



Welcome to the 2012 edition of Career Express. This guide has been developed for use by schools to assist their students in selecting an appropriate study pathway from school to career. Career Express 2012 outlines the range of Pathway, Institute, Taster and Gateway courses available for students, both for delivery in school and here at Manukau Institute of Technology (MIT).

Each of the courses available in Career Express was designed in collaboration with our local schools and is carefully aligned with future study and career destinations. In this way it is intended to ensure that students are offered purposeful study options that form part of real pathways from school, to tertiary study, to the workplace. As always, we are committed to working with our local schools and community to ensure all students have valid pathways from school into further education and worthwhile employment.

We look forward to working with you again in 2012.

**Graeme McClennan**  
Manager  
Schools and Community

First check the contents page. All our offerings are listed by department and then by course type. To help identify the course type we have introduced a set of symbols. These are explained here and will help you navigate around this guide.

All courses have been carefully aligned so you can see that what students study in school leads to tertiary study and on to careers.

### Course Type

**P** Partnership Courses  
Partnership courses are taught in school using MIT teaching materials and accreditation, and with MIT staff support. Non STAR eligible courses and units are clearly marked. Registration forms for Partnership courses can be found at the back of this guide.

**T** Taster Courses  
Taster courses are for Year 10 students. They are usually a one day course taught at MIT.

**I** Institute Courses  
Institute courses are for senior students and are taught at MIT for more than one day (usually three to six days). These courses provide opportunities to gain credits in NZQA and/or MIT qualifications.

**G** Gateway Courses  
Gateway courses are where MIT acts as a partner for workplace training and assessment. They are taught with a combination of MIT and workplace based training days.

Contact details for each department can be found at the end of each course descriptor. For current entry requirements see the MIT website: [www.manukau.ac.nz](http://www.manukau.ac.nz) For all other enquiries please contact the STAR Office: Telephone (09) 968 8791 Email [STAR@manukau.ac.nz](mailto:STAR@manukau.ac.nz)



## A Guide to Partnership / Taster / Institute / Gateway Courses

Department	Course type			
	Partnership Courses (P)	Taster Courses (T)	Institute Courses (I)	Gateway Courses (G)
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Registration forms for Partnership courses and programmes can be found at the back of this guide.

## Culinary and Hospitality Partnership Courses

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MIT's approach to curriculum alignment in this field is to work with clusters of schools to develop tailor-made alignments which take into account the schools' varying facilities and levels of accreditation.

Alignments include access to teaching materials, professional development opportunities, access to MIT facilities, and networking with other teachers.

Facilities and accreditation are key elements in teaching culinary and hospitality courses.

### Criteria - students with a disability

Schools seeking to enrol a student with a disability on a Culinary and Hospitality Partnership Course need to discuss this with us before enrolment.

Our policy requires that students need to be physically able to complete assessments.

### Courses available

MIT can provide the following courses to be taught in schools under the Schools Partnership Programme\*

#### MIT Kitchen Hygiene

UNIT	TITLE	LEVEL/CREDITS
167.v6	Practise food safety methods in a food business	2 4
13284.v3	Clean food production areas and equipment	2 2

#### MIT Basic Culinary Skills (prerequisite: MIT Kitchen Hygiene)

UNIT	TITLE	LEVEL/CREDITS
13285.v3	Handle and maintain knives in a commercial kitchen	2 2
13280.v3	Prepare fruit and vegetable cuts	2 2
13283.v3	Prepare and present salads for service	2 2
13281.v4	Prepare and present basic sandwiches for service	2 2

#### MIT Art of Coffee Making

UNIT	TITLE	LEVEL/CREDITS
17285.v6	Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision	2 4
17288.v4	Prepare and present espresso beverages for service	3 5
14462.v6	Maintain personal presentation and greet customers in the hospitality industry	2 2

\*Subject to confirmation

### MIT Food & Beverage Table

UNIT	TITLE	LEVEL/CREDITS
14434.v4	Prepare and clear areas for table service in a commercial hospitality environment	2 3
14436.v4	Provide table service in a commercial hospitality environment	2 4
14425.v4	Prepare and serve hot and cold non-alcoholic drinks in a commercial hospitality environment	2 2

### These courses include:

- Teacher training days
- Provision of all teacher and student materials including assessments and workbooks
- Regular visits from MIT staff during the school year
- Practical assessments conducted at MIT.

**Workbook, material and assessment costs are available from the STAR office or the School of Culinary and Hospitality Studies.**

### Summary of programmes available at MIT

#### Baking / Pastry

- MIT Certificate in Baking (Level 3) - 1 year

#### Culinary

- National Certificate in Hospitality (Basic Cookery) (Level 3) - 1 semester
- MIT Certificate in Advanced Cookery (Level 4) - 1 semester
- MIT Diploma in Culinary Practice (Level 5) - 1 year

#### Hospitality

- MIT Certificate in Café and Restaurant Operations (Level 3) - 1 semester
- MIT Certificate in Hospitality Operations (Level 3) - 1 year
- MIT Diploma in Hospitality Management (Level 5) - 1 year
- National Diploma in Hospitality Management (Level 5)  
This is awarded following successful completion of the MIT Certificate in Hospitality Operations and the MIT Diploma in Hospitality Management).

### Contact

#### School of Culinary and Hospitality Studies

Marilyn Plews

Telephone (09) 968 8765 ext 7804

Email [marilyn.plews@manukau.ac.nz](mailto:marilyn.plews@manukau.ac.nz)

## Baking and Pastry for Café



### What is this course about?

This course is an introduction to baking and pastry for cafés. Students will be making fermented dough bread, doughnuts, pizza bases, scones, muffins, pikelets, sweetpaste, tartlets, flans, choux pastry, éclairs, profiteroles, small cakes – fruit, coconut or chocolate.

### What level(s) is this course designed for?

Year 12 and 13 students with a genuine interest in the baking industry.

### What should students wear?

Students should wear long black pants, a white shirt and sturdy covered shoes. The baking industry does not permit sneakers, jewellery or make-up.

### Criteria

Students must have the ability to complete the physical components of the course including assessments.

Entry Requirement (prerequisite unit)

UNIT	TITLE	LEVEL/CREDITS
167.v6	Practise food safety methods in a food business	2 4

### What will this course be assessed on?

Units/qualifications taught by MIT.

UNIT	TITLE	LEVEL/CREDITS
13272.v3	Cook food items by baking	2 2

### What are the outcomes?

At the end of this course, participants credited with this unit will have two credits towards the National Certificate in Cookery (Level 2) or two credits towards the National Certificate in Cookery (Level 3).

### Where can this course lead?

- Entry into a full-time bakery, catering or hospitality programme
- Future employment in the hospitality/catering industry

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz

#### DATES

To be advised

#### LENGTH

25 hrs (5 x 5 hours)

#### TIME

9.00am – 2.30pm

#### NUMBERS

Maximum of 18 students

#### VENUE

Report to STAR Office, L Block, South Campus

#### MIT CHARGE

\$170 per student (GST inclusive) including workbook fee



Institute course details

## Café Service



### What is this course about?

This course is an introduction to food service for the café industry. This is a growth area and there is a real demand for well-trained staff.

### What level(s) is this course designed for?

Year 12 and 13 students with a genuine interest in the café industry.

### What should students wear?

Students should wear black skirt/trousers, white shirt and black covered shoes. No jewellery permitted.

### Criteria

Students must have the ability to complete the physical components of the course including assessments.

### What will this course be assessed on?

Units/qualifications taught by MIT.

UNIT	TITLE	LEVEL	CREDITS
14434 <sub>v4</sub>	Prepare and clear areas for table service in a commercial hospitality environment	2	3
17287 <sub>v4</sub>	Prepare and present filtered coffee for service	2	2

### What are the outcomes?

At the end of this course participants credited with these units will have five credits towards the National Certificate in Hospitality (Food and Beverage Service) (Level 2).

### Where can this course lead?

- Entry into a full-time hospitality programme
- Future employment in the hospitality industry
- A national qualification in hospitality

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz



### Institute course details

#### DATES

To be advised

#### LENGTH

25 hrs (5 x 5 hours)

#### TIME

9.00am – 2.30pm

#### NUMBERS

Maximum of 18 students

#### VENUE

Report to CHATS Reception, North Campus

#### MIT CHARGE

\$170 per student (GST inclusive) including workbook fee



## Catering for the Café Industry



### What is this course about?

This course is an introduction to catering for the café industry. This is a growth area and there is a real demand for well-trained staff.

### What level(s) is this course designed for?

Year 12 and 13 students with a genuine interest in the café industry.

### What should students wear?

Students should wear long black pants, a white shirt and covered sturdy shoes. The café industry does not permit sneakers, jewellery or make-up.

### Criteria

Students must have the ability to complete the physical components of the course including assessments.

### What will this course be assessed on?

Units/qualifications taught by MIT.

UNIT	TITLE	LEVEL/CREDITS
167 <sub>ve</sub>	Practise food safety methods in a food business	2 4
Local	Demonstrate basic food preparation for the café industry. Students will be producing food items for the café industry	

### What are the outcomes?

At the end of this course, participants credited with these units will have four credits towards the National Certificate in Cookery (Level 2) or four credits toward a National Certificate in Cookery (Level 3) and a recognised food safety qualification as required by local councils.

### Where can this course lead?

- Entry into a full-time bakery, catering or hospitality programme
- Future employment in the hospitality/catering industry

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz

#### DATES

To be advised

#### LENGTH

30 hrs (5 x 6 hours)

#### TIME

9.00am – 3.30pm

#### NUMBERS

Maximum of 18 students

#### VENUE

Report to CHATS Reception,  
North Campus

#### MIT CHARGE

\$176 per student (GST inclusive)  
including workbook fee



Institute course details

## Introduction to Flight Attending



### What is this course about?

This course is an introduction to the hospitality service industry and is for those students interested in a career as a flight attendant.

### What level(s) is this course designed for?

Year 12 and 13 students with a genuine interest in the hospitality service industry.

### What should students wear?

Students should wear a black skirt/trousers, white shirt and black covered shoes. No jewellery is permitted.

### Criteria

Students must have the ability to complete the physical components of the course including assessments.

### What will this course be assessed on?

Units/qualifications taught by MIT.

UNIT	TITLE	LEVEL/CREDITS
14425 <sup>v4</sup>	Prepare and serve hot and cold non-alcoholic drinks in a commercial hospitality environment	2 2
14435 <sup>v5</sup>	Seat customers and take initial orders, in a commercial hospitality environment.	3 3

### What are the outcomes?

At the end of this course participants credited with these units will have five credits towards the National Certificate in Hospitality (Food and Beverage Service) (Level 2).

### Where can this course lead?

- A national qualification in hospitality
- Entry into a full-time hospitality programme
- Future employment in the hospitality industry

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz



### Institute course details

#### DATES

To be advised

#### LENGTH

25 hrs (5 x 5 hours)

#### TIME

9.00am – 2.30pm

#### NUMBERS

Maximum of 18 students

#### VENUE

Report to CHATS Reception, North Campus

#### MIT CHARGE

\$174 per student (GST inclusive) including workbook fee

## Diploma in Information and Communications Technology (Level 5) Partnership

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### Aim

The Diploma in Information and Communications Technology (DiplCT) (Level 5) is designed to be an ideal starting point for students wishing to study Information Technology (IT) at tertiary level and ultimately enter the IT industry. This course has been developed in an attempt to address the concerns of schools, students and parents about the lack of formalised qualifications at Years 12 and 13 and to raise the profile of computing and IT within schools.

### Credit inclusion

NZQA has approved relevant DiplCT (Level 5/Level 6) modules for NCEA Level 3 credit inclusion. Please contact the School of Computing and Information Technology for a detailed list.

### Programme objectives and structure

The courses being offered to schools form part of the national framework of computing qualifications offered by the National Advisory Committee on Computing Qualifications (NACCCQ). NACCCQ is comprised of leading tertiary providers of IT education in the institutes of technology and polytechnic sector.

Each course comprises of lectures, tutorials, laboratories and self-directed study time. Each course is 70 hours, with 36-48 classroom hours.

There are two options currently available:

#### Option 1

The four courses being offered in Option 1 have been chosen to give students a broad overview of computing and IT. If all four are completed students are eligible to receive credit for the Bachelor of Information Systems course 561.580 Information Systems Principles.

Schools offering their students these courses will be giving them a solid background in computing and IT as well as a flexible pathway into further learning in this area.

#### DT500 Data Organisation

The aim of this course is for students to develop an understanding of the way in which computers represent, handle and store data. Students also gain an understanding of basic data types. In particular this course covers number systems, the use of codes, and methods of structuring, storing and accessing data.

#### HF500 Hardware Fundamentals

The aim of this course is to gain an understanding of the operation of computer systems and of basic data communications.

#### SO500 Systems Overview

The aim of this course is to gain an understanding of the purposes of information systems and the processes of systems analysis and design.

#### SP610 Integrated Applications

The aim of this course is to acquire the skills and knowledge in the use of integrated applications to enable the creation of end-user applications.

#### Option 2

The two courses being offered in Option 2 have been chosen to give students an understanding of the function and design of the internet. Schools offering these courses will be giving students a flexible pathway into further learning in this area.

#### IN500 Internet

The aim of this course is to provide students with an understanding of internet applications, resources and practical skills in using internet applications.

#### IN600 Website Development

The aim of this course is to provide students with the skills needed for the design and development of world wide web and intranet sites.

Prerequisite IN500

#### Additional courses

##### PP490 Programming Concepts and Tools 1

The aim of this course is to introduce students to the process of solving simple programming tasks through logic methods, problem decomposition and translation into a programming language.

##### PP590 Programming Concepts and Tools 2

The aim of this course is to enable students to design and write solutions to more complex programming problems that involve the use of a variety of logic methods and data sources.

##### DB500 Database Management Systems (DBMS)

The aim of this course is to introduce students to data models used by DBMS, the issues related to the use of DBMS and to provide them with the ability to perform common database functions.

Please contact the School of Computing and Information Technology for a further range of available DiplCT (Level 5) modules in the following subjects: Networks, Operating Systems, Multimedia, Hardware.

## Diploma in Information and Communications Technology (Level 5) Partnership *continued*

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### Staff training and institute courses

The School of Computing and Information Technology can also provide IT training for secondary teachers to enable schools to deliver IT partnership programmes. Alternatively, some DiplCT (Level 5) modules may be delivered by Computing and Information Technology (CIT) staff on the Manukau campus, by arrangement.

### Benefits to students

- Students gain up to six courses towards NACCO qualifications. These qualifications are currently offered by the School of Computing and Information Technology in the form of the DiplCT (Level 5) and the DiplCT (Level 6).
- The courses are nationally recognised so are highly portable.
- Courses are eligible for NCEA Level 3 credit inclusion.

### Cost

The cost per school per unit is \$550 (GST exclusive).

### Course evaluation and review

At the completion of each course an evaluation will be undertaken by students using the School of Computing and Information Technology course evaluation form. Feedback obtained will be taken into account in planning future presentations of this course.

### Resources required

The majority of resources required for the delivery of each course should already be provided in school computer laboratories. These resources should be discussed with the School of Computing and Information Technology prior to entering into a contract for the delivery of any of these courses.

### Credit transfer

#### Options 1 and 2 (and for additional courses)

Students who complete one or more of these courses will be eligible to receive credit for the courses within the DiplCT (Level 5).

#### Option 1 only

If students complete all four courses listed under Option 1 they will be eligible to receive credit for the Stage 1 Bachelor of Information Systems course:

#### 561.580 Information Systems Principles

This course provides students with an understanding of the nature of information technology, its capabilities and limitations in business activities. Students will gain the necessary skills to use information technology as part of their work on the degree programme.

For details on how to receive the relevant credit for courses, contact the School of Computing and Information Technology office:

Telephone (09) 968 8765 ext 7705

Email [facultyofbusiness@manukau.ac.nz](mailto:facultyofbusiness@manukau.ac.nz)

### Contact

#### School of Computing and Information Technology

Edwina Mistry

Telephone (09) 968 8765 ext 7465

Email [emistry@manukau.ac.nz](mailto:emistry@manukau.ac.nz)

## MIT Certificate of Achievement in Early Childhood Education (Level 2)



### What is the MIT Certificate of Achievement in Early Childhood Education (Level 2)?

This certificate is designed for Year 12 students and introduces students to education and care of young children in early childhood education settings. This course aims to prepare students to advance into higher level early childhood education and care.

### What do students gain from the study of early childhood education?

Upon completion of the certificate students will:

- Be credited with 20 or 22 unit standard credits if they complete the required performance criteria which contribute to their NCEA qualification
- Be able to credit unit standards gained towards the Level 3 and Level 5 National Certificate in Early Childhood Education available nationally from a variety of providers
- Have the opportunity to pathway on to tertiary study at MIT's Faculty of Education and Social Sciences, Foundation Studies or other tertiary institutions
- Be better prepared for higher level learning such as the Bachelor of Education (Early Childhood Teaching)
- Gain skills useful to any employment or life experience involving interaction with children
- Have some of the skills necessary for employment in early childhood education.

### What resources are required and provided?

Teaching materials (such as assessment outlines, worksheets, information sheets and PowerPoint slides) are provided via CD to teachers by MIT as part of the programme. All teachers receive a handbook and training to teach the programme at the start of the academic year. Teachers are supported by the Early Childhood Education Schools Partnership lecturers who provide support, advice, regular updates about the programme and cluster group meetings. Students are also invited to participate in an MIT experience day as part of the "Play in early childhood education" units. Students will need to participate in an early childhood setting to meet the assessment requirements of this programme.

### What's in the programme?

UNIT	TITLE	LEVEL/CREDITS
<b>Health in early childhood</b>		
10024.v3	Demonstrate knowledge of promoting the health and wellbeing of children in ECE services	2 3
<b>Hygiene in early childhood</b>		
10020.v3	Describe personal and environmental hygiene and safety practices in an ECE service	2 2
<b>Basic needs of young children</b>		
10021.v3	Describe the basic needs of young children in a ECE service	2 3
<b>Attachment and settling children</b>		
10022.v3	Demonstrate knowledge of attachment patterns and short-term separation in an ECE service	2 3
<b>AND</b>		
10023.v3	Describe transition situations in ECE services	2 2
<b>Nutrition</b>		
26712.v1	Demonstrate knowledge of, and apply, age-related nutrition needs in providing food for a child in an ECE service	2 2
<b>Professional Image</b>		
26715.v1	Describe professional image and demonstrate professional behaviours of early childhood educators	2 3
<b>OPTION</b>		
<b>Ethical Behaviour</b>		
10032.v3	Demonstrate knowledge of ethics in ECE services	2 2

### What does it cost?

To purchase the whole Level 2 programme the cost is \$2875 (GST exclusive).

Courses can be purchased separately at a cost of \$630 (GST exclusive) per course. Where more than one class is enrolled in the programme or in a unit, an additional charge may be incurred.

### Contact

#### Early Childhood Education

Wendy Reinink

Telephone 027 501 9487

Email [wendy.reinink@manukau.ac.nz](mailto:wendy.reinink@manukau.ac.nz)

## MIT Certificate of Achievement in Early Childhood Education (Level 3)

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### What is the MIT Certificate of Achievement in Early Childhood Education (Level 3)?

This certificate is designed for Year 13 students. These units follow on from the Year 12 MIT Certificate of Achievement in Early Childhood Education (Level 2) and continue to build students' knowledge and skills in the education and care of young children in early childhood education settings. This course aims to prepare students to advance into higher level early childhood education and care.

### What do students gain from the study of early childhood education?

Upon completion of the programme students will:

- Be credited with at least 14 NZQA unit standard credits if they complete the required performance criteria which contribute to their NCEA qualification
- Be able to credit unit standards gained towards the Level 3 and Level 5 National Certificate in Early Childhood Education available nationally from a variety of providers
- Have the opportunity to pathway on to tertiary study at MIT's School of Education and Social Sciences, Foundation Studies or other tertiary institutions
- Be better prepared for higher level learning such as the Bachelor of Education (Early Childhood Teaching)
- Gain skills useful to any employment or life experience involving interaction with children
- Have some of the skills necessary for employment in early childhood education.

### How is the programme structured?

The programme is made up of one compulsory unit standard and a choice of five options at Levels 3 and 4. Students will need to complete at least 4 unit standards to achieve a minimum of 14 credits at Level 3.

Schools may offer the unit standards individually or as a whole package. If taught as a package a suggested timetable for the order of teaching the units is provided. Students will need to have the opportunity to participate in an early childhood setting to meet the assessment requirements on this programme.

### What's in the programme?

UNIT	TITLE	LEVEL/CREDITS
<b>COMPULSORY UNIT</b>		
<b>Child development</b>		
10026 <sub>v3</sub>	Demonstrate knowledge of child development and learning and its relevance to ECE services	3 5
<b>OPTIONAL UNITS</b>		
(Choose any 3 units that provide at least 9 credits in total)		
<b>Effective communication</b>		
20406 <sub>v2</sub>	Demonstrate knowledge of, and apply, effective communication with diverse whanau/families in ECE services	3 4
<b>Knowledge of early childhood services</b>		
10034 <sub>v3</sub>	Demonstrate knowledge of ECE services in the local community and in Aotearoa/New Zealand	3 2
<b>Keeping children safe from abuse</b>		
10025 <sub>v3</sub>	Demonstrate knowledge of protection for young children from abuse	3 2
<b>Communicate with young children</b>		
10015 <sub>v3</sub>	Communicate with young children	3 4
<b>Safe environments</b>		
10019 <sub>v3</sub>	Describe and contribute to safe practices and a safe environment for children in an ECE service	3 4
<b>Total credits required (from 4 units) = at least 14</b>		



**What resources are required and provided?**

Teaching materials (such as assessment outlines, worksheets, information sheets and PowerPoint slides) are provided via CD to teachers by MIT as part of the programme. All teachers receive a handbook and training to teach the programme at the start of the academic year. Teachers are supported by the Early Childhood Education Schools Partnership lecturers who provide support and advice and regular updates about the programme and cluster group meetings. Some units may be made available for students to complete via eMIT with teacher support.

**What does the programme cost?**

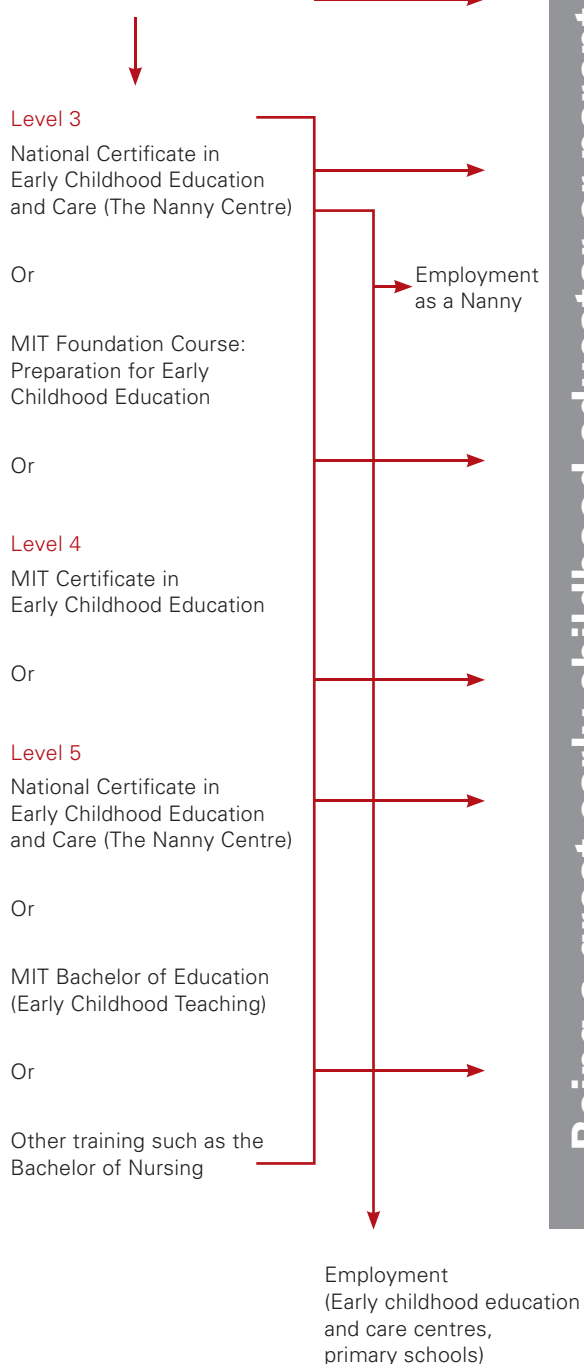
To purchase the whole Level 3 programme, the cost is \$2300 (GST exclusive). This includes one compulsory unit (10026) and up to three additional chosen units. Alternatively units can be purchased separately at a cost of \$630 (GST exclusive) per unit. Where more than one class is enrolled in the programme or in a unit, an additional charge may be incurred.

**Contact**

**Early Childhood Education**

Wendy Reinink  
 Telephone 027 501 9487  
 Email wendy.reinink@manukau.ac.nz

**PATHWAYS**  
**Certificate of Achievement in Early Childhood Education**



**Being a great early childhood educator or parent**

## Automotive and Engineering Career Partnership Programmes

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### Aim

The aim of the Automotive and Engineering Career Partnership programme is to provide a seamless transition from secondary to tertiary education for students keen to pursue an automotive or engineering trade-based career.

### Introduction

The programme could commence at Year 11 and continues in Years 12 and 13.

The individual unit standards studied in each year's programme will lead towards the achievement of credits for NCEA.

### Programme objective

This programme is unit standard based, and will enable:

- Students to study in a programme that best suits their abilities and aspirations
- Schools to offer a well-structured programme that will encourage useful and effective learning contexts, assessed against unit standards. The staff will be leading a focused group of students who have a desire to succeed. The school and MIT will develop a strong, supportive working partnership
- Industry to know that the graduates possess industry relevant skills, have excellent work habits and have a desire to succeed
- MIT to have more highly skilled groups of new entrants into programmes. As a result, the retention and completion outcomes should improve.

### Curriculum alignment

The following programmes have been developed in such a manner that wherever possible they have been aligned to staircase into the next level with minimal overlap and with credits acknowledged.

### Cost

The cost is \$250 (GST exclusive) per unit of work.

This cost includes the following:

- Teacher training
- Student material
- Assistance with assessment and moderation where required
- Student Interim Records of Achievement.

Material will be provided electronically free of charge via the MIT website eMIT for which teachers will be given personal log-ons.

### Assessment

There is a combination of practical skills, assessments, assignments and tests.

Secondary school students will complete the same standard of assessments as institute students.

Assessments will be set by MIT and teachers will mark in accordance with course marking schedules. All assessments will be moderated as per the appropriate Accreditation Moderation Plan.

## Introduction to Automotive and Engineering Skills - Year 1



## Automotive and Engineering Skills - Year 2



Select units to the number of credits required.

UNIT	TITLE	LEVEL/CREDITS	
<b>Automotive</b>			
21670 <sub>v2</sub>	Demonstrate knowledge of general engineering tasks in the motor industry	2	3
21671 <sub>v1</sub>	Carry out general engineering tasks in the motor industry	2	4
21669 <sub>v2</sub>	Demonstrate knowledge of hand tools and workshop equipment for motor industry applications	2	2
21859 <sub>v1</sub>	Select and use hand tools and workshop equipment for an automotive application	2	2
229 <sub>v9</sub>	Identify the general locations and functions of motor vehicle systems and main components	2	4
16113 <sub>v5</sub>	Demonstrate knowledge of safe working practices in an automotive workshop	2	2
<b>Engineering</b>			
22926 <sub>v1</sub>	Demonstrate knowledge of safety procedures in a specific engineering workshop	1	2
22923 <sub>v1</sub>	Demonstrate basic engineering workshop skills under close supervision	1	12
22924 <sub>v1</sub>	Develop a simple product using engineering materials	1	10

### Contact

#### School of Automotive and Vehicle Technology

Ivan Vazey

Telephone (09) 968 8765 ext 8787

Email [ivan.vazey@manukau.ac.nz](mailto:ivan.vazey@manukau.ac.nz)

Select units to the number of credits required.

UNIT	TITLE	LEVEL/CREDITS	
<b>Automotive</b>			
231 <sub>v9</sub>	Explain the operation of two and four stroke petrol and diesel engines	2	4
21682 <sub>v1</sub>	Demonstrate knowledge of an oxy-acetylene welding plant in the motor industry	2	2
21685 <sub>v1</sub>	Use an oxy-acetylene welding plant in the motor industry	2	3
233 <sub>v8</sub>	Service an automotive battery	2	2
242 <sub>v8</sub>	Change the fluid and bleed a brake hydraulic system	2	2
244 <sub>v9</sub>	Disassemble and reassemble a four cylinder four stroke engine to a running state	2	6
21680 <sub>v2</sub>	Demonstrate knowledge of automotive lubricants and sealants	2	2
21716 <sub>v2</sub>	Select and apply lubricants and sealants for automotive and related industry applications	2	1
21683 <sub>v1</sub>	Demonstrate knowledge of MIG welding in the motor industry	2	2
21684 <sub>v1</sub>	Use a MIG welding plant in the motor industry	2	3
21686 <sub>v2</sub>	Demonstrate knowledge of automotive cooling systems.	2	2
21717 <sub>v2</sub>	Service automotive cooling systems	2	3
<b>Engineering</b>			
16954 <sub>v3</sub>	Calculate lengths, areas and mass of engineering fabrication materials	2	4
2433 <sub>v6</sub>	Create simple engineering drawings using computer aided design (CAD) software	2	6
4432 <sub>v5</sub>	Demonstrate knowledge of, and convert, units of measure used in engineering	2	2
4433 <sub>v5</sub>	Select, use, and care for simple measuring devices used in engineering	1	2
4435 <sub>v6</sub>	Select, use, and care for engineering dimensional measuring equipment	2	3

Plus any units not already completed from Year 1 course.

## Motor Body Trades (Level 2)

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### Aim

To introduce students to the motor body trade while at school and to provide a seamless transition from secondary to tertiary education for students who wish to pursue a motor body trades-based career.

### The institute partner

The Faculty of Engineering and Trades is accredited by the Motor Industry Training Organisation (MITO) to assess all Vehicle Technology units.

### Criteria

Students must be Year 12 with an interest in the motor body trade industry.

### Teaching structure

This course will be available over the length of the school year. Teachers who deliver this course will need to be approved by MIT and, prior to teaching the units, will need to attend a one day seminar held at MIT.

Teachers will mark all tests and assignments, which will then be moderated by MIT.

### Cost

The cost is \$250 (GST exclusive) per unit of work.

This cost includes the following:

- Teacher training
- Moderation of tests
- Student Interim Records of Achievement.

### Textbooks

We suggest each school purchase a set of **Repair of Motor Vehicle Bodies** books by Robinson.

### Entry to Automotive Trades

The following units will give credits towards the National Certificate in Motor Industry (Entry to Automotive Trades)

UNIT	TITLE	LEVEL	CREDITS
21869 <sub>v2</sub>	Remove and replace road wheels in the motor industry	1	1
21719 <sub>v1</sub>	Remove and replace motor vehicle lamps in the motor industry	2	1
21670 <sub>v2</sub>	Demonstrate knowledge of general engineering tasks in the motor industry	2	3
21671 <sub>v1</sub>	Carry out general engineering tasks in the motor industry	2	4
21683 <sub>v1</sub>	Demonstrate knowledge of MIG welding in the motor industry	2	2
21684 <sub>v1</sub>	Use a MIG welding plant in the motor industry	2	3
21682 <sub>v1</sub>	Demonstrate knowledge of an oxy-acetylene welding plant in the motor industry	2	2
21685 <sub>v1</sub>	Use an oxy-acetylene welding plant in the motor industry	2	3
21698 <sub>v1</sub>	Remove and replace exterior and interior motor body parts and trim in the motor industry	2	3
21701 <sub>v1</sub>	Demonstrate knowledge of exterior and interior motor body parts and trim in the motor industry	2	2
21858 <sub>v1</sub>	Demonstrate good work habits and perform safe work practices in the motor and related industries	2	4

Schools may select units from the above list depending on the resources available to teach and assess the unit content.



## Motor Body Trades (Level 2) – Options

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### Optional units available

Subject to discussion with the Faculty of Engineering and Trades:

UNIT	TITLE	LEVEL/CREDITS
21710 <sub>v1</sub>	Fill and sand a repair in the motor body industry	2 1
21857 <sub>v2</sub>	Identify the occupational areas and structure of the New Zealand Motor Industry	1 2
21695 <sub>v1</sub>	Repair minor panel damage, shrink, and metal finish a repair in the motor body industry	2 3
21697 <sub>v1</sub>	Demonstrate knowledge of repairing minor panel damage and shrinking a repair in the motor industry	2 2
21700 <sub>v1</sub>	Store and use hazardous materials in the motor and related industries	2 2
21718 <sub>v1</sub>	Demonstrate knowledge of hazardous materials used in the motor and related industries	2 2

### Assessment

Students will complete the same standard of assessments as institute students. Assessments will be set and moderated by MIT. Teachers will mark in accordance with course marking schedules. All assessments will be moderated in line with MIT academic policy.

### Requirements

Teaching and assessment materials will be supplied (subject to copyright) in full by MIT. No school will be permitted to reproduce the supplied materials in any form for any purpose.

### Resource requirements

Please discuss with MIT staff.

### Contact

#### School of Automotive and Vehicle Technology

Alan Winchester

Telephone (09) 968 8765 ext 8605

Email [alan.winchester@manukau.ac.nz](mailto:alan.winchester@manukau.ac.nz)

#### Schools STAR Moderator

Ivan Vazey

Telephone (09) 968 8765 ext 8787

Email [ivan.vazey@manukau.ac.nz](mailto:ivan.vazey@manukau.ac.nz)

## AutoCAD (Level 1)

### What is this course about?

To enable students to gain basic competency in AutoCAD (Computer Aided Design) which is a programme used widely in industry. This course consists of an introduction to the basic concepts and principles of CAD hardware and software.

### What level(s) is this course designed for?

Year 11, 12 and 13 students. Graphic design skills are preferred.

### What should students wear?

Sensible and comfortable clothing. Enclosed footwear.

### What will this course be assessed on?

UNIT	TITLE	LEVEL/CREDITS
Working towards		
2433 <sup>ve</sup>	Create simple engineering drawings using computer aided design (CAD) software	2 6

### What are the outcomes?

Students will be able to produce simple orthographic and isometric drawings.

## AutoCAD (Level 2)

### What is this course about?

To enable students to gain basic competency in AutoCAD which is a programme used widely in industry. The course consists of an introduction to the basic concepts and principles of CAD hardware and software.

### What level(s) is this course designed for?

Senior secondary school students who have attended AutoCAD Level 1 or have equivalent CAD experience.

### What should students wear?

Sensible and comfortable clothing. Enclosed footwear.

### What will this course be assessed on?

UNIT	TITLE	LEVEL/CREDITS
Working towards		
2433 <sup>ve</sup>	Create simple engineering drawings using computer aided design (CAD) software	2 6

For unit 2433 to be awarded, students must have successfully completed AutoCAD Levels 1, 2 and 3.

### What are the outcomes?

Students will be able to produce simple orthographic and isometric drawings.

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz



#### Institute course details

##### DATES

To be advised

##### LENGTH

17 hours (2 days)

##### TIME

8.00am – 4.30pm

##### NUMBERS

Maximum of 20 students

##### VENUE

Report to STAR Office, L Block, South Campus

##### MIT CHARGE

\$105 per student (GST inclusive)



#### Institute course details

##### DATES

To be advised

##### LENGTH

17 hours (2 days)

##### TIME

8.00am – 4.30pm

##### NUMBERS

Maximum of 20 students

##### VENUE

Report to STAR Office, L Block, South Campus

##### MIT CHARGE

\$105 per student (GST inclusive)



## AutoCAD (Level 3)



### What is this course about?

To introduce students to more advanced CAD commands and drawing techniques.

### What level(s) is this course designed for?

Senior secondary school students who have attended AutoCAD Levels 1 and 2 or have equivalent CAD experience.

### What should students wear?

Sensible and comfortable clothing. Enclosed footwear.

### What will this course be assessed on?

UNIT	TITLE	LEVEL/CREDITS
2433 <sup>ve</sup>	Create simple engineering drawings using computer aided design (CAD) software	2 6

Working towards

2434 <sup>ve</sup>	Manually produce detailed engineering drawings under supervision	3 15
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For unit 2433 to be awarded, students must have successfully completed AutoCAD Levels 1, 2 and 3.

### What are the outcomes?

At the end of the course students will have a more in-depth knowledge of the AutoCAD programme. They will also be able to produce and plot more complex drawings.

## SolidWorks (Level 1)



### What is this course about?

This course is designed to enable students to gain basic competency in SolidWorks which is a programme used widely in industry. The course consists of an introduction to the basic concepts and principles of solid modelling hardware and software.

### What level(s) is this course designed for?

Year 11, 12 and 13 students only. Graphic design skills are preferred.

### What should students wear?

Sensible and comfortable clothing. Enclosed footwear.

### What will this course be assessed on?

UNIT	TITLE	LEVEL/CREDITS
Working towards		
2436 <sup>ve</sup>	Create three-dimensional engineering models under supervision	3 5

### What are the outcomes?

Students will be able to produce simple three-dimensional models.

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz

#### DATES

To be advised

#### LENGTH

17 hours (2 days)

#### TIME

8.00am – 4.30pm

#### NUMBERS

Maximum of 20 students

#### VENUE

Report to STAR Office, L Block, South Campus

#### MIT CHARGE

\$105 per student (GST inclusive)



Institute course details

#### DATES

To be advised

#### LENGTH

17 hours (3 days)

#### TIME

8.00am – 4.30pm

#### NUMBERS

Maximum of 16 students

#### VENUE

Report to STAR Office, L Block, South Campus

#### MIT CHARGE

\$155 per student (GST inclusive)



Institute course details

## SolidWorks (Level 2)



### What is this course about?

This course is designed to enable students to gain basic competency in SolidWorks which is a programme used widely in industry. The course consists of an introduction to the basic concepts and principles of solid modelling hardware and software.

### What level(s) is this course designed for?

Senior secondary school students who have attended SolidWorks Level 1 or have equivalent solid modelling experience.

### What should students wear?

Sensible and comfortable clothing. Enclosed footwear.

### What will this course be assessed on?

UNIT	TITLE	LEVEL/CREDITS
Working towards		
2436 <sup>vs</sup>	Create three-dimensional engineering models under supervision	3 5

### What are the outcomes?

Students will be able to produce three-dimensional models.

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz



#### Institute course details

##### DATES

To be advised

##### LENGTH

25 hours (3 days)

##### TIME

8.00am – 4.30pm

##### NUMBERS

Maximum of 16 students

##### VENUE

Report to STAR Office, L Block, South Campus

##### MIT CHARGE

\$155 per student (GST inclusive)



## SolidWorks (Level 3)



### What is this course about?

This course is designed to introduce students to more advanced SolidWorks commands and solid modelling techniques.

### What level(s) is this course designed for?

Senior secondary school students who have attended SolidWorks (Level 1) and SolidWorks (Level 2) or have equivalent solid modelling experience.

### What should students wear?

Sensible and comfortable clothing. Enclosed footwear.

### What will this course be assessed on?

UNIT	TITLE	LEVEL/CREDITS
2436 <sup>6</sup>	Create three-dimensional engineering models under supervision	3 5

For unit 2436 to be awarded, students must have successfully completed SolidWorks Levels 1, 2 and 3.

### What are the outcomes?

At the end of the course students will have a more in-depth knowledge of the SolidWorks programme. They will also be able to produce and plot more complex solid models.

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz

#### DATES

To be advised

#### LENGTH

25 hours (3 days)

#### TIME

8.00am – 4.30pm

#### NUMBERS

Maximum of 16 students

#### VENUE

Report to STAR Office, L Block, South Campus

#### MIT CHARGE

\$155 per student (GST inclusive)



Institute course details

## Carpentry and Construction

### What is this course about?

This course is part of a series of programmes that introduces students to a career as a carpenter, builder or construction worker. A carpenter or builder is able to use their skills and technical knowledge to plan, organise and carry out a range of building and construction tasks and complete finishing work.

### Who is this course designed for?

Senior students who have:

- An interest in becoming a skilled carpenter, craftsperson or builder
- The motivation to work as part of a small team
- A willingness to be part of an essential New Zealand industry.

### What should students wear?

Suitable clothing comprising leather shoes or boots, overalls or jeans and a long-sleeved cotton shirt or top.

### What will this course be assessed on?

UNIT	TITLE	LEVEL/CREDITS
12927 <sub>v3</sub>	Identify, select, maintain, and use hand tools for BCATS projects	2 6
24352 <sub>v1</sub>	Demonstrate knowledge of and apply safe working practices in the construction of a BCATS project	1 2
24353 <sub>v1</sub>	Demonstrate knowledge of and create sketches and drawings for BCATS projects	2 6
24350 <sub>v1</sub>	Identify, select, maintain, and use portable power tools for BCATS projects	2 6
24351 <sub>v1</sub>	Demonstrate knowledge of and use specified fixed machinery in the construction of BCATS projects (only some elements of this unit will be assessed)	2 6

### What are the outcomes?

#### Unit standards

Assessment units shown will be assessed as part of the Level 2 Elementary Construction Skills units that are registered on the National Qualifications Framework.

#### Contact

##### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz



#### Institute course details

##### DATES

To be advised

##### LENGTH

77 hours (11 x 7 hour sessions)

##### TIME

8.00am – 3.30pm

##### NUMBERS

Maximum of 15 students

##### VENUE

Report to STAR Office, L Block, South Campus

##### MIT CHARGE

\$310 per student (GST inclusive)

## Fabrication and Welding



### What is this course about?

This course introduces students to a career in fabrication and welding and is designed to show the differences in scope between fabrication heavy, light and welding disciplines. A fabrication engineer is able to plan, markout, cut, shape and form, assemble and weld materials in either the heavy or light fabrication and welding fields.

### Who is this course designed for?

Senior students who have:

- An interest in becoming a skilled fabricator
- An interest in welding crafts
- The ability to be adaptable and work to high standards across a wide range of industries
- A willingness to become part of a vital New Zealand industry.

### What should students wear?

Suitable clothing comprising leather shoes or boots, overalls or jeans and a long-sleeved cotton shirt or top.

### What will this course be assessed on?

**Students will be assessed on the following two unit standards:**

UNIT	TITLE	LEVEL/CREDITS
21907 <sub>v2</sub>	Demonstrate and apply knowledge of safety welding procedures under supervision	2 3
2395 <sub>v7</sub>	Select, use and care for engineering hand tools	2 4
<b>and be introduced to the following:</b>		
20917 <sub>v1</sub>	Demonstrate basic knowledge of engineering materials	2 2
21912 <sub>v1</sub>	Apply safe working practices on an engineering worksite	2 2
21911 <sub>v1</sub>	Demonstrate knowledge of safety on engineering worksites	2 1
2432 <sub>v6</sub>	Construct engineering plane geometric shapes under supervision	2 3
2417 <sub>v6</sub>	Mechanically cut fabrication materials under supervision	2 8
2678 <sub>v7</sub>	Join metals with the oxy-acetylene welding process	3 6
2672 <sub>v6</sub>	Weld steel in the downhand positions to a general purpose industry standard with the gas metal arc welding process	3 6
2414 <sub>v6</sub>	Lay out and mark off regular fabrication shapes under supervision	2 15

### What are the outcomes?

At the conclusion of this course, students will:

- Have an understanding of the three fabrication disciplines
- Understand the step processes of fabrication
- Be able to identify the material groups of fabrication
- Have performed simple fabrication techniques.

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz

#### DATES

To be advised

#### LENGTH

54 hours (9 x 6 hour sessions)

#### TIME

8.30am – 3.30pm

#### NUMBERS

Maximum of 14 students

#### VENUE

Report to STAR Office, L Block, South Campus

#### MIT CHARGE

\$235 per student (GST inclusive)



Institute course details

## Automotive Engineering

### What is this course about?

This course is part of a series of National Framework units to introduce and encourage students toward the MIT Certificate in Automotive Technology (Level 2). The units cover introductory skills required by the Motor Industry Training Organisation (MITO).

### What level(s) is this course designed for?

For senior secondary school students who have:

- An interest in becoming skilled automotive vehicle workers
- A desire to succeed in a rewarding career in the automotive industry.

### What should students wear?

Safety standards require students to wear the correct clothing – overalls, leather shoes or boots.

### What will this course be assessed on?

Students work toward the following units:

UNIT	TITLE	LEVEL	CREDITS
16113 <sub>v5</sub>	Demonstrate knowledge of safe working practices in an automotive workshop	2	2
21671 <sub>v1</sub>	Carry out engineering tasks in the motor industry	2	4

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz



#### Institute course details

##### DATES

To be advised

##### LENGTH

50 hours (10 x 5 hour sessions)

##### TIME

9.00am – 3.00pm

##### NUMBERS

Maximum of 16 students

##### VENUE

Report to STAR Office, L Block, South Campus

##### MIT CHARGE

\$235 per student (GST inclusive)



## Motor Body Trades Parts 1 and 2



### What is this course about?

This course is part of a series of National Framework units to introduce and encourage students toward the MIT Certificate in Motor Body Technology (Level 3). The units cover introductory skills required by the Motor Industry Training Organisation (MITO).

### What level(s) is this course designed for?

For senior secondary school students who have:

- An interest in becoming skilled motor body trades workers
- A desire to succeed in a rewarding career in the motor body industry

### What should students wear?

Safety standards require students to wear the correct clothing – overalls, leather shoes or boots.

### What will these courses be assessed on?

UNIT	TITLE	LEVEL/CREDITS	
<b>Part 1 Oxy-acetylene</b>			
21682 <sub>v1</sub>	Demonstrate the knowledge of an oxy-acetylene welding plant in the motor industry	2	2
21685 <sub>v1</sub>	Use an oxy-acetylene welding plant in the motor industry	2	3
<b>Part 2 MIG welding</b>			
21683 <sub>v1</sub>	Demonstrate knowledge of MIG welding in the motor industry	2	2
21684 <sub>v1</sub>	Use a MIG welding plant in the motor industry	2	3

**Note: Part 1 and Part 2 operate as separate courses. Students may take either Part 1 or Part 2 or both.**

### Contact

STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz

#### DATES

To be advised

#### LENGTH

40 hours (8 x 5 hour sessions for each part)

#### TIME

9.00am – 3.00pm

#### NUMBERS

Maximum of 14 students

#### VENUE

Report to STAR Office, L Block, South Campus

#### MIT CHARGE

\$155 per student (GST inclusive)



Institute course details

## Motor Body Trades – Refinish



### What is this course about?

This course is to introduce and encourage students toward the MIT Certificate in Vehicle Refinishing (Level 3).

### What level(s) is this course designed for?

For senior school students who have an interest in becoming a refinisher.

### What should students wear?

Safety standards require students to wear the correct clothing – overalls, leather shoes or boots.

### What will this course be assessed on?

Students work toward the following units:

UNIT	TITLE	LEVEL/CREDITS
21699 <sub>v1</sub>	Prepare a painted surface and prepare bare metal for painting in the motor body industry	2 3
21696 <sub>v1</sub>	Apply finish coats of paint to a complete panel in the motor body industry	2 2
21694 <sub>v1</sub>	Mask a repair for priming; and prime, fill, and sand a repair in the motor body industry	2 3

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz



#### Institute course details

##### DATES

To be advised

##### LENGTH

40 hours (8 x 5 hour sessions)

##### TIME

9.00am – 3.00pm

##### NUMBERS

Maximum of 14 students

##### VENUE

Report to STAR Office, L Block, South Campus

##### MIT CHARGE

\$155 per student (GST inclusive)

## Mechanical Engineering

(In conjunction with Trades at School)



### Why nominate students on this combination Gateway STAR course?

Gateway programmes are designed to help students gain a clearer understanding of an industry area by work experience within that industry. This is mostly hands-on applied learning. STAR (Institute) programmes on the other hand allow students to learn about areas not catered for in the normal school curriculum.

This training takes place at MIT, and will include both practical and theoretically based classes.

### Selection process

Because this is a two year programme it is imperative that the right students are enrolled onto this course. Thus all students nominated will be interviewed by someone either from MIT's Faculty of Engineering and Trades or from Steel Construction New Zealand or their nominee.

### What is this course about?

This course has been designed to assist Year 12 and 13 students in finding out more about the engineering industry and the trades associated with that industry, including mechanical engineering, fabrication engineering, heating and ventilation, and welding.

This certificate is the common core training that is normally completed by an engineering apprentice during the first year of an engineering apprenticeship. It is hoped that this programme may lead to part-time or full-time work or apprenticeship opportunities within the industry.

### What level(s) is this course designed for?

Year 12 and 13 students.

### What should the students wear?

Overalls and safety shoes are preferred, casual sensible clothing and depending on the employer, possibly may also require high visibility vests and/or steel cap boots.

### What will this course be assessed on?

Units/qualifications offered via MIT

UNIT	TITLE	LEVEL/CREDITS	STAR	GATEWAY
<b>YEAR 1</b>				
497 <sub>v7</sub>	Demonstrate knowledge of workplace health and safety requirements	1	3	S
6401 <sub>v4</sub>	Provide First Aid	2	1	S
6402 <sub>v6</sub>	Provide resuscitation level 2	1	1	S
21907 <sub>v1</sub>	Demonstrate and apply knowledge of safe welding procedures under supervision	2	3	S
21911 <sub>v1</sub>	Demonstrate knowledge of safety on engineering worksites	2	1	S
2430 <sub>v6</sub>	Draw and interpret engineering sketches under supervision	2	4	S
2432 <sub>v6</sub>	Construct engineering plane geometric shapes under supervision	2	3	S
20799 <sub>v1</sub>	Demonstrate basic knowledge of engineering metals	2	4	S
20917 <sub>v1</sub>	Demonstrate basic knowledge of engineering materials	2	2	S
21913 <sub>v1</sub>	Shift loads in engineering installation, maintenance and fabrication work	2	2	S
4433 <sub>v5</sub>	Select, use and care for simple measuring devices used in engineering	1	2	G
2395 <sub>v7</sub>	Select, use and care for, engineering hand tools	2	4	G
2396 <sub>v5</sub>	Select, use and maintain portable hand held engineering power tools	2	4	G
<b>YEAR 2</b>				
21905 <sub>v1</sub>	Demonstrate knowledge of trade calculations and units for mechanical engineering trades	2	4	S
21908 <sub>v2</sub>	Demonstrate knowledge of basic mechanics for mechanical engineering trades	2	2	S
25075 <sub>v1</sub>	Perform basic fabrication operations under supervision	2	12	S
21906 <sub>v1</sub>	Perform basic mechanical engineering machining operations under supervision	2	12	S
2387 <sub>v5</sub>	Assemble mechanical components under supervision	2	2	G
21909 <sub>v1</sub>	Demonstrate knowledge of fasteners used in mechanical engineering	2	1	G
4436 <sub>v5</sub>	Select, use and care for engineering marking-out equipment	2	4	G
4435 <sub>v6</sub>	Select, use and care for engineering dimensional measuring equipment	2	3	G

## Mechanical Engineering *continued*

(In conjunction with Trades at School)

### What are the outcomes?

Students have the ability to gain six Level 1, and 28 Level 2 credits in Year 1, with a further 40 Level 2 credits available in Year 2.

This course also offers students the ability to gain the National Certificate in Mechanical Engineering (Level 2).

Students will also have gained an understanding of the engineering industry and its environment including how to work in and maintain a safe work environment through applied learning undertaken mainly in the workplace.

### Where does this course lead?

- Certificate in Fabrication Trades and Technology (Level 3) – 1 year
- Certificate in Manual Metal Arc and Gas Metal Arc Welding (Level 3) – 1 semester
- Diploma in Computer Integrated Manufacture (Level 5) – 1 year
- National Diploma in Engineering (Mechanical Engineering) (Level 6) – 2 years
- Possible Engineering Apprenticeships in Mechanical Engineering, Fabrication Engineering, and Heating and Ventilation



### Contact

#### Gateway Administrator

Dorelle Kouka

Telephone (09) 968 8614

Email [dorelle.kouka@manukau.ac.nz](mailto:dorelle.kouka@manukau.ac.nz)

#### Faculty of Engineering and Trades

Bob Laycock

Telephone: (09) 968 8765 ext 8224

Email: [bob.laycock@manukau.ac.nz](mailto:bob.laycock@manukau.ac.nz)

#### STAR Office

Telephone (09) 968 8791

Email [STAR@manukau.ac.nz](mailto:STAR@manukau.ac.nz)



### Institute course details

#### DATES

To be advised

#### LENGTH

2 years

#### TIME

STAR - one day per week all year

Gateway - one day per week in Terms 3 and 4

#### NUMBERS

Maximum of 18 students

#### VENUE

To be advised

#### MIT CHARGE PER YEAR

STAR - \$1155 (GST inclusive)

Gateway - \$465 (GST inclusive)

## Logistics



### What is this course about?

This course has been designed to assist Year 12 and 13 students in finding out more about the logistics area by working and learning in the logistics industry via work placements. The knowledge acquired will be assessed via the workplace experience.

### What level(s) is this course designed for?

Year 12 and 13 students.

### What should students wear?

Casual sensible clothing and depending on the employer, students may also require high visibility vests and/or safety shoes.

### What will this course be assessed on?

Units/qualifications offered via MIT.

UNIT	TITLE	LEVEL/CREDITS
414.v2	Demonstrate knowledge of the distribution environment	2 4
11985.v3	Maintain safe work practices in a distribution facility	2 3
11975.v3	Pick and assemble goods for dispatch in a retail or distribution facility	2 3

### What are the outcomes?

Students will have gained an understanding of the logistics/distribution environment including how to work and maintain a safe work environment through applied learning undertaken mainly in the workplace.

### Where does this course lead?

- Certificate in Logistics (Level 4) – 1 semester
- Diploma in Shipping and Freight (Level 5) – 1 year
- Diploma in Supply Chain Management (Level 5) – 1 year
- Bachelor of Business – specialising in Logistics (Level 7) – 3 years

### Contact

#### Gateway Administrator

Dorelle Kouka  
Telephone (09) 968 8614  
Email dorelle.kouka@manukau.ac.nz

#### New Zealand Maritime School

Helen Murray  
Telephone (09) 379 4997  
Email helen.murray@manukau.ac.nz

#### DATES

To be advised

#### LENGTH

12 weeks

#### TIME

One day per week. Actual days to be confirmed between school and industry partner.

#### NUMBERS

Maximum of 20 students

#### VENUE

To be advised – 2 days at MIT, rest in industry

#### MIT CHARGE

\$290 per student (GST inclusive)



Institute course details



## Nursing - An Introduction



### What is this course about?

This course introduces students to a career in nursing.

As a result of attending the course students will:

- Recognise the changing role of the nurse
- Have participated in a range of selected nursing activities
- Be aware of subject choices at secondary school that will enhance their acceptance and success on the Nurse Assistant and Bachelor of Nursing programmes.

### Who should come to this course?

This course is for Year 10 students.

### What should students wear?

Students should wear full school uniform.

### Contact

#### STAR Office

Telephone (09) 968 8791

Email [STAR@manukau.ac.nz](mailto:STAR@manukau.ac.nz)



#### Taster course details

##### DATES

To be advised

##### LENGTH

5 hours

##### TIME

9.00am – 2.30pm

##### NUMBERS

Maximum of 10 students

##### VENUE

Report to STAR Office, L Block,  
South Campus

##### MIT CHARGE

\$16 per student (GST inclusive)

## A Career in Nursing



### What is this course about?

This course is designed to give senior school students interested in a career in nursing an in-depth understanding of what nursing and the variety of nursing roles involve.

### What level(s) is this course designed for?

Year 12 and 13 students interested in a career in nursing.

### What should students wear?

Comfortable and sensible clothing.

### What are the outcomes?

Students will:

- Participate in a range of selected nursing and science related activities to gain an insight into programme activities
- Discuss the role of the nurse and the wide variety of career opportunities available on registration
- Have an opportunity to meet nursing students to discuss the realities of undertaking the Nurse Assistant and Bachelor of Nursing programmes.

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz

#### DATES

To be advised

#### LENGTH

12 hours (2 x 6 hours on consecutive days)

#### TIME

9.00am – 3.30pm

#### NUMBERS

15 - 20 students

#### VENUE

Report to STAR Office, L Block, South Campus

#### MIT CHARGE

\$80 per student (GST inclusive)



Institute course details

## Developing Interpersonal Skills for Community and Work, for Students with Special Learning Needs



### What is this course about?

This course is designed to assist senior school students with special learning needs to develop their interpersonal skills.

### What level(s) is this course designed for?

Year 11, 12 and 13 students with special learning needs.

### What should students wear?

Comfortable and sensible clothing.

### What will this course be assessed on?

Units/qualifications taught by MIT.

UNIT	TITLE	LEVEL/CREDITS
11901 <sub>v4</sub>	Identify situations that trigger stress and the symptoms it may create in a supported learning context	1 2
11902 <sub>v4</sub>	Identify situations that trigger anger and the symptoms it may create in a supported learning context	1 2

### What are the outcomes?

Students will have greater confidence in their interactions in the community and the workplace.

### Where does this course lead?

- MIT Certificate in Community and Work Skills (Level 1) - 1 year
- MIT Certificate in Work Skills (Level 1) - 1 year

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz



Institute course details

#### DATES

To be advised

#### LENGTH

20 hours (4x5 hour sessions)

#### TIME

9.00am – 2.30pm

#### NUMBERS

Maximum of 16 students

#### VENUE

Report to ND Reception, North Campus

#### MIT CHARGE

\$80 per student (GST inclusive)

## Friendships and Relationships for Students with Special Learning Needs



### What is this course about?

This course is designed to assist senior school students with special learning needs, to develop the skills to make and maintain friendships and to assist them with making informed decisions in relation to sexual practice.

### What level(s) is this course designed for?

Year 11, 12 and 13 students with special learning needs.

### What should students wear?

Comfortable and sensible clothing.

### What will this course be assessed on?

Units/qualifications taught by MIT.

UNIT	TITLE	LEVEL/CREDITS
20075 <sub>v3</sub>	Demonstrate knowledge of friendships or relationships in a supported learning context	1 3
11856 <sub>v4</sub>	Describe human reproduction in a supported learning context	1 2
11857 <sub>v4</sub>	Demonstrate knowledge of factors relating to informed decisions about sexual practice in a supported learning context	1 2

### What are the outcomes?

Students will have greater confidence in their ability to make and maintain friendships and have an appreciation of the factors involved in making informed decisions in relation to sexual practice.

### Where does this course lead?

- MIT Certificate in Community and Work Skills (Level 1) - 1 year
- MIT Certificate in Work Skills (Level 1) - 1 year

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz

#### DATES

To be advised

#### LENGTH

45 hours (9 x 5 hour sessions)

#### TIME

9.00am – 2.45pm

#### NUMBERS

Maximum of 16 students

#### VENUE

Report to ND Reception,  
North Campus

#### MIT CHARGE

\$155 per student (GST inclusive)



Institute course details

## Personal Presentation for Community and Work, for Students with Special Learning Needs



### What is this course about?

This course is designed to assist senior school students with special learning needs to have an appreciation of the importance of personal presentation when they interact with the community.

### What level(s) is this course designed for?

Year 11, 12 and 13 students with special learning needs.

### What should students wear?

Comfortable and sensible clothing.

### What will this course be assessed on?

Units/qualifications taught by MIT.

UNIT	TITLE	LEVEL/CREDITS
11861 <sub>v4</sub>	Demonstrate knowledge of personal hygiene in a supported learning context	1 3
11877 <sub>v4</sub>	Select and wear clothes for different occasions and identify need to care for clothes, in a supported learning context	1 1
11905 <sub>v4</sub>	Respond in a social occasion in a supported learning context	1 2

### What are the outcomes?

Students will have an appreciation of the importance of personal presentation with regard to personal hygiene and dress, and also increase their ability to respond appropriately in different social contexts.

### Where does this course lead?

- MIT Certificate in Community and Work Skills (Level 1) - 1 year
- MIT Certificate in Work Skills (Level 1) - 1 year

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz



#### Institute course details

##### DATES

To be advised

##### LENGTH

25 (5 x 5 hour sessions)

##### TIME

9.00am – 2.45pm

##### NUMBERS

Maximum of 16 students

##### VENUE

Report to ND Reception, North Campus

##### MIT CHARGE

\$155 per student (GST inclusive)



## Self Care for Good Health for Students with Special Learning Needs



### What is this course about?

This course is designed to assist senior school students with special learning needs to have an appreciation of the importance of maintaining good health and to introduce them to basic first aid.

### What level(s) is this course designed for?

Year 11, 12 and 13 students with special learning needs.

### What should students wear?

Comfortable and sensible clothing.

### What will this course be assessed on?

Units/qualifications taught by MIT.

UNIT	TITLE	LEVEL/CREDITS
11855 <sub>v4</sub>	Outline ways of maintaining good health in a supported learning context	1 2
11860 <sub>v4</sub>	Demonstrate knowledge of self care for minor illness or condition, and injury in a supported learning context	1 2

### What are the outcomes?

Students will have an appreciation of the importance of maintaining good health and of how to care for themselves in case of minor illnesses or injury.

### Where does this course lead?

- MIT Certificate in Community and Work Skills (Level 1) - 1 year
- MIT Certificate in Work Skills (Level 1) - 1 year

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz

#### DATES

To be advised

#### LENGTH

20 (4 x 5 hour sessions)

#### TIME

9.00am – 2.45pm

#### NUMBERS

Maximum of 16 students

#### VENUE

Report to ND Reception,  
North Campus

#### MIT CHARGE

\$80 per student (GST inclusive)



Institute course details

## MIT Certificate of Achievement in Sport Studies and Sport Leadership Programmes (Level 2 and Level 3)

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### Overview of programmes

The MIT Certificates of Achievement in Sport Studies programmes provide an exciting opportunity for students to experience the tertiary education environment while still at secondary school.

### Objectives of programmes

- To enable students to develop a coaching philosophy and coaching style and apply them in the practical environment.
- To encourage students to develop their delivery style and be innovative in their game design.
- To provide an opportunity to experience the outdoor learning environment.
- To encourage students to demonstrate self-management and self-evaluation skills in an outdoor learning environment.
- To provide an understanding of fundamental skills.
- To provide an opportunity for students to determine an athlete's ability to learn and perform fundamental skills.
- To have students conduct, review and adapt a skill practice of fundamental skills.
- To have students identify muscle groups and systems targeted by exercises.
- To enable students to demonstrate exercise techniques and assist clients in fitness activities, under supervision.

### Upon completion of the programmes students will:

- Have had sport leadership opportunities
- Have had the opportunity to develop effective delivery skills in the practical sport and recreation environment
- Have an increased knowledge of the sport and recreation area
- Receive a record of achievement of units studied at MIT
- Have developed specific sport skills, both in delivery and as a participant.

### Cost

The cost per school will be dependent on the units selected.

STAR funded units are \$500 (GST exclusive).

Non STAR funded units are \$450 (GST exclusive).

For every additional teacher involved in the programme, there is an additional administration charge of \$150 (GST exclusive) per extra teacher.

This cost includes:

- Teaching material for the MIT Certificate of Achievement in Sport Studies programme
- Teacher's handbook containing guidelines, procedures, policies and programme content
- MIT on-campus orientation and in-service days for secondary school staff
- Moderation of programmes
- Cluster groups arranged for teacher assistance and guidance
- Access to support from Schools Partnership Co-ordinator/Lecturer, School of Sport and MIT
- Online access via eMIT (<https://emit.manukau.ac.nz>). Passwords and usernames are issued on teacher training day.

### MIT will provide:

- Programme content for these Sport Studies programmes which include:
  - Course outlines
  - Programme and teaching overviews
  - Content structure
  - Lesson plans and teaching material
  - Assessments and assessment criteria
  - Marking schedules for assessments
  - Teacher's handbook containing procedures, policies and course content
  - MIT on-campus orientation and in-service days for secondary school staff
  - MIT Certificate of Achievement in Sport Studies certificates (on completion of eight units)
  - Moderation of programmes.

To further enhance programme quality and student learning, MIT will also provide:

- Two staff workshops on programme content and delivery of practical components. These are normally held on-site at MIT, however for distant schools, cluster workshops may be offered
- Access to the Schools Partnership Co-ordinator/Lecturer, School of Sport and MIT
- Site visits to secondary schools. Regularity depends on geographical location of school. These may be clustered
- Support networks for new teachers delivering the programme. These will be facilitated by the Schools Partnership Co-ordinator/Lecturer, School of Sport and MIT.

## Programme structures

**MIT Certificate of Achievement in Sport Studies Programmes (Level 2)**

Students need to complete at least five units to achieve a minimum of **16** credits to achieve this certificate.

**Sport Studies Level 2 Units**

UNIT	TITLE	LEVEL/CREDITS
467 <sub>v5</sub>	<b>ABL Adventure-based Learning</b> Demonstrate personal and social development through participation in adventure based learning	2 3
20818 <sub>v1</sub>	<b>Kayaking</b> Demonstrate kayaking skills on sheltered or slow-moving water	1 2
476 <sub>v6</sub>	Roll a kayak (optional)	2 2
505 <sub>v6</sub>	<b>Fitness education</b> Manage personal physical fitness with guidance	1 3
21649 <sub>v2</sub>	<b>Body in motion</b> Apply knowledge of basic anatomy to the performance of sport skills	2 3
22770 <sub>v2</sub>	<b>Nature of sport</b> Demonstrate knowledge of sport coaching the coaching environment, and sport participants needs	2 4
<b>MIT Local Units</b>		
	Sport leadership (Kiwisport) Kiwisport unit - Apply minor games with junior sport participants	2 3
	<b>Innovative games</b> Use games as an effective teaching tool in a sport environment (No equivalent NZQA Unit)	2 3
<b>Non STAR Funded Unit</b>		
12538 <sub>v3</sub>	<b>Sport leadership</b> Demonstrate leadership in physical activity	2 3
<b>Units pending approval</b>		
20137 <sub>v1</sub>	<b>Mountain Biking</b> Mountain bike on easy terrain	1 1
457 <sub>v6</sub>	Mountain bike on intermediate to expert terrain	2 2

**MIT Certificate of Achievement in Sport Studies Programmes (Level 3)**

Students need to complete at least four units to achieve a minimum of **21** credits to achieve this certificate.

**Sport Studies Level 3 Units**

UNIT	TITLE	LEVEL/CREDITS
22771 <sub>v2</sub>	<b>Role of the coach</b> Plan a beginner level coaching session for sport participants	3 4
22768 <sub>v1</sub>	Conduct and review a beginner level coaching session	3 6
7021 <sub>v3</sub>	<b>Demonstrate exercise techniques</b>	3 8
26224 <sub>v2</sub>	<b>Pre-Competition Officiating</b> Complete pre-competition preparations as an official at a competitive sports event	3 3
21414 <sub>v3</sub>	<b>Event management</b> Plan and run a recreation activity	3 4
20673 <sub>v3</sub>	<b>Sport injuries</b> Demonstrate knowledge of injury prevention and risk and injury management in sport or recreation	3 4
<b>MIT Local Unit</b>		
	<b>Delivering sport skills</b> Teach to develop a fundamental skill of a selected sport	3 3
<b>Non STAR Funded Unit</b>		
13353 <sub>v3</sub>	<b>Outdoor pursuits</b> Demonstrate knowledge and skills in an outdoor pursuit activity (tramping)	3 3

### MIT Certificate of Achievement in Sport Leadership (Level 2 & 3)

- **Combined Level 2 and Level 3 (One year option)**

This programme comprises **8** units that can be selected from all Levels. Students who complete this programme will be awarded the MIT Certificate in Sport Leadership (Level 2 and Level 3). Schools may also design their own course by purchasing individual credits.

### Summary of programmes available at MIT

- MIT Certificate in Applied Sport and Recreation (Level 4) – 1 year
- MIT Diploma in Applied Sport and Recreation (Level 5) – 1 year

### Contact

#### School of Sport

Lee-Ann Frandi

Telephone (09) 968 8765 ext 8144,

Mobile 027 568 8081, Fax (09) 968 8746

Email [lee-ann.frandi@manukau.ac.nz](mailto:lee-ann.frandi@manukau.ac.nz)



## Innovative Fitness Fun



### What is this course about?

The course is designed to allow students to experience the 'magic' of games as a tool in the sport environment. Students get to explore the experience of aquatics and fun fitness in a gym environment.

As a result of attending the course students will have:

- Experienced a variety of new games
- Enhanced their ability to be positive about learning in new environments
- Experienced fun fitness and aquatics in a fitness gym and swimming pool.

### Who should come to this course?

This course is for Year 10 students.

### What should students wear?

Students should wear comfortable exercise gear and sport shoes. Students also need to bring swimming gear and a towel (white T-shirt for pool acceptable).

### Contact

#### STAR Office

Telephone (09) 968 8791

Email STAR@manukau.ac.nz



#### Taster course details

##### DATES

To be advised

##### LENGTH

5 hours

##### TIME

9.00am – 2.30pm

##### NUMBERS

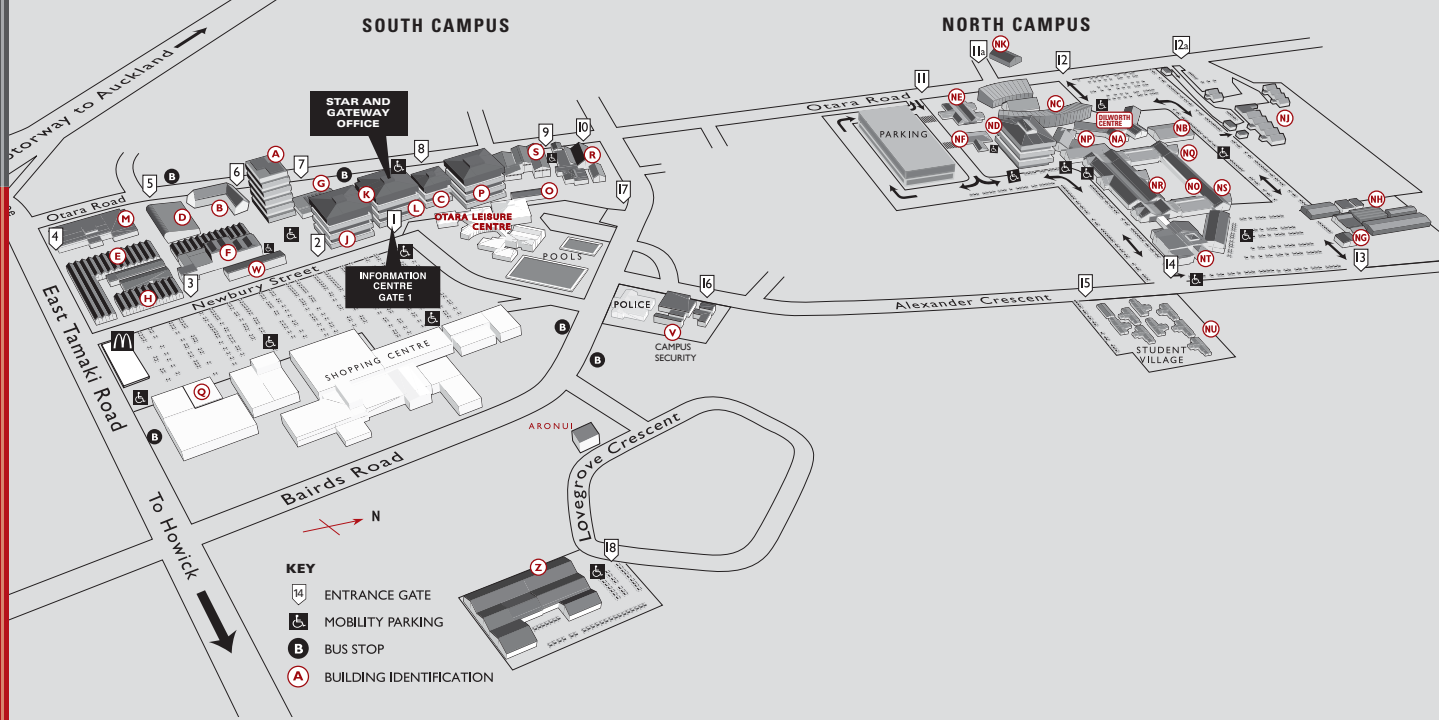
Maximum of 20 students

##### VENUE

Report to Star Office, L Block,  
South Campus

##### MIT CHARGE

\$16 per student (GST inclusive)



SOUTH CAMPUS

NORTH CAMPUS

- A** FACULTY OF NURSING & HEALTH STUDIES  
– Administration
- B** FACULTY OF EDUCATION & SOCIAL SCIENCES  
School of Foundation Studies  
– Administration
- C** Finance  
Human Resources  
Marketing, PR & Communications
- D** FACULTY OF ENGINEERING & TRADES  
Administration for:  
Distance Learning (ITO)  
Fabrication, Welding, Refrigeration & Air Conditioning (Full-time programmes)  
School of Mechanical Engineering & Trades  
Short Courses (CAM, CNC)
- E** FACULTY OF ENGINEERING & TRADES  
Automotive, Maintenance & Reliability Centre, Motor Body Repair
- F** FACULTY OF ENGINEERING & TRADES  
Fabrication, Refrigeration & Welding
- G** Cafeteria  
Staff Services
- H** FACULTY OF ENGINEERING & TRADES  
Manufacturing Technology
- JKL** Academic Registry  
– Academic Records  
– International Administration  
– Student Finance  
Career Centre  
Cashiers  
Information Centre  
International Marketing & Recruitment  
Learning Technology Centre  
Main Reception  
Schools and Community Liaison Staff  
STAR & Gateway Office  
Student Life  
– Disabilities Co-ordinator  
– International Student Support  
– Māori & Pasifika Student Support  
Centre for Assessment of Prior Learning (CAPL)

- FACULTY OF CONSUMER SERVICES  
School of Hairdressing
- FACULTY OF EDUCATION & SOCIAL SCIENCES  
ESOL, IELTS Testing Centre
- M** DEPARTMENT OF CONSUMER SERVICES  
Baking & Patisserie – Administration
- O** Copy Print Centre  
Pasifika Development Office
- P** FACULTY OF ENGINEERING & TRADES  
Manukau Centre for Mechatronics  
Administration for:  
Modern Apprenticeships  
School of Automotive & Vehicle Technology  
School of Electrical Engineering & Trades  
Short Courses  
(except CAM, CNC & Split Systems, see D and NJ)  
Manukau Centre of Mechatronics
- Q** FACULTY OF EDUCATION & SOCIAL SCIENCES  
Employment Programmes – Administration  
Photography Studio
- R** FACULTY OF ENGINEERING & TRADES  
School of Building & Construction
- S** Health & Counselling Centre  
Learning Support Centre  
Library
- V** Campus Security  
Facilities Management
- W** FACULTY OF ENGINEERING & TRADES  
Mechanical & Civil Engineering
- Z** FACULTY OF CREATIVE ARTS  
Manukau School of Visual Arts  
School of Creative Writing  
School of Performing Arts
- ARONUI**  
Visual Arts Exhibition Building
- OTARA LEISURE CENTRE**  
FACULTY OF EDUCATION & SOCIAL SCIENCES  
School of Sport

- NA** DILWORTH CENTRE  
Chief Executive's Office  
Leadership Team
- NB** Information, Communications & Technology Services (ICTS)  
Legal & Contracts
- NC** TE TARI MĀTAURANGA MĀORI  
Administration for:  
Kaumātua, Kuia, Ngā Kete Wānanga Marae, Te Tari Mātauranga Māori Office
- ND** FACULTY OF EDUCATION & SOCIAL SCIENCES  
Administration for:  
Adult Literacy Education  
Education & Social Sciences  
School of Sport & Recreation
- NE** Children's Education Centre
- NF** Student Common Room  
Student Experience  
Student Services
- NG** Grounds Staff
- NH** FACULTY OF ENGINEERING & TRADES  
School of Horticulture & Landscaping  
Poly-Emp Employment & Advisory Services
- NJ** FACULTY OF ENGINEERING & TRADES  
Administration for:  
School of Building & Construction  
School of Horticulture & Landscaping  
School of Plumbing & Gasfitting  
Short Courses - Split Systems
- NK** SCHOOL OF SECONDARY-TERTIARY STUDIES
- NO** FACULTY OF BUSINESS  
Administration for:  
Accounting & Management  
Business Administration  
Communications & Marketing  
Computing Information & Technology  
Tourism & Travel  
Cafe Espresso  
Short Courses - Business & Computing  
Student Study Hall
- NP** Academic Development Centre

- Bennetts Bookshop  
Cafeteria
- NQ** FACULTY OF BUSINESS  
Communications & Marketing  
FreeB Computing (Room - NQ122)  
The University of Auckland at Manukau
- NR** FACULTY OF BUSINESS  
Accounting & Management  
Computing & Information Technology  
Southern Cross University  
Postgraduate Programmes
- NS** FACULTY OF BUSINESS  
Business Administration
- NT** DEPARTMENT OF CONSUMER SERVICES  
Administration for:  
School of Beauty  
School of Culinary & Hospitality  
The Palm Room Restaurant  
FACULTY OF BUSINESS  
Communications & Marketing  
Tourism & Travel  
RICOH Centre
- NU** STUDENT VILLAGE  
Health & Counselling Centre

OTHER LOCATIONS

**AUCKLAND CITY CLASSROOMS**  
246 Queen Street, Auckland

**BUSINESS AND INDUSTRY RELATIONS**  
Level 1, Colliers House, 52 Highbrook Drive, Highbrook Business Park, East Tamaki, Manukau

**FLORISTRY**  
Floramax Flower Auction House, 3 Monahan Road, Mt Wellington

**MOTORSPORT**  
159A & C Manukau Road, Pukekohe

**277 NEWMARKET CAMPUS**  
Level 4, 277 Broadway, Newmarket

**NEW ZEALAND MARITIME SCHOOL**  
Level 3, 2 Commerce Street, Auckland

**PLUMBING & GASFITTING**  
9B Mahunga Drive, Mangere