied graduates usually meet the English requirements to enrol in our certificate and diploma courses at levels 4 and 5. This free* course is at a level comparable to the Common European Framework of Reference (CEFR) low B2.



*Free for domestic students only
Courses are subject to sufficient demand at each location.

CAMPUS SERVICES

We provide some pretty amazing campus services at student prices!

- automotive workshop
- beauty and hair salon
- café or student kitchen
- computer labs and Wi-Fi – all free for student use

Not all services are available at all campuses

Orientation Day

Student life wouldn't be complete without O'Day. This is your opportunity to get to know your classmates with fun activities, live music and entertainment, free food, and fiercely contested class challenges.

Student Experience

Throughout the year, we host events to enhance your student experience – things like Easter egg hunts, breakfast club, sport tournaments, stress relief activities and more.

Student Support

Our regional engagement facilitators, based on campus, are available to support and advise students in the following areas:

- study practices and time management
- assignment and revision techniques
- basic reading, comprehension and writing
- basic numeracy
- budgeting
- stress and anxiety management
- health management
- StudyLink applications
- student hardship concerns
- accommodation options
- transport options

One-to-one and small group appointments for the following services can also be booked through our regional engagement facilitators.

Information Communication Technology Support

Our ICT facilitator is available to support students to develop their skills in:

- Microsoft Office
- file management
- troubleshooting
- new software
- operating systems
- beginner to advanced Google Suite
- e-portfolios
- email assistance
- ICT shortcuts

Equity Support Services

An equity facilitator is available to plan support around any challenges with vision, hearing, medical, mental health, physical mobility, or learning difficulties. Services include:

- advocacy and advice
- mobility support, ensuring easy access around campus
- technical support and equipment
- note taker/reader writer services for assessments
- learning support referrals
- pre-enrolment support meetings
- interview and enrolment assistance
- liaison with community agencies
- ergonomic equipment
- scholarship assistance



Regional Health Services

We can connect you to a range of off-campus community support services, including counsellors. Contact your campus administrators or regional engagement facilitators to arrange this.

Career Services

Our careers services team are available by appointment to offer support with career pathways, employment opportunities, and employability tools and skills.

Online Resources

There are a variety of online resources available (via Moodle) to support students with their academic study. This includes an after-hours tutor service and writing service.

Transportation to other Toi Ohomai campuses

If you've decided to enrol in a course taught at one of Toi Ohomai's other main campuses, you may be able to catch a shuttle to and from that campus. For details, please contact our Information Centre.

Fees Free – what it means

The first year of a tertiary course or the first two years of industry training is now fees free for school leavers and for anyone else who has completed less than half a year of tertiary study.

General 'fees free' criteria:

- NZ citizen or resident of any age
- less than six months' previous tertiary study at Level 3 or higher
- for full-time or part-time study
- if students don't use all their 'fees free' allocation in the first year (i.e. if they are part-time or start studying mid-year), they can use the remainder the following year
- usually covers tuition fees and compulsory costs – living costs and some other costs are not included

Visit www.feesfree.govt.nz and enter your National Student Number (NSN) to check if you qualify.

Please note that most of our Level 1 and 2 courses are fees free for all domestic students.

Financial Assistance

Make sure you check out all of the financial assistance available to you such as:

- scholarships (ask our Information Centres or click on the Student Services tab at toiohoma.ac.nz)
- student loans and allowances (ask our Information Centres or visit www.studylink.govt.nz)



YOUTH PATHWAYS



Secondary Tertiary Programmes

(STAR, Trades Academies and Gateway)

These programmes give secondary school students free access to selected Toi Ohomai courses while they are still at school. Students can use the credits gained in this programme towards a Level 1, 2 or 3 qualification and can also earn Vocational Pathway endorsements. Contact the careers advisor at your school for more information. Places are limited and conditions apply.



SmartPaths

Year 12 and 13 students can access the SmartPaths programme in a variety of ways, depending on your location and area of interest. Some students enjoy a one-day experience at one of our campuses, while others take a year-long Toi Ohomai course conveniently taught at their school which allows them to learn new skills in areas like horticulture, automotive, marine studies and sports leadership. Contact the careers advisor at your school for more information.



Fees Free through Youth Guarantee

Struggling at school? Youth Guarantee offers foundation courses for students aged 16 to 19 to improve their literacy and numeracy skills and try various trades. The goal of these courses is to earn NCEA Level 2. Places are limited and conditions apply.



Māori and Pasifika Trade Training

Te Ara Poutama – SkillME improves employment opportunities for Māori and Pasifika learners aged 16 to 40 by providing fees free tailored education and training and possible entry into an apprenticeship. The scheme offers mentoring and support throughout the training and employment-seeking process, and assistance with goal-setting and work readiness preparation. Places are limited and conditions apply.

VOCATIONAL PATHWAYS

The following pages provide an overview of all the courses available in your area and are divided into the six Vocational Pathways.

Vocational Pathways is a government initiative which provides tools that help you identify the type of job you would like and the subjects and courses you will probably need to take to reach your goals.

If you have no idea what you want to do, the tools can also help you see how your strengths and interests relate to a wide range of job and study options.

To get started, visit www.youthguarantee.net.nz and try the Profile Builder.



A People Person,
Mentoring,
Sharing,
Community Minded,
Nurturing,
Caring,
Patient?

**ARE
YOU...**





SOCIAL & COMMUNITY SERVICES

This sector is all about caring for people, supporting them, and ensuring they are safe. You'll be dealing with people of all ages from all walks of life. You might end up in challenging situations where you'll have to make quick decisions under pressure. What you do, and how you do it, can make a huge difference to individuals and communities, and empowering others can be incredibly rewarding.

EARLY CHILDHOOD EDUCATION

New Zealand Certificate in Early Childhood Education and Care (Level 3)*

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

Learn how to work with infants, toddlers and young children in a variety of early childhood settings. You will learn about the care and education needs of children during the preschool years, and gain practical experience out in the community. This course is an ideal way to start to your early childhood career, or can pathway to our higher level qualifications.

New Zealand Certificate in Education Support (Level 4)*

Credits	Location	Duration	Study Option
40	Taupō, Tokoroa, Whakatāne	1 trimester	Full-time or Part-time

This new course is being developed. More information will be available on our website soon.

New Zealand Diploma in Early Childhood Education and Care (Level 5)

Credits	Location	Duration	Study Option
120	Taupō	1 year	Full-time

This course will equip you with the introductory skills to begin a career in early childhood education (ECE). You'll learn how to enhance young children's physical, social, cultural and educational development. You'll also spend time on placement at an early childhood centre. This course also makes up the first year of our Bachelor of Early Childhood Education, giving you the option to test this career path before committing to a degree.

TERTIARY TEACHING & MENTORING

New Zealand Certificate in Adult and Tertiary Teaching (Level 5)

Credits	Location	Duration	Study Option
60	Online (TANZ)	1 trimester	Full-time or Part-time

Do you know your subject or discipline inside out and want to transfer that knowledge to other adults? This flexible online course gives you the skills you'll need to thrive as a tertiary or adult teacher in the bicultural context of Aotearoa New Zealand. Designed to fit around your existing work commitments, we'll equip you with the latest teaching strategies and research to ensure your students' enjoy and engage in their learning.

New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) (Level 5)

Credits	Location	Duration	Study Option
40	Online (TANZ)	15 weeks	Full-time or Part-time

Are you currently in a teaching role where you're developing the literacy and numeracy skills of adult learners? This online course will show you how to include these skills in your teaching, in a way that respects the mana and diverse backgrounds of your learners. This course meets the mandatory Tertiary Education Commission (TEC) requirement for teachers delivering foundation level training to hold an adult literacy and numeracy qualification.

*Pending approval

TANZ – Tertiary Accord of New Zealand eCampus course. TANZ is a joint venture between several of New Zealand's leading tertiary institutions, including Toi Ohomai, sharing knowledge and resources to improve community access to quality education. See our website for more information.

Courses are subject to sufficient demand at each location.

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.



SOCIAL & COMMUNITY SERVICES

MĀORI STUDIES

Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 2) New Zealand Certificate in Te Reo (Reo Rua) (Level 2)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time or Part-time

If you're keen to learn te reo Māori and want to reach an advanced-beginner level of understanding relatively quickly, this free* language course is ideal. It focuses on the exchange of information and ideas and is especially suited to people who want to learn te reo Māori to support their workplace role, but also for those who would like to use te reo to engage in everyday situations.

Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 3) New Zealand Certificate in Te Reo (Reo Rua) (Level 3)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time or Part-time

Want to take your use of te reo Māori to a higher level? You can also use this course to gain achievement standards to contribute towards University Entrance (UE). You'll develop an intermediate to advanced-intermediate level of understanding of te reo and be able to use this to contribute positively to the development of te reo kia tika, kia rere, and kia Māori. The course also acknowledges regional variances in te reo.

Te Pōkaitahi Reo (Reo Rua) (Te Kaupae 4) New Zealand Certificate in Te Reo (Reo Rua) (Level 4)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time or Part-time

You'll develop the skills and knowledge to communicate independently in everyday whānau, marae, social, community, workplace and academic situations and across broader aspects of te ao Māori. You'll learn how to apply your knowledge through reading, writing and speaking, enabling you to positively contribute to the development of te reo kia tika, kia rere and kia Māori. This course is offered via day-time classes and weekend wānanga, making it easily accessible to a wide range of people.

Manu Taiko-Toro Parirau (Kaupae 4) New Zealand Certificate in Māori Governance (Level 4)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

Transform your previous experience into qualifications and build first level management skills with this course, which is delivered on weekends so you can continue working while you upskill. This course is delivered in partnership with Te Tumu Paeroa and contributes to professional, ethical, social and culturally responsive Māori leadership. You'll learn through wānanga to build the skills you need to contribute to Māori cultural, educational and economic aspirations.

*Free for domestic students only
Courses are subject to sufficient demand at each location.
If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.



NURSING & HEALTH

New Zealand Certificate in Health and Wellbeing (Level 3) – Health Assistance

Credits	Location	Duration	Study Option
70	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

The perfect course if you'd like to work as a healthcare assistant, or if you'd like to use this as a stepping stone towards higher level nursing courses or other degrees. You'll explore the way different health issues and practices impact the wellbeing of individuals, families and communities, and learn how to care for people with multiple conditions or disabilities. You'll also learn how to safely move patients and how to respond to vulnerability and abuse.

New Zealand Certificate in Health and Wellbeing (Advanced Support) (Level 4)

Credits	Location	Duration	Study Option
70	Taupō, Tokoroa, Whakatāne, and other regions	18 weeks	Full-time

An ideal course if you have experience working in a health or wellbeing setting and would like to move into a leadership role; or are keen to learn how to provide advanced support to people with complex needs, and their whānau or family. Graduates will gain transferable skills and knowledge valued across the health and wellbeing sectors, as well as the specific skills and knowledge required to perform an advanced person-centred support role.

Graduate Certificate in Infection Risk Management

Credits	Location	Duration	Study Option
60	Online	1 trimester	Full-time or Part-time

Our graduate courses are not just for nurses and clinical staff, but for anyone whose field of work involves the potential for infection transmission – such as scientists, lab technicians or allied health workers. You'll learn the basic principles of microbiology and how public health epidemiology studies help us understand the cause and effect of disease in different population groups. You'll also learn best-practice strategies to prevent and minimise the spread of infectious organisms.

Graduate Diploma in Infection Risk Management

Credits	Location	Duration	Study Option
120	Online	1 year	Full-time or Part-time

This course will develop your skills and knowledge in microbiology, epidemiology and epidemiological research. You'll learn best-practice strategies to prevent and minimise the spread of infectious organisms. Leadership is a strong focus of this course; using evidence-based research you'll explore leadership issues and how they relate to the implementation and coordination of infection risk management. You'll also learn what's involved in delivering effective monitoring and quality assurance programmes.

SOCIAL SERVICES

New Zealand Certificate in Youth Work (Level 4)*

Credits	Location	Duration	Study Option
80	Taupō, Tokoroa, Whakatāne	1 year	Full-time or Part-time

Make a positive difference to the lives of young people and their communities. You'll learn about the health, psychological and developmental impacts associated with adolescence, and how to utilise local networks of support to help young people to meet their full potential.

*Pending approval

Courses are subject to sufficient demand at each location.

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.



An Animal Lover,
Nurturing,
Outdoorsy,
Green-fingered,
Environmentally Aware,
Adventurous,
Sustainable,
Practical,
Driven?

**ARE
YOU...**





PRIMARY INDUSTRIES

If you like the outdoors and want to apply your skills in a sector that is becoming more high tech, this is your pathway – and there’s quick career advancement if you have the drive to succeed! You might end up on a farm, in a forest, in a nursery or orchard, in a production plant, or on the sea. There are also plenty of scientific career paths as companies strive to be innovative and environmentally friendly to compete in the global marketplace.

AGRICULTURE & HORTICULTURE

New Zealand Certificate in Primary Industry Skills (Level 2)

Credits	Location	Duration	Study Option
40	Taupō, Tokoroa, Whakatāne, and other regions	15 weeks	Full-time

Find out what it would really be like to have a career in horticulture, agriculture, or start in forestry! This free* taster course will equip you with entry-level skills for your first job across a range of primary industry sectors, or can lead into further study. There's a balance between theory and practical sessions to help you get a real taste of what the primary industry has to offer.

New Zealand Certificate in Pest Operations (Level 3) – Rural Pest Control

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

Supporting the environmental sustainability of New Zealand is a key goal for our government and communities. This course will enable you to develop the skills and knowledge to monitor and control pests in a rural environment. You'll graduate fully prepared to carry out vital pest control to safeguard our country's biosecurity, conservation, and public health and enjoyment while using our rural areas.

New Zealand Certificate in Fencing (Level 3)

Credits	Location	Duration	Study Option
100	Taupō, Tokoroa, Whakatāne, and other regions	29 weeks	Full-time

Permanent fencing is an essential part of New Zealand's agricultural and horticultural sectors and our conservation estate. Skilled fencing contractors are always in demand. You'll learn how to complete core fencing tasks to industry standards, such as how to design, price, brace, strengthen and repair fences. You'll also learn how to fit electric fences and underground cabling, and how to operate and maintain fencing machinery and equipment.

New Zealand Certificate in Apiculture (Level 3)

Credits	Location	Duration	Study Option
65	Taupō, Tokoroa, Whakatāne, and other regions	1 year	Part-time

New Zealand's horticulture sector relies on bees for pollination and you'll learn how to play a vital role in this process. You'll learn about bee lifecycles and behaviour, bee products, site selection, hive management, bee transportation, disease control and safe working strategies. You'll get your own beehive, bee suit, smoker and hive tools, and harvest your own tasty honey as part of your practical learning.

*Free for domestic students only

Courses are subject to sufficient demand at each location.



PRIMARY INDUSTRIES

New Zealand Certificate in Agriculture (Farming Systems) (Level 3)

AND

New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure) (Level 3)

Credits	Location	Duration	Study Option
120	Taupō, Tokoroa, Whakatāne, and other regions	1 year	Full-time

Get your farming career started with this conjoined course which gives you two valuable qualifications. You'll learn how to safely operate, fix and maintain farm vehicles; and build and repair farming structures like fences, calf pens and wool sheds. We'll teach you how to kill and gut a sheep and drench livestock. You'll get plenty of hands-on learning, spending two days a week working on a farm.

New Zealand Certificate in Horticulture (General) (Level 3)

AND

New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure) (Level 3)

Credits	Location	Duration	Study Option
105	Taupō, Tokoroa, Whakatāne, and other regions	1 year	Full-time

Like working with plants and being outdoors? Get your primary industries career started with this conjoined course which will give you two valuable qualifications. You'll gain skills in propagation, plant care, pest control, pruning, soil science and landscape design, and learn how to work safely with agrichemicals. You'll also learn how to safely operate, fix and maintain machinery such as tractors, quad bikes and light utility vehicles; and build and repair horticultural infrastructure such as irrigation and fencing.

New Zealand Certificate in Horticulture (Level 3) – Fruit Production

Credits	Location	Duration	Study Option
75	Taupō, Tokoroa, Whakatāne, and other regions	1 year	Part-time

This qualification is designed for people who have some general horticulture experience and want to develop specific skills in this exciting, innovative industry. It's ideally suited to those currently working in the fruit production sector. This course provides specific knowledge and skills in production growing and harvesting practices and processes, using a range of technologies to support your learning in the classroom and in the field. It is designed to match the seasonal production cycle.

New Zealand Certificate in Horticulture (Level 4) – Fruit Production

Credits	Location	Duration	Study Option
90	Taupō, Tokoroa, Whakatāne, and other regions	15 months	Part-time

This part-time horticulture course has been especially developed for those working towards a supervisory position in the fruit production industry. It is industry focused, meaning that you'll graduate with the exact skills the industry is looking for – like production knowledge, teamwork and communication. You'll cover a range of supervisory and seasonal fruit production skills while gaining an in-depth knowledge of growing and harvesting processes.

Courses are subject to sufficient demand at each location.



New Zealand Certificate in Organic Primary Production (Level 4) - Crop Production; Livestock Production

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions (blended)	1 year	Part-time

If you have some experience in horticulture or agriculture and want to learn more about organic crop or livestock production, this practical, part-time qualification is for you. You'll learn to apply organic principles, understand the certification process, and implement a soil and nutrient management plan. You'll learn in real-life environments with a mixture of face-to-face and online learning, and can pursue the Crop Production or the Livestock Production strand.

New Zealand Diploma in Horticulture Production (Level 5) - Post-Harvest

Credits	Location	Duration	Study Option
120	Whakatāne	1 year	Full-time

This diploma has been developed with industry to provide specialist technical skills and knowledge in the post-harvest sector. You'll access resources and industry experts to enhance your understanding and build on the skills you may already have. You'll learn to demonstrate leadership and relationship management with employees and clients, and plan and manage post-harvest operations and quality standards to achieve production goals. This is ideal preparation for roles such as a production manager, coolstore manager, packhouse technician, or logistics manager.

New Zealand Diploma in Agribusiness Management (Level 5)

Credits	Location	Duration	Study Option
150	Taupō, Tokoroa, Whakatāne, and other regions	15 months	Part-time

An ideal course for business owners or people who want to move into agricultural management roles. You'll gain knowledge and practical skills to streamline your business and increase returns. You'll learn about general farm and orchard planning, financial management and sustainable farming practices, and hear from guest speakers in the agricultural and financial sector. You'll also analyse your own systems and processes to identify where you can improve outputs each month.





PRIMARY INDUSTRIES

FORESTRY

New Zealand Certificate in Forest Harvesting Operations (Level 3) - Manual Processing; Quality Control

Credits	Location	Duration	Study Option
85	Taupō, Tokoroa, Whakatāne, and other regions	20 weeks	Full-time

This course focuses on manual processing and quality control. There's a mix of practical learning, with some theory - you'll spend 10 weeks teamed up with a harvesting crew to put your skills and knowledge into practice. You'll learn how to be safe on site, make basic logging cuts, correctly process logs according to specific measurements, make decisions about grade and quality, and, of course, how to maintain, sharpen and operate your own chainsaw.

ENVIRONMENTAL CONSERVATION

New Zealand Certificate in Conservation (Operations) (Level 4)

Credits	Location	Duration	Study Option
120	Taupō, Whakatāne, Turangi	1 year	Full-time or Part-time

If you're passionate about the environment and enjoy working outdoors, this course will kick start your career in conservation. You'll learn about ecology, conservation planning and management, maintaining personal and public health and safety, and teamwork. You'll develop a great range of skills: driving quad bikes and light utility vehicles; operating and maintaining a chainsaw; using agrichemicals; managing pests; and building and maintaining tracks, fences and conservation facilities.



Courses are subject to sufficient demand at each location. If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

MARITIME & FISHING

New Zealand Certificate in Maritime Crewing (Level 2)

Credits	Location	Duration	Study Option
40	Taupō, Tokoroa, Whakatāne, and other regions	12 weeks	Full-time or Part-time

This free* course will give you the training and qualifications you'll need to apply for entry-level positions on commercial vessels. You'll spend plenty of time on board various vessels learning basic operational tasks to enable you to work as an effective member of the crew. Topics include safety and emergency procedures, survival equipment, nautical terms, anchor use, mooring and berthing, collision regulations, and rope usage.

New Zealand Certificate in Domestic Maritime Crewing (Level 3)

Credits	Location	Duration	Study Option
40	Taupō, Tokoroa, Whakatāne, and other regions	12 weeks	Full-time or Part-time

Are you keen to enter maritime crewing, or need a Maritime New Zealand Qualified Deck Crew certificate for your existing role? This course will equip you with the skills and knowledge to work safely and effectively as a deck crew member under limited supervision on vessels less than 24m in length operating in restricted and near coastal waters.

New Zealand Certificate in Fishing Vessel Crew (Level 3)

Credits	Location	Duration	Study Option
75	Taupō, Tokoroa, Whakatāne, and other regions	25 weeks	Full-time or Part-time

This qualification is an internationally recognised advanced deckhand fishing certificate, which opens the door to enhanced employment opportunities in New Zealand and offshore. Graduates can work under supervision in the coastal, offshore and unlimited operational limits as specified in the Maritime New Zealand Seafarer Certification and Operational Limits Framework. Parts of this course can also be credited towards the STCW, Standards of Training Certification and Watchkeeping for Seafarers qualifications.

New Zealand Certificate in Aquaculture (Level 3)*

Credits	Location	Duration	Study Option
40	Ōpōtiki	12 weeks	Full-time

This new course is being developed. More information will be available on our website soon.

*Pending approval

+Free for domestic students only

Courses are subject to sufficient demand at each location.

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.



Practical,
Detailed,
Analytical,
Hands-on,
Outdoorsy,
Adventurous,
Creative?

**ARE
YOU...**





CONSTRUCTION & INFRASTRUCTURE

This sector involves physical, outdoor work – putting things together to create something new. You'll use tools and machinery to change lives or make dreams come true. Be part of a vital, booming industry as you build, maintain and repair our country's infrastructure.

CARPENTRY, CONSTRUCTION AND QUANTITY SURVEYING

New Zealand Certificate in Construction Trade Skills (Level 3) – Allied Trades

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

Prepare to enter the construction industry across a range of areas, including as an apprentice. You'll work on a range of projects to develop skills in carpentry, gib fixing, plastering, and painting. You'll learn about safety, tools, materials, construction terminology, construction tasks and projects, processes and techniques.

New Zealand Certificate in Construction Trade Skills (Level 3) – Carpentry

Credits	Location	Duration	Study Option
120	Taupō, Tokoroa, Whakatāne, and other regions	1 year	Full-time

An ideal course if you'd like to enter construction or pursue an apprenticeship in carpentry. You'll learn about safety, tools, materials, construction terminology, construction tasks and projects, processes and techniques. You'll also work as part of a team to build a house or similar structure.

New Zealand Certificate in Construction Related Trades (Supervisor) (Level 4)

Credits	Location	Duration	Study Option
58	Taupō, Tokoroa, Whakatāne, and other regions (blended)	1 year	Part-time

A great course for tradespeople – like plumbers, painters, carpenters and bricklayers – who have moved up, or want to move up, to a site supervisor role. You'll learn to implement site safety plans, manage specifications and quantity lists, meet employment regulations, and manage conflict.

New Zealand Certificate in Carpentry (Level 4) – Managed Apprenticeship

Credits	Location	Duration	Study Option
320	Taupō, Tokoroa, Whakatāne, and other regions (blended)	Up to 4 years	Part-time

You'll be employed as an apprentice by your builder and enrolled with Toi Ohomai as a part-time student. Off-the-job learning is a mix of night classes, day release, and class blocks, with some online learning as well.

New Zealand Certificate in Construction Related Trades (Main Contract Supervision) (Level 5)

Credits	Location	Duration	Study Option
57	Taupō, Tokoroa, Whakatāne, and other regions (blended)	1 year	Part-time

More information will be available on our website soon.

New Zealand Diploma in Construction (Level 6) – Quantity Surveying; Construction Management

Credits	Location	Duration	Study Option
240	Taupō, Tokoroa, Whakatāne, and other regions (blended)	2 years	Full-time or Part-time

A choice of two endorsements:

Quantity Surveying – you'll learn about construction principles and methods, building legislation, conflict management, contract conditions and administration, estimating material and labour costs, tender bidding, report writing, environmental sustainability, and building economies.

Construction Management – you'll visit different sites and follow the construction of a house project. You'll learn about tender processes, building materials, site planning, environmental impacts, commercial construction, communication, and management.

Blended – a mix of campus classes and on-line learning

Courses are subject to sufficient demand at each location.

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

Fun,
Sporty,
a People Person,
Analytical,
Entrepreneurial,
Adventurous,
Health Conscious,
Independent,
a Foodie, **Motivated,**
Energetic?

**ARE
YOU...**





SERVICES INDUSTRIES

An ideal pathway if you enjoy working with people and have good communication and presentation skills. Services industries account for a quarter of New Zealand's workforce and include career options as varied as business management, hospitality, real estate, road transport, health and fitness, culinary arts, tourism and more! You'll get lots of variety, meeting different people every day.

BEAUTY

New Zealand Certificate in Makeup and Skin Care (Introduction) (Level 3)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

This new course is being developed. More information will be available on our website soon.

HAIRDRESSING

New Zealand Certificate in Barber Skills (Level 3)*

Credits	Location	Duration	Study Option
120	Taupō, Tokoroa, Whakatāne, and other regions	1 year	Full-time

This new course is being developed. More information will be available on our website soon.

New Zealand Certificate in Hairdressing (Salon Support) (Level 3)

Credits	Location	Duration	Study Option
120	Taupō, Tokoroa, Whakatāne, and other regions	1 year	Full-time

Kick start your salon career with this comprehensive course. You'll learn how to perform fundamental styling tasks such as blow-drying, moulding, setting, and long hair-ups. You'll also learn how to mix, apply and remove colours. Looking after customers is an important part of this course - you'll carry out reception duties and provide limited client consultation.

New Zealand Certificate in Hairdressing (Emerging Stylist) (Level 4)

Credits	Location	Duration	Study Option
120	Taupō, Whakatāne	1 year	Full-time

You'll build on your prior knowledge to develop intermediate-level hairdressing skills and learn how to perform various salon and client services. You'll learn how to discuss a client's needs, analyse their hair and scalp to plan the best services for them, and recommend hair care products they can use at home. You'll also learn more complex styling methods such as blow-waving and finger-waving, as well as introductory scissor and razor-cutting services.

* Pending approval

Courses are subject to sufficient demand at each location.



SERVICES INDUSTRIES

BUSINESS & COMMUNICATIONS

New Zealand Certificate in Business (Administration and Technology) (Level 3)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions; online (TANZ)	1 trimester	Full-time or Part-time

You'll practise 'coming to work' at our purpose-built centres, where you'll take on front-line reception duties, learn phone systems, and deal with customers. You'll also learn how to use Excel for spreadsheets and invoicing, and databases to plan conferences. You'll also create newsletters and a range of business documents. You'll learn word processing, meetings procedures, note taking, presentation skills, and how to process financial transactions.

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

Credits	Location	Duration	Study Option
48	Online (TANZ)	1 trimester	Full-time or Part-time

Do you want to step into junior management? This introductory course is an ideal first step to gain the skills, and even more importantly the confidence, to give direction, feedback and motivation to the staff who will be working under you. You'll learn how to lead, solve problems, handle conflict, communicate, set goals, and manage resources.

New Zealand Certificate in Business (Small Business) (Level 3)

Credits	Location	Duration	Study Option
60	Online (TANZ)	1 trimester	Full-time or Part-time

If you're currently working in a small business, or perhaps looking for an opportunity to become involved in one, this certificate will build the knowledge you'll need to operate effectively. You'll learn about planning, operations, stakeholders, and how to recognise and pursue new opportunities. Topics include technology, legislation, customer management, and communication.

New Zealand Certificate in Business (Small Business) (Level 4)

Credits	Location	Duration	Study Option
60	Online (TANZ)	1 trimester	Full-time or Part-time

An ideal course if you're currently working in a small business, or if you're looking for an opportunity to establish and grow your own business. You'll learn about business planning, finance management, technology options, and managing staff. You'll also learn crucial customer service techniques and how to build and maintain key stakeholder relationships.

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

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne (blended)*; online (TANZ)	1 trimester	Full-time or Part-time

If you've recently stepped into a supervisor or leadership role, or if you're keen to do so, this course will give you the systems and tools to capably and confidently lead others. You'll learn how to achieve team objectives, lead effectively, manage performance and variance, and manage and motivate your team. You'll learn how to understand staff performance via key performance indicators, reviews, training and development.

*Pending approval

Blended - a mix of campus classes and on-line learning

TANZ - Tertiary Accord of New Zealand eCampus course. TANZ is a joint venture between several of New Zealand's leading tertiary institutions, including Toi Ohomai, sharing knowledge and resources to improve community access to quality education. See our website for more information.

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New Zealand Certificate in Business (Administration and Technology) (Level 4)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne; online (TANZ)	1 trimester	Full-time or Part-time

You'll expand your knowledge of business and technology systems and graduate with a highly sought-after set of skills, ready to work as an office administrator. You'll learn how to run a pay-roll system and deal with customer complaints. You'll also learn about health and safety legislation, introductory accounting and related software, and basic website development. You'll be encouraged to come up with new ideas and systems to help a business grow, and industry placements are available.

New Zealand Certificate in Project Management (Level 4)

Credits	Location	Duration	Study Option
60	Online (TANZ)	1 trimester	Full-time or Part-time

Arm yourself with the knowledge and skills to plan, lead and execute a project with confidence. You'll learn technical skills to budget and manage project workflows, including GANT charts. Risk management, contingency planning, problem-solving, and team collaboration will all be covered to ensure you will achieve your project objectives and milestones. You'll also learn how to engage and communicate with a range of stakeholders.

New Zealand Diploma in Business (Level 5) - Accounting; Marketing and Sales; Leadership and Management

Credits	Location	Duration	Study Option
120	Taupō, Whakatāne	1 year	Full-time or Part-time

Whether you're aiming at entry or top level, local or international, self-employment or working for a corporation, you'll learn a wide range of skills and knowledge that can apply to any industry. You'll cover business fundamentals such as accounting principles, interpreting financial performance, economic theory, commercial law, organisational management, communication and marketing. Once completed, graduates can use this diploma to pathway directly into the University of Waikato Bachelor of Business offered in Tauranga.

New Zealand Diploma in Business (Level 5) - Accounting; Administration and Technology; Leadership and Management

Credits	Location	Duration	Study Option
120	Online (TANZ)	1 year	Full-time or Part-time

This course suits students who prefer the convenience of online learning. You'll cover the fundamentals of business such as basic accounting principles, how to interpret financial performance, economic theory, commercial law, organisational management, communication and marketing. Students can specialise in accounting, administration and technology, or leadership and management. Once completed, graduates can use this diploma to pathway directly into the University of Waikato Bachelor of Business offered in Tauranga.



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SERVICES INDUSTRIES

CONVEYANCING, IMMIGRATION, LEGAL EXECUTIVE & REAL ESTATE

New Zealand Certificate in Real Estate (Salesperson) (Level 4)

Credits	Location	Duration	Study Option
50	Online	15 weeks	Full-time or Part-time

This essential qualification must be completed before you start working as a registered real estate salesperson. You'll learn about legal regulations, marketing strategies, and how to list and sell. You'll also develop the written and oral communication skills that are essential to success. You'll also learn about different types of land ownership, and building structures and materials. This will enable you to effectively complete property inspections and appraisals.

New Zealand Diploma in Conveyancing (Level 6)

Credits	Location	Duration	Study Option
240	Online	2 years	Full-time or Part-time

Conveyancing is a relatively new specialist profession and we are the only New Zealand provider offering this unique qualification. It allows graduates to specialise in the legal field of transferring residential and commercial property. You'll learn about the laws and systems governing property, land, finance, commerce, resource management and contracts. You'll also have the opportunity to develop skills in the administration of estates, client care and dispute resolution.

New Zealand Diploma in Legal Executive Studies (Level 6)

Credits	Location	Duration	Study Option
120	Online	1 year	Full-time or Part-time

Looking for a challenging, well paid legal career that only requires one year of tertiary study to get you started? This diploma examines the New Zealand legal system, allowing graduates to assist in the transfer of land ownership, administer deceased estates, and prepare and file court documents. Several of these papers can be cross-credited towards the Diploma in Conveyancing. This qualification is also an ideal foundation for those considering a law degree further down the track.

Graduate Diploma in New Zealand Immigration Advice

Credits	Location	Duration	Study Option
120	Online	1 year	Full-time or Part-time

People looking for a new way of life often put New Zealand at the top of their wish list – but the immigration process can be difficult and confusing, so professional advice is vital. We are the only New Zealand provider offering this popular online course, which will enable you to work as a licensed immigration advisor. It's an intensive, interactive course with strict entry criteria, particularly around English competency, and you must have a degree or previous industry experience.

Courses are subject to sufficient demand at each location.
If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.



OCCUPATIONAL HEALTH & SAFETY

New Zealand Certificate in Workplace Health and Safety Practice (Level 3)

Credits	Location	Duration	Study Option
40	Taupō, Tokoroa, Whakatāne, and other regions	15 weeks	Full-time or Part-time

This course will equip you with the health and safety knowledge required by employees and supervisors across a range of industries. You'll learn how to assess your workplace for risks and hazards, and develop the skills to become a health and safety warden and representative in your workplace. You'll then be able to play an active role in analysing and improving your organisation's health and safety.

New Zealand Certificate in Workplace Health and Safety Practice (Level 4)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time or Part-time

Ready to advance your knowledge around health and safety in the workplace? This course is ideal for supervisors and team leaders who have previous experience and a good grounding in safety practices within the workplace. You'll learn how to develop and maintain a health and safety workplace culture, implement a hazard management system, plan and conduct a health and safety audit, and document workplace incidents.

RETAIL

New Zealand Certificate in Retail (Level 3)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time or Part-time

If you want to get started in a retail career or need a qualification to support your career progression, this is the course for you. You'll gain customer service and selling skills to work for a wide range of retail businesses. You'll learn product knowledge, merchandising skills, and communication and presentation skills. You'll also learn about the Consumer Guarantees Act and other retail laws, health and safety, and marketing.

New Zealand Certificate in Retail (Level 4)

Credits	Location	Duration	Study Option
60	Taupō, Whakatāne; online (TANZ)	1 trimester	Full-time or Part-time

This course gives you the higher-level knowledge needed to help you move into a supervisory or management position. You'll develop your communication skills with staff and customers and learn how to deal with customer complaints. You'll also gain in-depth knowledge of human resources, employment law, health and safety, and product security. Practical, on-the-job projects mean you can apply your learning directly to your workplace.



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Courses are subject to sufficient demand at each location.

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.



SERVICES INDUSTRIES

ROAD TRANSPORT, WAREHOUSING & LOGISTICS

New Zealand Certificate in Distribution (Level 3)

Credits	Location	Duration	Study Option
60	Tokoroa	1 trimester	Full-time

This practical course offers a formal qualification in distribution. You'll learn all about the warehousing and distribution industry, its operating procedures and inventory controls, how to receive and dispatch goods, health and safety practices, teamwork and communication, and customer service. This course is taught by supportive tutors from industry, using theory-based learning backed up by practical on-site training, as well as work placements within the industry.

New Zealand Certificate in Commercial Road Transport (Heavy Vehicle Operator) (Level 3)

Credits	Location	Duration	Study Option
90	Tokoroa	1 trimester	Full-time

Want to be a professional truck driver? This course equips you with the skills and knowledge to safely drive and operate trucks up to 44 tonnes. You'll also learn how to drive forklifts, handle dangerous goods, fill out logbook and load manifests, load vehicles, operate truck curtains, and meet legal requirements for load weights, driving hours, and road user charges. To do this course, you'll need to have held a full car licence for at least six months.

New Zealand Certificate in Supply Chain Management (Level 5)

Credits	Location	Duration	Study Option
60	Online (domestic students only)	1 trimester	Full-time or Part-time

This qualification has been designed by the industry, and is perfect if you're working in, or planning to work in, an operational decision-making position in supply chain management. You'll learn about demand and inventory management, procurement and distribution, health and safety, codes of compliance, dangerous goods, financial analysis, and customer service. Our online delivery means you can study anywhere in New Zealand.



Courses are subject to sufficient demand at each location.
If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.

New Zealand Certificate in Commercial Road Transport (Operations Management) (Level 5)*

Credits	Location	Duration	Study Option
120	Online	1 year	Full-time or Part-time

An ideal qualification if you want to manage dispatching and logistical operations for land-based freight. You'll gain advanced knowledge of the regulatory environment, mechanical systems and principles, freight coordination, and staff supervision. This qualification will boost your job performance and enhance your employment opportunities within commercial road transport.

New Zealand Diploma in International Freight Logistics (Freight Forwarding) (Level 5)

Credits	Location	Duration	Study Option
120	Online (domestic students only)	1 year	Full-time or Part-time

An ideal online course if you're already working for international freight logistics operations, or if you'd like to enter the industry. You'll gain advanced knowledge and practice working with international freight logistical concepts and legislation to equip you to work in sectors like air freight, sea freight and customs broking. You'll also learn how to manage customers and staff.

New Zealand Diploma in Supply Chain Management (Level 6)

Credits	Location	Duration	Study Option
120	Online (domestic students only)	1 year	Full-time or Part-time

This online logistics course has been created for middle to senior managers who are already in the industry, or for those wanting to work within supply chain management. This course helps formally cement knowledge and skills across a range of supply chain business settings. As a graduate, you'll be equipped to be a key decision maker, contributing strategic skills and knowledge to your workplace to optimise the supply chain of products to the market.

CULINARY & BAKING

Introduction to Cookery (Level 3)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

Keen to work as a chef in the fast growing hospitality industry? Work as part of a real kitchen team serving customers in our training café. You'll learn practical food and beverage service skills, and learn to cook and present a range of hot and cold dishes. You'll also learn about food safety, kitchen operations, problem solving, teamwork, and talking with customers. We have a long-standing tradition of producing work-ready, top quality chefs.

Culinary Arts (Level 4)

Credits	Location	Duration	Study Option
120	Taupō, Tokoroa, Whakatāne	1 year	Full-time

This course will equip you with a range of skills to confidently step into New Zealand's booming hospitality industry. You'll learn how to plan, prepare and present hot, cold, savoury and sweet dishes in our commercial kitchens. You'll also get loads of hands-on experience practising your skills in real-life settings, learning how to talk to customers, running front-of-house tasks, and whipping up a really good coffee.

* Pending approval

Courses are subject to sufficient demand at each location.

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.





SERVICES INDUSTRIES

TOURISM AND HOSPITALITY

New Zealand Certificate in Tourism (Introductory Skills) (Level 2)

Credits	Location	Duration	Study Option
50	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

This new free* course is being developed. More information will be available on our website soon.

New Zealand Certificate in Hospitality (Level 2)

Credits	Location	Duration	Study Option
40	Taupō, Tokoroa, Whakatāne, and other regions	13 weeks	Full-time

Thinking about becoming a chef, baker, barista, food and beverage server, or working at a hotel front desk? This free* course allows you to try all the different areas of hospitality, opening the door to a wide range of opportunities. You'll learn how to make awesome coffee on real barista machines. You'll also learn how to cook up culinary delights in our commercial kitchens and how to serve customers at hospitality events on campus.

New Zealand Certificate in Accommodation (Level 3) – Housekeeping; Reception

Credits	Location	Duration	Study Option
65	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

Success in hospitality depends on exceptional teamwork, customer-focused service and professionalism. This course will help you to develop fundamental skills and core knowledge in commercial accommodation. Graduates can continue to study hotel reception and other hospitality-related disciplines, or pursue housekeeping and reception employment opportunities in the commercial accommodation and hotel sector.

New Zealand Certificate in Tourism (Level 3) – Tourism and Travel

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

Experience and learn about the unique tourism operations that exist in New Zealand. You'll gain the skills and knowledge to work in a variety of entry-level roles within tourism, travel, or the wider aviation sector – e.g. in reservations, as a visitor host, in rental vehicle operations, or as a front desk administrator.

*Free for domestic students only

Courses are subject to sufficient demand at each location.



New Zealand Certificate in Food and Beverage Service (Level 3) - Café Services; Barista

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

You'll gain essential skills and knowledge in food and beverage service, with a focus on café and barista operations – it's an ideal way to start in this fast-paced industry. You'll learn about food storage and handling, health and safety, customer service, and the art of making good coffee. You'll get plenty of practical experience, teaming up with other hospitality students to serve guests during real-life campus events.

New Zealand Certificate in Outdoor and Adventure Education (Multi-skilled) (Level 4)

Credits	Location	Duration	Study Option
120	Taupō	1 year	Full-time

This new course is being developed. More information will be available on our website soon.

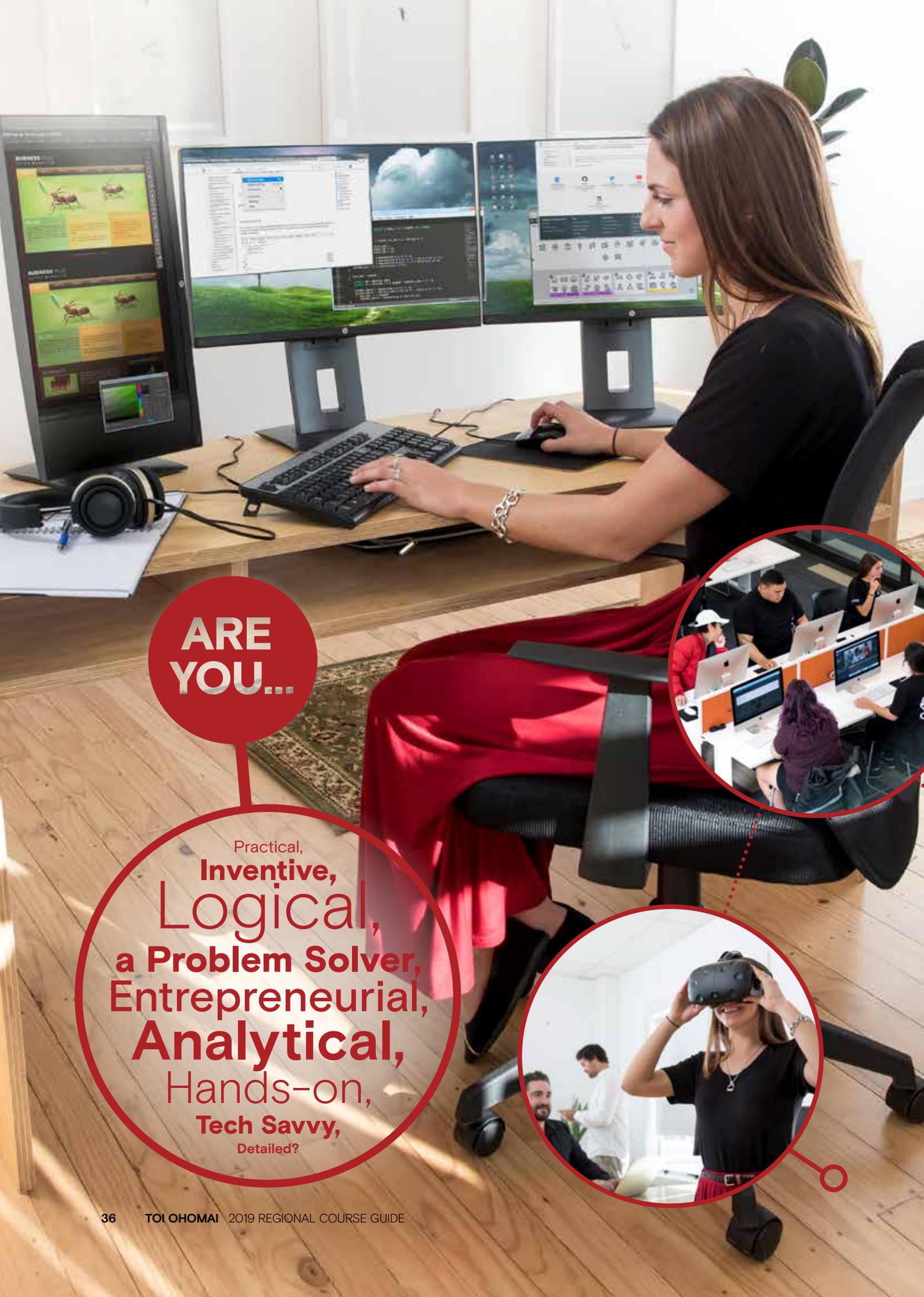
New Zealand Certificate in Food and Beverage Service (Level 4) - Restaurant Services

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne	1 trimester	Full-time

Ready to take your food and beverage service skills to the next level? You'll learn about food and beverage matching, food handling and safety, menu planning and food costing. You'll also gain key teamwork and customer service skills. Includes real-life hospitality events at our campus pop-up shops, cafes, and restaurants; as well as workplace field trips and guest speakers. You'll also prepare for the Sale and Supply of Alcohol Act exam.



Courses are subject to sufficient demand at each location.



ARE YOU...

Practical,
Inventive,
Logical,
a Problem Solver,
Entrepreneurial,
Analytical,
Hands-on,
Tech Savvy,
Detailed?





MANUFACTURING & TECHNOLOGY

From hands-on production and assembly, to cutting-edge research and design, this industry covers a wide range of options. You'll be working indoors most of the time, using tools, machinery or computers to produce one-off or mass-produced products. Skill shortages exist throughout this sector, resulting in great job prospects with appealing rates of pay.

COMPUTING

New Zealand Certificate in Computing (User Fundamentals) (Level 2)

Credits	Location	Duration	Study Option
40	Taupō, Tokoroa, Whakatāne, and other regions	12 weeks	Full-time

This free* course is designed to improve your digital literacy. You'll use a range of software tools and applications to create and share digital content such as images, audio and video. You'll learn how to connect and collaborate with others online and get the opportunity to use a range of digital devices including personal computers, phones and tablets. You'll also learn basic troubleshooting and cyber-safety tips.

New Zealand Certificate in Computing (Intermediate User) (Level 3)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions; online (TANZ)	1 trimester	Full-time or Part-time

Build your computing knowledge or use this qualification to formally reflect your skillset. You'll gain intermediate-level skills using a range of common digital tools and technologies to produce and process information. You'll use different features, functions and settings on various digital devices to create, access, organise, present, and store information and data. You'll also learn how to create solutions to meet specific requirements and how to fix common hardware and software problems.

New Zealand Certificate in Information Technology Essentials (Level 4)

Credits	Location	Duration	Study Option
60	Online (TANZ)	1 trimester	Full-time or Part-time

This computing course helps you develop a basic knowledge of computer hardware, operating systems, applications and networks, so you can get your IT career off to a strong start. You'll learn about the main components of a computer; the way they interact; their assembly, disassembly and maintenance; how to troubleshoot common problems; various operating systems; end-user security; web design; and internet-based services. You'll also be introduced to computational thinking and basic programming. This will prepare you for entry-level support roles in business, IT or retail.



*Free for domestic students only

TANZ – Tertiary Accord of New Zealand eCampus course. TANZ is a joint venture between several of New Zealand's leading tertiary institutions, including Toi Ohomai, sharing knowledge and resources to improve community access to quality education. See our website for more information.

Courses are subject to sufficient demand at each location.

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.



MANUFACTURING & TECHNOLOGY

TRADES & TECHNICAL

New Zealand Certificate in Mechanical Engineering (Level 3)

Credits	Location	Duration	Study Option
120	Tokoroa	1 year	Full-time

Want to join the diverse and growing engineering industry, but not sure which path to take? This comprehensive one-year course will give you a solid head start and increase your chances of gaining an engineering apprenticeship. This practical course includes core engineering, mechanical and fabrication skills. You'll complete practical tasks to develop skills such as calculations, drawing, and health and safety practices to meet the first year requirements of an engineering apprenticeship.

New Zealand Certificate in Automotive Engineering (Level 3)

Credits	Location	Duration	Study Option
120	Taupō, Tokoroa, Whakatāne, and other regions	1 year	Full-time

You'll develop a full range of skills to service and repair all makes and models. We'll show you how to disassemble, measure and reassemble an engine. You'll also service engine transmission and driveline systems, and brake, steering and suspension systems. You'll learn how to check and perform minor repairs on electrical systems, electronic control systems, and learn about high voltage safety and climate control systems. You'll also learn how to weld and carry out valuable engineering tasks.

New Zealand Certificate in Automotive Engineering (Level 3) – Managed Apprenticeship

Credits	Location	Duration	Study Option
120	Taupō, Tokoroa, Whakatāne, and other regions	Up to 2 years	Part-time

This managed apprenticeship option allows you to benefit from our full support while you train at Level 3. You'll come out with well-developed diagnosis and repair skills, and customer service and workshop management skills. You'll learn how to disassemble, measure and reassemble an engine. You'll service engine transmission and driveline systems; and brake, steering and suspension systems. You'll perform minor repairs on electrical systems, electronic control systems, and learn about high voltage safety and climate control systems.



Courses are subject to sufficient demand at each location.

New Zealand Certificate in Mechanical Engineering (Trade) (Level 4)* – Managed Apprenticeship

Credits	Location	Duration	Study Option
280-300	Taupō, Tokoroa, Whakatāne, and other regions	Up to 4 years	Part-time

Suits mechanical engineering apprentices starting out in the industry, or those who have previously completed the New Zealand Certificate in Mechanical Engineering (Level 3) and are now working in the industry. You'll graduate with a well-developed understanding of engineering principles and practices to work to industry standard. Depending on the strand you choose, this qualification will allow you to work in fitting and machining, general engineering, maintenance engineering or metal fabrication.

New Zealand Certificate in Automotive Engineering (Level 4) – Managed Apprenticeship

Credits	Location	Duration	Study Option
210	Taupō, Tokoroa, Whakatāne, and other regions	Up to 3 years	Part-time

This course allows you to work as an apprentice while gaining a high-quality qualification. Toi Ohomai oversees all your training to equip you to work on a range of light and heavy vehicles, such as cars, trucks, buses, diggers and forklifts. You'll learn how to inspect, troubleshoot and repair transmissions and the full range of electric and electronic componentry, such as sensors, actuators, control units, wiring and communication networks, lighting systems and accessories, communication devices and software.

New Zealand Certificate in Engineering Fabrication (Trade) (Level 4)* – Managed Apprenticeship

Credits	Location	Duration	Study Option
225-270	Taupō, Tokoroa, Whakatāne, and other regions	Up to 4 years	Part-time

Suits fabrication apprentices starting out in the industry, or those who have previously completed the New Zealand Certificate in Mechanical Engineering (Level 3) and are now working in the industry. You'll graduate with a well-developed understanding of fabrication principles and practices to work to industry standard. Depending on the strand you choose, this qualification will allow you to work in heavy fabrication, light fabrication or steel construction.



* Pending approval

Courses are subject to sufficient demand at each location.

ARE YOU...

Creative,
Musical,
Artistic,
Inquisitive,
Adventurous, Trend-setting,
Innovative,
Connected,
Talented?





CREATIVE INDUSTRIES

Creative industries are a vital part of the economy – and they’re fun to work in too! You’ll use your creativity and imagination to come up with new ideas to help people see the world differently. You can work in areas like visual arts, communications, film and digital technologies, or in the design and development of products. Cultural diversity and knowledge are being increasingly expressed using these creative skills.

CREATIVE, ART & DESIGN

New Zealand Certificate in Arts and Design (Level 3)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

Want to learn about art, crafts and design, but have never studied them before? This is the perfect course! Our tutors are practising artists who will help you develop a range of introductory skills. You’ll learn how to apply these techniques and experiment with different materials to meet an artistic brief to produce a creative outcome. You’ll develop your own creativity as you gain a valuable insight into this exciting industry.

COMMUNICATIONS MEDIA

New Zealand Certificate in Communications Media (Level 4)

Credits	Location	Duration	Study Option
60	Ōpōtiki	1 trimester	Full-time

Considering a career in media, or want to enhance your media skills? This course covers filming, editing, social media, radio and digital marketing. You’ll learn from tutors with plenty of industry experience, as well as guest tutors who work in a variety of different media roles. This practical course means you will learn by doing, enabling you to develop a diverse range of handy media skills.



Courses are subject to sufficient demand at each location.



CREATIVE INDUSTRIES

BEAUTY

New Zealand Certificate in Makeup and Skin Care (Introduction) (Level 3)

Credits	Location	Duration	Study Option
60	Taupō, Tokoroa, Whakatāne, and other regions	1 trimester	Full-time

This new course is being developed. More information will be available on our website soon.

HAIRDRESSING

New Zealand Certificate in Barber Skills (Level 3)*

Credits	Location	Duration	Study Option
120	Taupō, Tokoroa, Whakatāne, and other regions	1 year	Full-time

This new course is being developed. More information will be available on our website soon.

New Zealand Certificate in Hairdressing (Salon Support) (Level 3)

Credits	Location	Duration	Study Option
120	Taupō, Tokoroa, Whakatāne, and other regions	1 year	Full-time

Learn the skills to get started in a salon with this hands-on course. You'll learn fundamental styling tasks like blow-drying, moulding, setting, and long hair-ups. You'll also learn how to mix, apply and remove colours; and how to carry out reception duties and provide basic client consultations.

New Zealand Certificate in Hairdressing (Emerging Stylist) (Level 4)

Credits	Location	Duration	Study Option
120	Taupō, Whakatāne	1 year	Full-time

Ready to advance your skills as a hair stylist? You'll build on your prior knowledge to develop intermediate-level hairdressing skills. You'll learn how to discuss a client's needs, analyse their hair and scalp to plan the best services for them, and recommend hair care products they can use at home. You'll also learn more complex styling methods such as blow-waving and finger-waving, as well as introductory scissor and razor-cutting services.



*Pending approval

Courses are subject to sufficient demand at each location.



TRAINING SCHEMES

Ready for a fresh challenge? These stand-alone short courses allow you to try something new or develop your existing skills. With a range of dates, and full-time and part-time options, it's easy to fit one of these interesting courses into your schedule.

These courses are not eligible for student loans or allowances.

		Full-time	Part-time	Taupō	Tokoroa	Whakatāne	Other	Online
	SOCIAL & COMMUNITY SERVICES							
	Te Reo for Beginners (Level 1)	1 trimester	•	•	•	•	•	
	Ngā Kete o te Wānanga (Level 2)	1 trimester	•	•	•	•	•	
	Introduction to Karanga (Level 3)	12 weeks		•	•	•	•	
	Introduction to Whaikōrero (Level 3)	12 weeks		•	•	•	•	
	Te Puawananga (Level 3)	12 weeks		•	•	•	•	
	Te Reo Māori - Te Kākano (Level 4)	1 year		•			•	
	Short Award in Te Reo Māori (Te Reo Taketake) (Level 5)	1 trimester		•				•
	PRIMARY INDUSTRIES							
	Introductory Chainsaw Skills (Level 3)	4 weeks	•	•	•	•	•	
	STCW Basic Firefighting (Level 3)	2 days	•	•	•	•	•	
	STCW Elementary First Aid (Level 3)	2 days	•	•	•	•	•	
	STCW Personal Safety and Social Responsibility (Level 3)	½ day	•	•	•	•	•	
	STCW Personal Survival (Level 3)	2 days	•	•	•	•	•	
	STCW Security Awareness (Level 3)	½ day	•	•	•	•	•	
	CONSTRUCTION & INFRASTRUCTURE							
	CAD for Architectural Drawing 1 (Level 3)	1 year	•	•	•	•	•	

STCW - Standards of Training Certification and Watchkeeping for Seafarers (STCW-10)

Courses are subject to sufficient demand at each location.

If a course is offered part-time or full-time, the duration listed here is the full-time equivalent.



TRAINING SCHEMES



SERVICES INDUSTRIES

		Full-time	Part-time	Taupō	Tokoroa	Whakatāne	Other	Online
Food Hygiene for Food Handlers (Level 2)	2 weeks		•	•	•	•	•	
Class 2 Driver Licence (Level 3)	6 weeks		•	•	•	•	•	
Class 4 Driver Licence (Level 3)	6 weeks		•	•	•	•	•	
Commercial Road Transport - Dangerous Goods (Level 3)	3 weeks		•	•	•	•	•	
Commercial Road Transport - Forklift Operator (Level 3)	3 weeks		•	•	•	•	•	
Sale and Supply of Alcohol Act Seminar (towards Licence Controller Qualification) (Level 4)	3 weeks		•	•				
New Zealand Immigration Advice Refresher Course (Level 7)	6 weeks		•					•



MANUFACTURING & TECHNOLOGY

Electrical Appliance Service Person (Level 3)	13 weeks		•	•	•	•	•	
Welding Pathways (Level 3)	4 weeks		•	•	•	•	•	
Welding Skills (Introductory) (Level 3)	15 weeks	•		•	•	•	•	
Electrical Service Technician (Level 3)	26 weeks		•	•	•	•	•	
Engineering CAD 1 (Level 3)	15 weeks		•	•	•	•	•	



CREATIVE INDUSTRIES

Garment Construction Pathways (Level 3)	4 weeks		•	•	•	•	•	
3D Printing Pathway (Level 3)	4 weeks		•	•	•	•	•	
Photography Pathways (Level 3)	4 weeks		•	•	•	•	•	
Fashion Pathways (Pattern Making) (Level 3)	4 weeks		•	•	•	•	•	

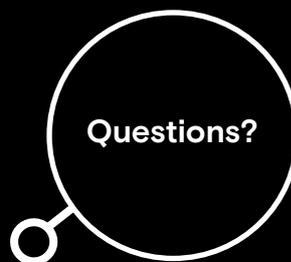
Courses are subject to sufficient demand at each location.

HOW TO APPLY

Either in person, by phone, or online

Before you apply you'll need to make sure you have the following information:

Date of birth
Address
Contact numbers
Email address
Your tertiary qualifications (if applicable)



Phone 0800 86 46 46
Email info@toiohomai.ac.nz
Website toiohomai.ac.nz

Financing your study

Once you've decided what you want to study, there are numerous funding options available and our friendly team are here to help. Pop in to see them on campus or give us a call.

LOANS & ALLOWANCES

All of our full-time courses qualify for student loans and student allowances through StudyLink. Some part-time courses qualify for student loans too.

Student loans are available to help you meet costs while you're studying – such as fees, course-related costs and living expenses. You'll need to repay the loan once you finish studying.

Student allowances are also available to help eligible students with living expenses. Student allowances don't have to be repaid.

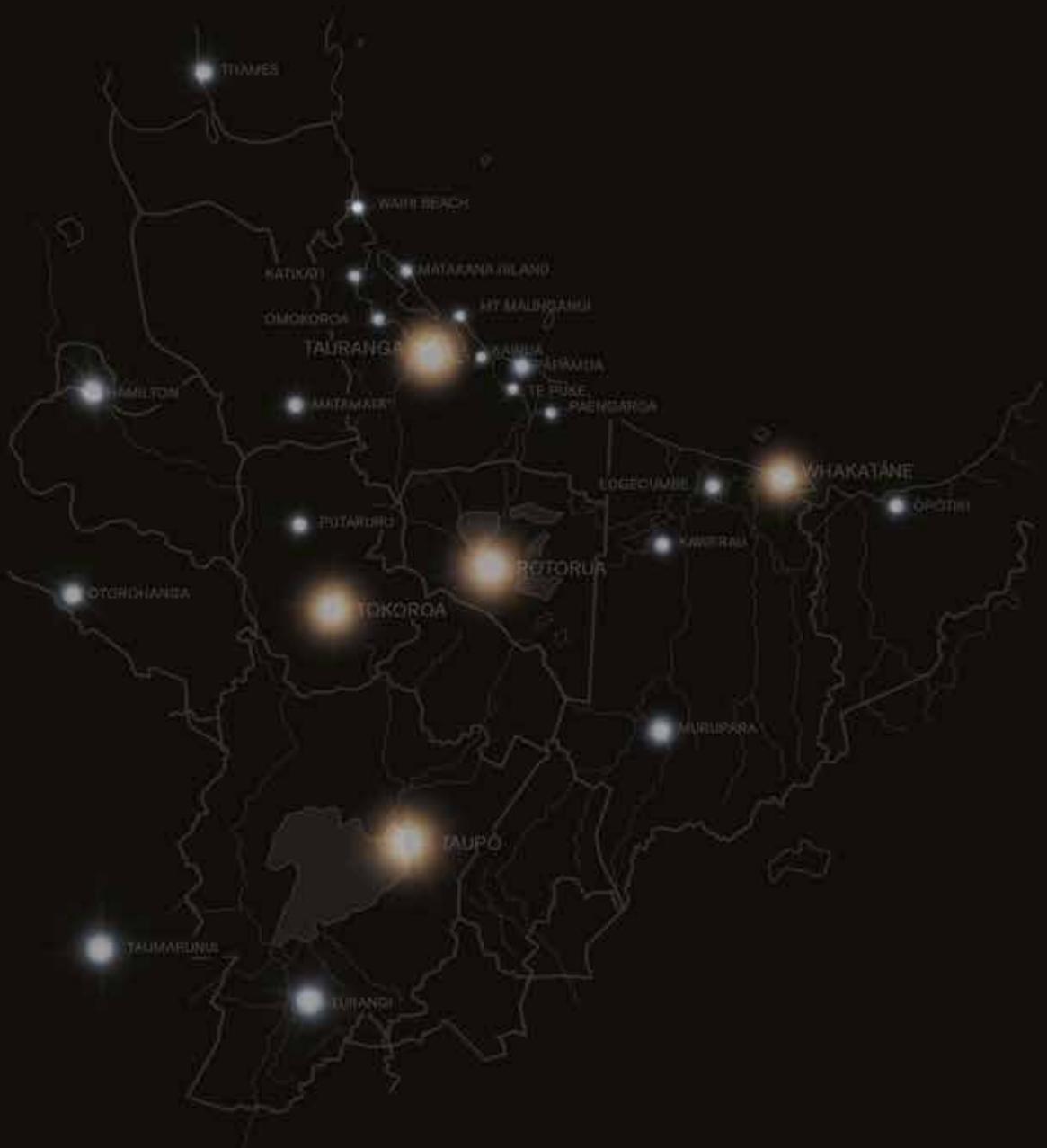
Find out more at www.studylink.govt.nz or call StudyLink on 0800 88 99 00.

We advise you to apply early – as soon as possible!
Student loans and allowances are subject to eligibility.

SCHOLARSHIPS & GRANTS

We offer a range of scholarships and grants for all sorts of people, not just straight-A students. For more details, visit one of our Information Centres or click on the Student Services tab on the toiohomai.ac.nz website.

You can also check the nationwide givME database with your careers advisor, on your school internet account, at your local library, or at our Information Centres or libraries.



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