



2016 Programme Guide



About us

Otago Secondary-Tertiary College is a training college which provides secondary school students with clear vocational pathways. OSTC gives students a head start to achieving career-based qualifications while still at school.

Who can study with us?

If you are a Year 11-13 secondary school student you may be able to combine study at Otago Polytechnic with studies towards your NCEA at school.

Your school will have to agree that your chosen programme is the right option for you.

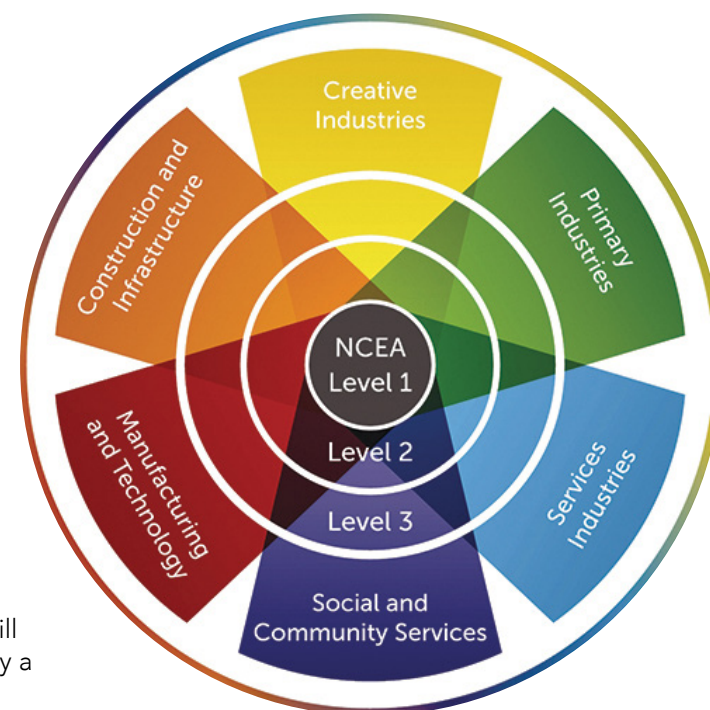
We are perfect for students who:

- ★ Want an alternative to traditional secondary and tertiary education
- ★ Are looking for something hands-on, practical and relevant to an industry or profession
- ★ Want a learning experience that is fun and interactive
- ★ Want a qualification that gives you skills and strengths employers are looking for
- ★ Want to obtain NCEA credit for real-world career training

How does studying with us fit in with school work?

Your programme will be one subject of your NCEA. You will attend Otago Polytechnic in Cromwell or Dunedin one day a week to study towards your vocational qualification and attend school the rest of the week.

OSTC is a partnership between Otago Polytechnic and secondary schools in the Otago region. Through this College you will gain course credits from Otago Polytechnic.



What can students study?

DUNEDIN

Automotive (Motor Industry)

This programme is ideal for any students who have a passion for cars and electronics.

Building, Construction and Allied Trades

This is the perfect option for those students who are creative and like to build things.

Cookery

Are you creative and interested in learning how to cook, and present delicious food? This is the course for you.

Electrical Engineering

This course is ideal for students who like fixing things and enjoy technology and electronics.

Health, Disability & Aged Care

Do you enjoy talking to people and caring for those who are unwell or have disabilities? This course is ideal for you.

CENTRAL

Agriculture

This is a great option for students who like to work outdoors. The focus is on practical farming skills.

Automotive (Motor Industry)

This programme is ideal for any students who have a passion for cars and electronics.

Bicycle Mechanics

This programme is ideal if you are into cycling (road or mountain biking).

Building, Construction and Allied Trades

This is the perfect option for those students who are creative and like to build things.

Cookery

This course is ideally suited to students who are in interested in learning how to cook, and present delicious food.

Hairdressing

This option is great for those students who would like to gain skills to be a hair stylist.

Hospitality

Love great coffee, and working in busy environments? This course will give you the skills to work in a café as a barista or serving staff.



Automotive (Motor Industry)

If you're a hands-on kind of person who really likes to fix things, then you'll find the career to suit you in the motor industry.

CAREER OPPORTUNITIES

- ★ Automotive Engineer
- ★ Motorcycle Technician
- ★ Mechanic

Getting under the bonnet and conducting vehicle servicing provides students with valuable automotive skills. It is a great way of preparing to enter the growing automotive workforce.



"The whole course has filled me with knowledge and key skills. My understanding has progressed amazingly. All engine principles were valuable work practices and the course has given me great foundation understanding."

STUDY IN CENTRAL OR DUNEDIN

Gain the National Certificate in Motor Industry (Level 1)

What will you do?

- ▶ Strip and reassemble single and multi-cylinder engines
- ▶ Remove and refit car body equipment
- ▶ Vehicle servicing and repairs
- ▶ Build and test electrical circuits
- ▶ Make small electronic devices

Credits

On successful completion of this qualification you will gain 53 credits, including 37 credits at Level 2 towards NCEA.

COURSE TITLE	NQF UNIT NO	LEVEL	NQF CREDIT
Perform calculations for the workplace	64	1	2
Select, assess, and read texts to gain knowledge	2989	2	3
Demonstrate knowledge of and apply listening techniques	3501	1	3
Participate and communicate in a team or group to complete a routine task	3503	1	2
Apply a problem-solving method to a problem	7123	2	2
Demonstrate knowledge of time management	12349	2	3
Demonstrate knowledge of safe working practices in an automotive workshop	16113	2	2
Identify the occupational areas and structure of the New Zealand Motor Industry	21857	1	2
Demonstrate good work habits and perform safe work practices in the motor and related industries	21858	2	4
Describe an apprenticeship employment agreement for the automotive and related industries	248	2	1
Identify emergency procedures in the motor and related industries	3856	2	2
Describe motor vehicle safe motoring requirements and general locations of systems and components	15408	1	4
Demonstrate knowledge of cleaning automotive components	21668	2	2
Perform general servicing checks on a motor vehicle	21690	2	3
Disassemble and reassemble a single cylinder or multi-cylinder four stroke engine under supervision	21691	1	2
Remove and replace exterior and interior motor body parts and trim in the motor industry	21698	2	3
Demonstrate knowledge of exterior and inferior motor body parts and trim in the motor industry	21701	2	2
Remove and replace road wheels in the motor industry	21869	1	1
Explain the operation of two and four stroke petrol and diesel engines	231	2	4
Demonstrate knowledge of automotive electrical principles	21707	2	6

What can you do afterwards?

After completing your studies you could:

- ▶ Gain a position as an apprentice in the automotive industry and continue studying towards a higher level Motor Industry qualification
- ▶ Return to Otago Polytechnic to study for a Certificate in Automotive Engineering (Level 3).



**Manufacturing
& Technology**

VOCATIONAL PATHWAY



**Services
Industries**

VOCATIONAL PATHWAY



Bicycle Mechanics

If you're a hands-on kind of person who really enjoys cycling and fixing things then bicycle mechanics could be your ideal career!

CAREER OPPORTUNITIES

- ★ Bicycle Mechanic
- ★ Bicycle Salesperson
- ★ Bicycle Technician
- ★ Bicycle Tourism Guide

With the creation of the New Zealand Cycle Trail system, the demand for skills in bicycle mechanics is increasing and a qualification in this area is a great way of opening the door to a range of bicycle industry employment opportunities.



"It's very interesting and it has a good amount of credits for NCEA. It's also been great to meet new people."

STUDY IN CENTRAL ONLY

Working towards the Certificate in Bicycle Mechanics (Level 3)

What will you do?

- ▶ Learn the terminology, purpose, and function of all bicycle components
- ▶ Learn how to operate in a bicycle workshop
- ▶ Identify and use the tools and consumables found in a bicycle workshop
- ▶ Install, service, and adjust the following bicycle frames, tyres, hubs, brakes, steering and accessories
- ▶ Install, service, and adjust drive trains and suspensions

Credits

On successful completion of the following courses you will complete 18 credits towards NCEA.

COURSE TITLE	NOF UNIT NO	LEVEL	NOF CREDIT
Demonstrate knowledge of bicycle repairs	20186	2	6
Assemble bicycles	20183	2	6
Adjust bicycles and fit accessories	20184	2	3
Use equipment in a bicycle workshop	20182	2	3
Operate in a bicycle service workshop		3	6
Service and adjust bicycle frames		3	5
Service and adjust bicycle braking systems		3	5
Service and adjust tyre and hub systems		3	5
Service and adjust bicycle steering systems		3	5
Identify and use service and repair documentation		3	4

What can you do afterwards?

After completing your studies you could:

- ▶ Be employed as a Bicycle Technician
- ▶ Work in a bicycle industry retail environment
- ▶ Get their foot in the door of the bicycle industry which could lead to a vast range of careers
- ▶ Progress on to study the Certificate in Bicycle Mechanics (Level 4)
- ▶ Progress on to study other bicycle industry related options including: Engineering, Design, Marketing or Management.

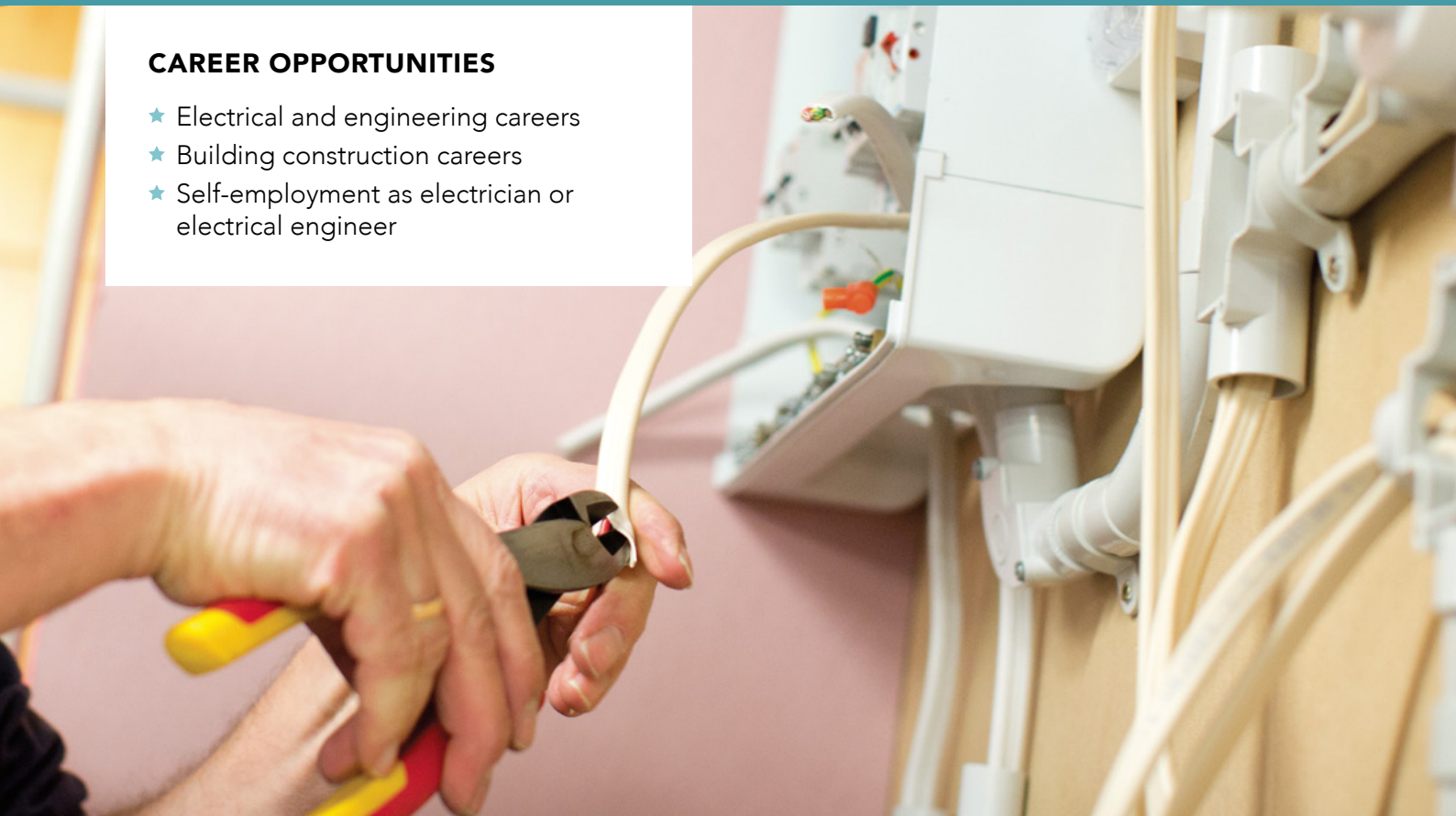


Electrical Engineering

If you enjoy problem solving and science or fixing broken things, a career in electrical engineering could be for you.

CAREER OPPORTUNITIES

- ★ Electrical and engineering careers
- ★ Building construction careers
- ★ Self-employment as electrician or electrical engineer



"The programme so far has been very helpful. I feel I am understanding the basics of what it takes to become an electrician and my lecturer has provided sufficient amounts of information in order for me to succeed."

STUDY IN DUNEDIN ONLY

Work towards the National Certificate in Electrical Engineering Theory (Level 3)

What will you do?

- ▶ Learn basic electrical theory
- ▶ Learn electrical safety
- ▶ Practical wiring and testing of electronic devices

Credits

On successful completion of the following courses you will gain 23 credits towards NCEA.

COURSE TITLE	NQF UNIT NO	LEVEL	NQF CREDIT
Demonstrate knowledge of electrical test instruments and take measurements	750	2	2
Demonstrate knowledge of capacitors and semiconductor diodes	15846	2	3
Demonstrate knowledge of safeguards for use with portable electrical appliances	15848	2	2
Perform manual soldering and de-soldering procedures for electro technology work	15849	2	2
Demonstrate knowledge of electrical safety and safe working practices for electrical workers	15851	2	3
Demonstrate knowledge of electromotive force (e.m.f.) production	25071	2	3
Demonstrate knowledge of electromagnetism theory	25072	2	5
Select and install flexible cords	15844	2	3

What can you do afterwards?

After completing your studies you could:

- ▶ Complete the National Certificate in Electrical Engineering Theory (Level 3), National Diploma in Electrical Engineering, or Bachelor in Engineering technology at Otago Polytechnic
- ▶ Gain an apprenticeship as an electrical engineer or electrician.



**Construction
& Infrastructure**

VOCATIONAL PATHWAY



Building, Construction & Allied Trades (BCATS)

This field is extremely diverse and you may obtain employment in a number of areas! Building and Construction are skill shortage areas in New Zealand.

CAREER OPPORTUNITIES

- ★ Carpentry
constructing and maintaining buildings
- ★ Stonemasonry
turning rough stone blocks into structures such as buildings and fences
- ★ Architectural draughting
producing drawings that are used on-site by building contractors
- ★ Construction management
ensuring buildings are constructed according to the contract documents, up to the necessary standard, and on time
- ★ Quantity surveying
ensuring buildings are designed and completed within budget.



“The practical work is the best method of learning. I’m learning all of the basic skills needed to be a builder and am learning how to think for myself and work around problems.”

STUDY IN CENTRAL OR DUNEDIN

Gain the National Certificate in Building, Construction and Allied Trades (Level 2)

What will you do?

- ▶ Operate power tools
- ▶ Project planning
- ▶ Build furniture and structures, e.g. a garden shed

Credits

On successful completion of this qualification you will have gained 42 credits towards NCEA.

COURSE TITLE	NQF UNIT NO	LEVEL	NQF CREDIT
Identify, select, maintain and use hand tools for BCATS projects	12927	2	6
Identify, select, maintain and use portable power tools for BCATS projects	24350	2	6
Demonstrate knowledge of and apply safe working practices in a BCATS workplace	24354	2	4
Receive instructions and communicate information in relation to BCATS projects	24357	2	4
Plan and monitor the construction of a BCATS project, and quality check the product	24358	2	2
Construct a non-consent timber framed utility building as a BCATS project	12936	2	8
Complete minor concrete works as a BCATS project	12933	2	4
Construct timber garden furniture and items of basic construction equipment as a BCATS project.	12932	2	8

What can you do afterwards?

After completing your studies you could:

- ▶ Gain a position as an apprentice in construction related trades and continue Studying for industry qualifications.
- ▶ Study for the National Certificate in Carpentry (Level 4), Certificate in Stonemasonry (Level 4), Diploma in Architectural Draughting (Level 6), National Diploma in Construction Management (Level 6) or National Diploma in Quantity Surveying at Otago Polytechnic.



Agriculture

People who work outdoors with crops and animals may just have the best jobs in the world! If you love the natural environment and working with your hands and/or machinery this could be your dream career.

CAREER OPPORTUNITIES

- ★ Farmer
- ★ Shepherd
- ★ Other agricultural careers such as marketing, stock sales or agricultural technology



“I loved the practicals with animals, actually being hands-on with them. And learning how things worked was really helpful.”

STUDY IN CENTRAL ONLY

Gain the National Certificate in Agriculture (Level 2)

What will you do?

- ▶ Drive tractors and ATVs safely
- ▶ Install an irrigation system
- ▶ Learn about livestock welfare
- ▶ Work with livestock
- ▶ Gain experience on a commercial farm

Credits

On successful completion of this qualification you will have gained 42 credits towards NCEA.

COURSE TITLE	NOF UNIT NO	LEVEL	NOF CREDIT
Connect up, and perform repairs and maintenance on an on-farm water supply system	31	2	2
Describe the legal requirements and occupational hazards associated with tractor use	19044	2	2
Check and drive a basic wheel tractor with an attached implement on flat terrain	24552	2	5
Demonstrate knowledge of the safe operation of an All Terrain Vehicle (ATV)	24357	2	3
Check and report on livestock	19112	2	4
Assist with handling and treatment of livestock	19114	2	6
Demonstrate knowledge of livestock behavior and animal welfare	19116	2	2
Assist with livestock grazing management, and feed livestock under direct supervision	24630	2	4
Demonstrate knowledge of hazards, hazard control, and the consequences of injury in a rural workplace	23540	2	5
Locate hazards, describe safety procedures, and demonstrate safe work practices in a rural workplace	23541	2	5
Ride an All Terrain Vehicle (ATV) on flat terrain	24554	2	4

What can you do afterwards?

After completing your studies you could:

- ▶ Study for the National Certificate in Farming Skills (Work Ready) (Level 3) at Otago Polytechnic
- ▶ Gain a position as a trainee in the rural sector
- ▶ Pursue another agriculture-related qualification.



Cookery

If you're interested in food, creativity and enjoy working with people, this might be the perfect fit for you.

CAREER OPPORTUNITIES

- ★ Chef
- ★ Food media
- ★ Teaching
- ★ Self-employment



"It gives you the feel of being in a real kitchen. The teachers are awesome and provide you with a lot of knowledge."

STUDY IN CENTRAL OR DUNEDIN

Gain the Certificate in Hospitality (Basic Cookery) - Level 3

What will you do?

- ▶ Cover health and safety requirements
- ▶ Learn effective customer service and communication techniques
- ▶ Work in a commercial kitchen
- ▶ Prepare, cook and present a dishes commonly used in industry

Credits

On successful completion of this qualification you will gain 60 credits towards NCEA.

COURSE TITLE	NQF UNIT NO	LEVEL	NQF CREDIT
Apply health, safety & security practices to service delivery operations	27927	3	5
Apply food safety practices in a food related business	27955	3	5
Interact with staff, managers, & customers to provide service delivery outcomes	27928	3	5
Apply standard procedures and the code of conduct to a work role in a service delivery operation	27929	3	5
Prepare and cook basic stocks, sauces and soups in a commercial kitchen	13300	3	5
Prepare and cook basic vegetable dishes in a commercial kitchen	13293	3	6
Prepare and cook egg dishes in a commercial kitchen	13314	3	4
Prepare and cook basic meat dishes in a commercial kitchen	13288	3	8
Prepare and cook basic fish dishes in a commercial kitchen	13304	3	4
Prepare and produce basic hot and cold dessert items in a commercial kitchen	13310	3	5
Prepare and cook basic pastry dishes in a commercial kitchen	13322	3	4
Prepare and bake basic cakes, sponges and scones in a commercial kitchen	13325	3	4

What can you do afterwards?

After completing your studies you could:

- ▶ Train to be a commis chef, demi chef, chef de partie, nutritionist, teacher
- ▶ Further your studies with the New Zealand Certificate in Cookery (Level 4) or the Bachelor of Culinary Arts at Otago Polytechnic.



Hospitality

Hospitality and service-based careers are the largest industry in the world. A qualification in this area is your passport to live and work across New Zealand, or practically anywhere across the globe.

CAREER OPPORTUNITIES

- ★ Chef
- ★ Barista
- ★ Front of house
- ★ Restaurant management



"Everything is explained so clearly. I'm enjoying this course so much so I want to try my best and hopefully come back next year."

STUDY IN CENTRAL ONLY

Gain the National Certificate in Hospitality (Entry Skills) (Level 2)

What will you do?

- ▶ Knife handling skills
- ▶ Food safety
- ▶ Prepare and cook food using a variety of cooking methods
- ▶ Work in a commercial kitchen
- ▶ Prepare great café style espresso coffees

Credits

On successful completion of this qualification you will have gained 42 credits towards NCEA.

COURSE TITLE	NQF UNIT NO	LEVEL	NQF CREDIT
Participate in a group/team which has an objective(s)	9677	2	3
Practise food safety methods in a food business	167	2	4
Demonstrate knowledge of diversity in the workplace	377	2	2
Cook food items by frying	13271	2	2
Cook food items by baking	13272	2	2
Cook food items by boiling	13273	2	2
Cook food items by poaching	13274	2	2
Cook food items by steaming	13275	2	2
Cook food items by grilling	13276	2	2
Prepare fruit and vegetable cuts	13280	2	2
Prepare and present basic sandwiches for service	13281	2	2
Prepare and present salads for service	13283	2	2
Clean food production areas and equipment	13284	2	2
Handle and maintain knives in a commercial kitchen	13285	2	2
Apply safe working practices in a commercial kitchen	24526	2	4
Prepare and present espresso beverages for service	17288	3	5
Demonstrate knowledge of coffee origin and production	17284	3	3

What can you do afterwards?

After completing your studies you could:

- ▶ Gain a position in a café or restaurant as a barista or serving staff
- ▶ Gain an apprenticeship in a commercial kitchen as a chef
- ▶ Study for the Certificate in Cookery (Level 3), Certificate in Professional Restaurant, Bar and Wine (Level 4) or National Diploma in Hospitality (Management) (Level 5) at Otago Polytechnic.



Hairdressing

If you have a passion for hair and fashion, are creative and enjoy working with people, this might be the perfect fit for you.

CAREER OPPORTUNITIES

- ★ Hairdresser/Barber
- ★ Salon owner

"The teacher's assistance is awesome; as soon as we ask for help he comes straight away. We aren't left waiting. The small class size is awesome – it helps so much! The environment is so positive."

STUDY IN CENTRAL ONLY

Working towards the National Certificate in Hairdressing (Level 3) (Salon Support)

What will you do?

- ▶ Learn customer service skills
- ▶ Learn safe practices for working in a salon
- ▶ Learn a range of hairstyling techniques

Credits

On successful completion of the following courses you will have gained 47 credits towards NCEA.

COURSE TITLE	NQF UNIT NO	LEVEL	NQF CREDIT
Shampoo hair and scalp	2866	3	4
Apply treatments to hair and scalp	2869	2	2
Provide client service and care in a hairdressing salon	9953	2	4
Demonstrate knowledge of fashion trends in relation to hairstyling	21939	1	3
Mould and scale hair	25077	2	2
Demonstrate knowledge of sustainability concepts in a salon	25439	2	2
Blow dry hair into elementary styles	2870	3	10
Select and apply non-oxidative hair colour	2874	2	3
Demonstrate knowledge of the history of hair design	2891	2	5
Select, maintain and demonstrate safe handling of equipment and tools	25790	3	4
Dress long hair into elementary styles	2874	2	3

What can you do afterwards?

The units in this programme form approximately half of the first year of an apprenticeship in hairdressing. On completing your studies you could:

- ▶ Gain an apprenticeship at a hairdressing salon to complete your qualification
- ▶ Continue studying hairdressing at a Polytechnic or Private Training Establishment.



**Social &
Community Services**

VOCATIONAL PATHWAY

Health, Disability & Aged Care

Working in health care is extremely rewarding – you'll contribute to the wellbeing of the community and have the chance to make a difference in people's lives.

CAREER OPPORTUNITIES

- ★ Disability support worker
- ★ Aged care worker
- ★ Mental health worker
- ★ Advocate
- ★ Nurse

*"This is giving me skills that I will use,
hopefully in the not-so-distant future."*

STUDY IN DUNEDIN ONLY

Work towards the National Certificate in Health, Disability, and Aged Support (Health Assistants) (Level 3)

What will you do?

- ▶ Learn effective interpersonal communication skills
- ▶ Gain experience in whanau ora and community support services
- ▶ Understand basic disability and health principles

Credits

On successful completion of the following courses you could gain up to 72 credits towards NCEA.

COURSE TITLE	NQF UNIT NO	LEVEL	NQF CREDIT
Participate in a team to achieve specified quality improvement objectives	8077	3	4
Listen actively to gain information in an interactive situation	11097	3	3
Support a person to meet personal care needs in an aged care, health or disability context	23386	3	6
Observe, report and document changes in a person's condition in a health or disability setting	23390	2	2
Apply service plan requirements to meet the needs of consumers in a health or disability setting	23454	2	8
Support, mentor and facilitate a consumer to maximize independence in a health or disability setting	23925	3	6
Communicate with consumers and others, and access communication supports in a health, disability or community setting	26975	3	6
Move a person using equipment and care for equipment in a health, disability or aged care context	26977	3	4
Describe risks, impacts and actions for falls and minimise risk of falls in an aged care, health or disability context	26981	3	3
Demonstrate knowledge of cultural identities and culture-related issues in an aged care, health or disability context	27141	3	6
Identify infectious conditions and apply infection control practices in an aged care, health or disability context	27142	2	4
Describe the anatomy and physiology of systems and associated organs of the human body	27457	3	4
Support a client to develop and achieve goals as a health assistant in a health or disability interdisciplinary team	27458	3	3
Observe, evaluate and report the impacts of changes in clients' health or functional status as a health assistant	27459	3	4
Describe clients' nutritional requirements and feeding issues in an aged care, health or disability context	27460	3	3
Describe indicators of wellness, interventions, care and support for people at different human lifespan stages	27461	3	6

What can you do afterwards?

After completing your studies you could:

- ▶ Study the Certificate in Health (Level 4), Certificate in Human Services (Level 4) or Diploma in Enrolled Nursing (Level 5) at Otago Polytechnic to bridge into other healthcare careers including: nursing, midwifery, occupational therapy, counselling, mental health, disability work or career guidance
- ▶ Work as a rehabilitation assistant or healthcare assistant.

Terms and conditions

What are the criteria?

- ★ You must be currently in school at Year 11-13
- ★ You must be motivated
- ★ You need to be keen to pursue a career pathway related to the programme
- ★ Your school must support your application
- ★ Ideally you should have achieved NCEA Level 1 including English and Maths or be working towards it (however exceptions may be made in some circumstances).

Health and safety rules

Otago Secondary-Tertiary College is an intense programme of study. Your OSTC days must take priority over school camps, sports, skiing and other recreational pursuits. You must attend school for four days per week and OSTC for the remaining day per week during term time.

These rules have been developed by your school in conjunction with Otago Polytechnic to ensure that you get the most out of your experience at OSTC. Attendance at OSTC is conditional upon following all health and safety rules.

- ▶ There is zero tolerance for smoking, swearing, bullying or disrespect to any lecturer or peers.
- ▶ You will be provided with clothing and safety equipment relevant to your programme and you will not be allowed into workshops, kitchen, farm or on field trips if you are not wearing the correct gear.
- ▶ Safety clothes and boots are not to be taken home during term time (overalls can be taken home at the end of each term for washing).
- ▶ Your cell phone must be turned off during class time.

Funding

In many instances, your study at OSTC may be fully funded, with no cost to the student. However, please note OSTC is only funded for a limited number of places. Additional places may be offered, however your school will be charged a fee. Please clarify any costs with your school.

What now?

**I would like to study at Otago Secondary-Tertiary College.
What do I do next?**

Students and families should contact your schools careers advisor in the first instance.

Continue your studies with a scholarship from Otago Polytechnic

Every year, Otago Polytechnic offers two students who successfully complete the one-year Otago Secondary-Tertiary College programme the opportunity for a one-year full-fees scholarship to continue their education at Otago Polytechnic.

Applications are called for in September of each year, and the two successful recipients of the scholarship will be notified at the OSTC end-of-year celebration in November.

Scholarships must be taken in the year following successful completion of the Otago Secondary-Tertiary College programme.

ABOUT THIS GUIDE

This information is intended to give potential students and their parents a guide to the subjects that can be studied through Otago Secondary-Tertiary College. All programmes are subject to minimum numbers. Information is correct at time of publication, however may be subject to change.

Photography by Isabella Harrex, Hayden Parsons and Tracey Hames, courtesy of Otago Polytechnic.



IN PARTNERSHIP WITH:
All Otago Secondary Schools