



**MANUKAU
INSTITUTE OF
TECHNOLOGY**
Te Whare Takiura o Manukau

MIT Trades Academy 2025 Programme Guide



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* These courses are subject to run based on approval, staff availability and dependent on minimum student numbers.

Welcome to Manukau Institute of Technology Trades Academy (MITTA)

What is MITTA?

Manukau Institute of Technology Trades Academy “MITTA” is a Trades Academy training provider that works in partnership with secondary schools by offering vocational courses that prepare students for higher education or employment. Our courses embed NCEA level 2 and level 3 unit standards so students can work towards achieving their NCEA whilst at MIT.

Who can join?

Any Years 11-15 student who is enrolled and attending a secondary school
Be a senior secondary school student i.e Years 11 – 15
Be aged 18 or under at the start of the calendar year
Be aged 20 or under at the start of the calendar year if ORS funded
Students need to be 16 and over to attend TechPark Courses.

How many weeks are the courses?

32 weeks, courses start **Monday 10 February 2025** and Finish **Friday 31 October 2025**.
We close for the school holidays just like Secondary Schools.

Level 2 courses = 1 day per week at MIT/ 4 days at school

Level 3 courses = 2 days per week at MIT/ 3 days at school (Unless stipulated)

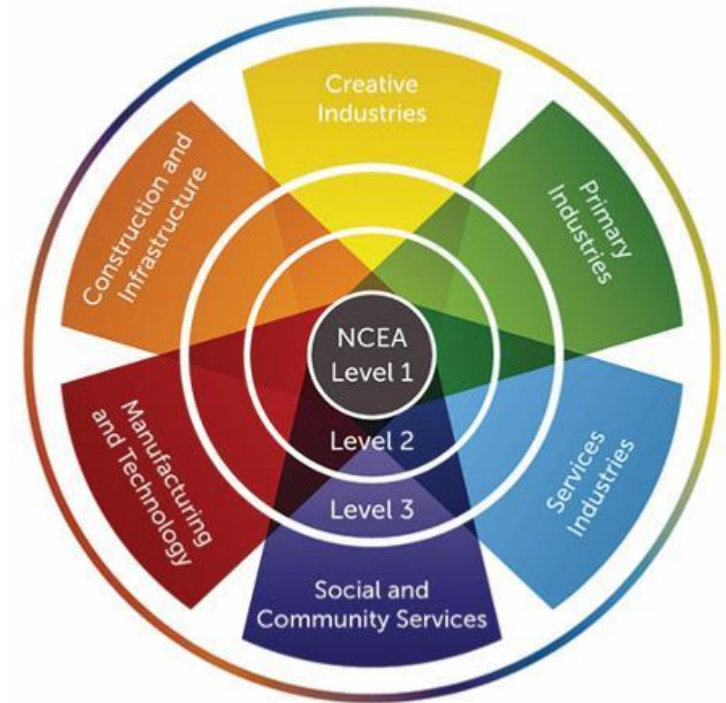
Travel to MIT Trades Academy

Transport is provided for students to travel to and from MIT. Arrangements are made through the secondary schools and students should see their secondary school liaison in charge of Trades Academy.

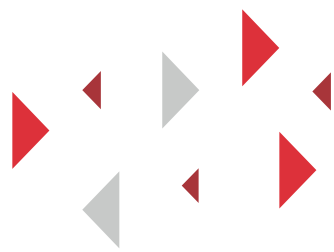
More info

[Trades Academies](#)

[Vocational Pathways](#)



Student Information



Uniform Requirements

Students are not expected to wear school uniform when they come to MITTA.

Some courses require special Personal Protection Equipment (PPE) and this will be provided by MITTA.

Students are expected to wear the PPE during practical activities and will not be allowed in class if they are not in the appropriate PPE gear.

Behaviour Code

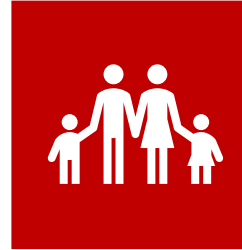
Attending MIT carries the same behavioural requirements as at your secondary school. School rules must be followed at all times.

Attendance at MITTA is compulsory and we expect full attendance.

Upon enrolment secondary schools should cover MITTA's Students Code of Conduct (next page) and students are held accountable to the expectations laid out in this code.

Any breach of the rules will be addressed by MITTA and the school at which the student is enrolled and relevant policies and procedures must be followed.

MITTA will be responsible for monitoring the health and safety of all tertiary level learning at MITTA.



What support do I get?

Every student is assigned to a class and each class has a Transition Coordinator who supports the students whilst at MITTA.

The Transition Coordinator assist students with their Individual Education Plans and assists students with their future transition plans.

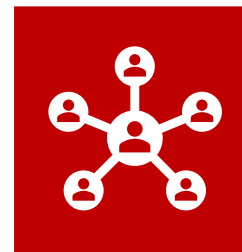
Transition Coordinators are the point of contact for students for all things Trades Academy.

The Transition Coordinator liaises with secondary schools and whānau to ensure that students are on track with their learning and pathways and inform them of any concerns.

Vocational Pathways

Vocational Pathways provide new ways to achieve NCEA Levels 2 and 3 – the foundation for success in further education and the world of work.

The Vocational Pathways help you see how your learning and achievement will be valued in the 'real world' when you look for a job and start your career. Achieving within Vocational Pathways means you have skills and knowledge that employer's value in their industries.



Student Code of Conduct

The purpose of the of the Student Code of Conduct is to promote the safety and wellbeing of secondary school students while participating in the Manukau Institute of Technology Trades Academy (MITTA) programme. Standards contained in this Student Code of Conduct are to be followed on campus, in the vicinity of the campus or within the context of any official MIT Trades Academy activity.

Principle 1: Responsibilities of the Student

Comply with all MITTA statutes, policies, regulations and procedures and their secondary school by refraining from behaviors that endanger their own and others' safety and wellbeing.

Students are expected to engage in all classes, including being punctual and present for the duration of face-to-face classes and interacting in a timely manner with online content.

Failure to meet minimum attendance requirements may result in students not completing the course or programme successfully.

Students accept the consequences of non-compliance to be determined by MITTA and their secondary school.

Principle 2: Respect the Rights of Others

Students must not harass, discriminate against bully or cyber-bully other students, staff, or any member of the public while engaged in MITTA activity.

Respect the space and privacy of other students and staff.

Principle 3: Student Behaviour

Students are expected to behave in a safety conscious manner to ensure their own safety and the safety of others by following instructions for safe work practice when using tools and equipment.

Smoking (including the use of e-cigarettes or vaping) drugs and alcohol are prohibited on MIT campuses.

Where it is considered necessary to maintain order, safety, or an effective learning environment, a decision may be made by MITTA staff and secondary school to dismiss a student from attending class for a period or withdraw them from the course.

Principle 4: Student Equipment

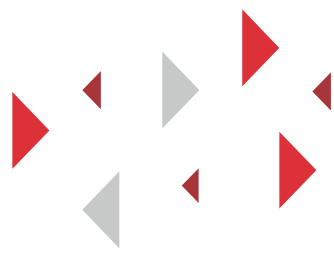
Students enrolled in Hospitality, Automotive Technologies, Electrical trades, Engineering or Building, Carpentry and Construction programme, will be issued the following if applicable:

- Kitchen uniform
- A pair of safety boots
- A pair of overalls
- A hi-vis vest

It is the student's responsibility to replace lost equipment and MITTA will provide replacement if the student outgrows their original set.

Students are responsible for bringing equipment on their assigned days and may not be able to enter the classroom or workspace (or any other restricted area). If the student withdraws or is removed from a programme they will be required to return all Trades Academy issued equipment.

Our Campuses



TechPark Campus
58 Manukau Station Road,
Manukau, Auckland



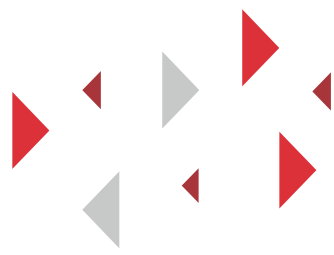
Ōtara Campus
53 Ōtara Road,
Ōtara, Auckland



Manukau Campus
Corner of Manukau Station Road
Davies Avenue, Manukau, Auckland



Our Campuses



TechPark Campus
58 Manukau Station Road,
Manukau, Auckland



Ōtara Campus
53 Ōtara Road,
Ōtara, Auckland



Manukau Campus
Corner of Manukau Station Road
Davies Avenue, Manukau, Auckland



L2 Building (Full Year)

(Tue, Wed, Thur, Fri)

Students who study building and carpentry will get an introduction to working as a carpenter, builder or construction worker.

They will learn how to use portable electric power tools safely and how to read plans. Students will also learn basic frame construction.

This course is an approved pre-requisite to the Trades Academy level 3 Building, Construction and Allied Trades (BCATS) course.

TechPark Campus - Manukau				
Unit Standard	Unit Title	Cr	Lvl	Version
24354	Demonstrate knowledge of health and safety legislation and apply safe working practices in a BCATS environment	4	2	3
12927	Demonstrate knowledge of, select, maintain, and use, hand tools for BCATS projects	6	2	5
24360	Demonstrate knowledge of timber and other construction materials used in BCATS projects	5	2	3
24350	Identify, select, use and maintain portable power tools for BCATS projects	6	2	3

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Construction & Infrastructure

Te Mahi Hanga me te
Pūtoi Hanganga



Study Pathways at MIT

Trades
Academy
L2 Building



Trades
Academy
L3 BCATS



NZ Certificate in
Construction
Trade Skills
(Level 3)



New Zealand
Certificate in
Carpentry
(Level 4)

L2 Building & Landscaping (Wed, Thur)

Learn the basics of carpentry, masonry and paving. You will learn how to use woodworking hand tools to make a range of outdoor furniture items and a deck.

Completion of this programme prepares you well for level 3 Building and Landscaping.

It will also prepare you for level 3 brick and block laying, pre-trade building and some horticulture programmes.

Ōtara Campus - Ōtara				
Unit Standard	Unit Title	Cr	Lvl	Version
24354	Demonstrate knowledge of and apply safe working practices in a BCATS environment	4	2	3
12927	Identify, select, maintain, and use hand tools for BCATS project	6	2	5
12935	Construct a spaced residential timber deck	8	2	5
12938	Lay paving blocks as a BCATS project	4	2	5
24350	Identify, select, use and maintain portable power tools for BCATS projects	6	2	3

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L2 Carpentry (Thur) Half Year

This programme is similar to our L2 Building (Full Year) course and gives students an introductory to working as a carpenter, builder or construction worker.

This is a half year course (16 weeks) and we have intakes starting in February and June.

This course backs on to the L2 Electrical (Half Year) course, students can attend both courses to make it a full year at MIT or students can opt out of the semester 2 course if they prefer the half year option.

TechPark Campus - Manukau				
Unit Standard	Unit Title	Cr	Lvl	Version
24354	Demonstrate knowledge of and apply safe working practices in a BCATS environment	4	2	3
12927	Identify, select, maintain, and use hand tools for BCATS project	6	2	5
24360	Demonstrate knowledge of timber and other construction materials used in BCATS projects	5	2	3

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Construction & Infrastructure

Te Mahi Hanga me te Pūtoi Hanganga



L2 Automotive – (Weds, Thur, Fri)

The Automotive Engineering programme provides the theory, knowledge and practical skills to prepare you for an apprenticeship or other role in the automotive industry, or for higher level study.

The course offers the opportunity to dismantle and reassemble an engine under supervision. Students will also learn how to test an automotive battery for re-charge or replacement.

This course is very popular, places are limited so students with good attendance and commitment are preferred.



TechPark Campus - Manukau

Unit Standard	Unit Title	Cr	Lvl	Version
29579	Demonstrate knowledge of good work habits and safe work practices in the automotive industry	4	2	2
229	Identify the general locations and functions of motor vehicle systems and main component's	4	2	11
21674	Demonstrate knowledge of terminology used in the motor Industry	2	2	2
21691	Disassemble and reassemble a single cylinder or multi cylinder engine under supervision	2	2	3
30476	Demonstrate knowledge of tools and equipment used in the motor industry	2	2	1
21671	Carry out general engineering tasks in the motor industry	4	2	3
21690	Perform general servicing checks on a motor vehicle	3	2	3
30556	Service an automotive battery	3	3	1

L2 Electrical (Thur, Fri)

Half year

This programme is a great introductory into the MITTA L3 Electrical course. The unit standards in this course are mandatory in the full

This is a half year course (16 weeks) and we have intakes starting in February and June.

The Thursday class backs on to the the L2 Carpentry class.
The Friday class backs on to the L2 Engineering class.

Students can attend both courses to make it a full year at MIT or students can opt out of the semester 2 course if they prefer the half year option.

TechPark Campus - Manukau				
Unit Standard	Unit Title	Cr	Lvl	Version
25070	Explain the properties of conductors, insulators, and semiconductors and their effect on electrical circuits	7	2	4
25071	Demonstrate knowledge of electromotive force (e.m.f.) production	3	2	5
25072	Apply electromagnetic theory to a range of problems	5	2	5

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L2 Engineering (Fri)

Half year

If you want to learn how to build roads, bridges and plan other infrastructure projects, or if you're into finding out how machines or electrical and electronic technologies work.

Start here to gain skills and confidence in the fundamentals of General Engineering all while gaining level 2 NCEA credits and industry standards.

This course is heavy on the practical and good attendance is required in order to pass the course and it is a great introduction into our MITTA L3 Engineering course.

TechPark Campus - Manukau				
Unit Standard	Unit Title	Cr	Lvl	Version
32051	Demonstrate and apply knowledge of mechanical engineering drawings and geometric construction in MaPS environment	4	2	1
32055	Demonstrate knowledge of and apply good work practices when performing simple fabrication operations in MaPS environment	7	2	1

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Manufacturing &
Technology

Te Whakanao me te
Hangarau



L2 Early Childhood Education - (Thur)

This course aims to continue to develop skills in students who may wish to pursue teaching as a profession.

The course broadens student understanding of what a career in Early Childhood Education might entail.

This course can lead to the Trades Academy level 3 Early Childhood Education course.

Ōtara Campus - Ōtara				
Unit Standard	Unit Title	Cr	Lvl	Version
29853	Demonstrate knowledge of health issues, practices and services to protect and enhance the wellbeing of young children	4	2	2
29855	Describe attachment behaviours and strategies used to support transitions for young mokopuna/children	3	2	2
29859	Describe values and beliefs that inform a personal approach to the learning and care of young children	5	2	2
29861	Identify and describe agencies/services available to support young children and families	3	2	2
32988	Describe and demonstrate basic care needs and practices for young children	5	2	1
32989	Demonstrate knowledge of age-related food and nutrition relevant to healthy eating for young mokopuna/children	3	2	1

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L1 Life Skills – (Fri)

This course has been designed to support students with special learning needs to learn about the importance of maintaining hauora and strategies to ensure personal safety.

Students will set personal goals and carry out a plan to achieve them. In this course students will also develop the skills to build and maintain friendships which is a perfect introductory to our full time New Zealand Certificate in Skills for Living (Supported Learners) Level 1 course.

Ōtara Campus - Ōtara				
Unit Standard	Unit Title	Cr	Lvl	Version
29300	Maintain hauora – personal health and well-being	6	1	3
29301	Demonstrate strategies to ensure personal safety	4	1	3
29305	Set personal goals and carry out a plan designed to achieve personal goals	5	1	3
29302	Demonstrate interpersonal skills in familiar contexts	4	1	3
29303	Demonstrate behaviours appropriate to different types of relationships and contexts	4	1	3
29304	Describe elements of own culture, basic rights and responsibilities of being a citizen of Aotearoa New Zealand	4	1	4
29306	Apply problem solving strategies to resolve day to day issues (Supported Learning)	5	1	3

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L2 Hospitality – (Wed, Thur)

On this course students develop their basic food hygiene preparation skills, learning to make a range of café style foods.

Students also learn practical food service skills for the café industry, including preparing and serving filtered and espresso coffee and clearing and setting tables.

The first semester of this course students will focus on the hospitality side of the course and then students will change lecturers for the cookery side of the course in the second semester.

Ōtara Campus - Ōtara				
Unit Standard	Unit Title	Cr	Lvl	Version
28145	Interact with customers in a service delivery context	2	2	2
17285	Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision	4	2	10
13285	Handle and maintain knives in a commercial kitchen	2	2	6
13280	Prepare fruit and vegetable cuts in a commercial kitchen	2	2	7
13283	Prepare, assemble and present salads for service	2	2	6
13281	Prepare, assemble and present basic sandwiches for service	2	2	7
167	Practice food safety methods in a food business under supervision	4	2	9
13284	Clean food production areas and equipment	2	2	6
14436	Provide table service in a commercial hospitality establishment	4	2	8
14425	Prepare and serve hot and cold non-alcoholic drinks for a commercial hospitality establishment	5	2	8

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L2 Tourism – (Thur)

This course is designed to introduce students to the tourism industry in New Zealand.

The course will enable students to confidently and professionally interact with customers and give them relevant skills and knowledge in social, cultural and economic tourism activities.

This course will suit students who have great interpersonal skills.

Ōtara Campus - Ōtara				
Unit Standard	Unit Title	Cr	Lvl	Version
24726	Describe and compare social and cultural impacts of tourism	2	2	3
24728	Demonstrate knowledge of work roles in tourism	3	2	3
16880	Demonstrate knowledge of the Cook Islands as a destination	4	2	5
18237	Perform calculations for a tourism workplace	3	2	4
24730	Demonstrate knowledge of the business in tourism	4	2	3
24731	Demonstrate knowledge of destination in New Zealand	4	2	5
31070	Explain the importance of Māori place names, and use reo Māori greetings and farewells in tourism	4	3	3

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Service
Industries

Ahumahi
Ratonga

L2 Hairdressing – (Fri)

Students will gain knowledge of what is trending in the fashion industry and current hair styles.

Students will learn the basic skills in hair washing and present a personal fashion image, as well as learning about professional standards required in the hairdressing industry.

This programme will help keen students transition into our full time courses.

Ōtara Campus - Ōtara				
Unit Standard	Unit Title	Cr	Lvl	Version
2873	Demonstrate knowledge of trichology	5	3	8
2891	Demonstrate knowledge of hair fashion over time	5	2	7
21939	Demonstrate knowledge of fashion trends in relation to hairstyling	3	1	3
25439	Demonstrate knowledge of sustainability concepts for a salon	2	2	2
28026	Present a personal fashion image for work in a hairdressing salon environment	3	2	1

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Study Pathways at MIT

Trades Academy
Hairdressing (Level 2)



NZ Certificate in
Hairdressing (Level 3)



NZ Certificate in
Hairdressing –
Professional Stylist
(Level 4)



Service
Industries

Ahumahi
Ratonga

L2 Barbering – (Thur) Half Year

The aim of this programme is to provide ākonga with the fundamentals of the barbering industry in relation to the barbering culture, tools of the trade, customer service and communication skills specifically for the retail barbering environment.

This programme is made up of a mixture of theory and practical components.

On successful completion of this course, ākonga will be able to:

- Outline the culture and fashion of the barbering trade.
- Prepare and maintain a barbering workstation.
- Perform foundation barbering techniques.

Ōtara Campus - Ōtara				
Unit Standard	Unit Title	Cr	Lvl	Version
19808	Select and maintain barbering tools and equipment	3	2	3
19805	Blow dry hair using barbering techniques	3	2	3
2886	Design and shape beards and moustaches	5	3	5
10645	Describe the development of barbering	4	3	4



Service
Industries

Ahumahi
Ratonga

L3 Construction – BCATS

(Mon & Tue) – (Wed & Thur)

This qualification is for those intending to further develop underpinning skills and knowledge of building, construction and allied trades.

Students will have knowledge, skills, and experience of building, construction, and allied trades that may also assist with the achievement of NCEA and future employment.

Students will be able to perform construction tasks and undertake a Building, Construction and Allied Trades Skills BCATS project under limited supervision.

Students must have successfully completed a Level 2 Building or Carpentry course to be enrolled into this course.

TechPark Campus - Manukau				
Unit Standard	Unit Title	Cr	Lvl	Version
29677	Follow safe workplace practices, and contribute to a health and safety culture, in a BCATS environment	2	3	2
29678	Demonstrate knowledge of, select, and use materials for a stage 3 BCATS project	4	3	2
29679	Develop and use BCATS project documentation for a Stage 3 BCATS project	8	3	2
29680	Communicate and work collaboratively in a Stage 3 BCATS project	5	3	2
29681	Measure and calculate for a Stage 3 BCATS project	3	3	2
29682	Select, use, and maintain tools, equipment and machinery for a Stage 3 BCATS project	4	3	2
29684	Undertake a Stage 3 BCATS project	12	3	2



Construction & Infrastructure

Te Mahi Hanga me te Pūtoi Hanganga

L3 Building & Landscape

(Mon & Tue)

If you prefer to work outside, then a career in Landscape Construction may be for you. You will develop your carpentry, concreting and paving skills along with designing and planting garden areas to create beautiful and functional outdoor spaces.

You will learn how to prepare the ground and lay concrete and paving stones. You will build structures such as pergolas, planter boxes and bench seating, and how to design and construct attractive gardens. Students who pass the 32 credits of this course will be well prepared for taking up jobs in the landscaping industry.

Students must have successfully completed the L2 Building & Landscape or a L2 Building or Carpentry course to be enrolled into this course.



Construction & Infrastructure

Te Mahi Hanga me te Pūtoi Hanganga

Otago Campus - Otago				
Unit Standard	Unit Title	Cr	Lvl	Version
29677	Follow safe workplace practices, and contribute to a health and safety culture, in a BCATS environment	2	3	2
31081	Sow turfgrass seed or lay turf areas, and describe an alternative method of turf installation in landscaping	3	3	1
31079	Describe and lay hard surfaces in landscape work	8	3	1
31077	Assist with site set up for landscape construction	5	3	1
31076	Operate and maintain power tools and small machinery used in landscape work	8	3	1
31080	Construct timber features for landscape work	6	3	1

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L3 Automotive Engineering

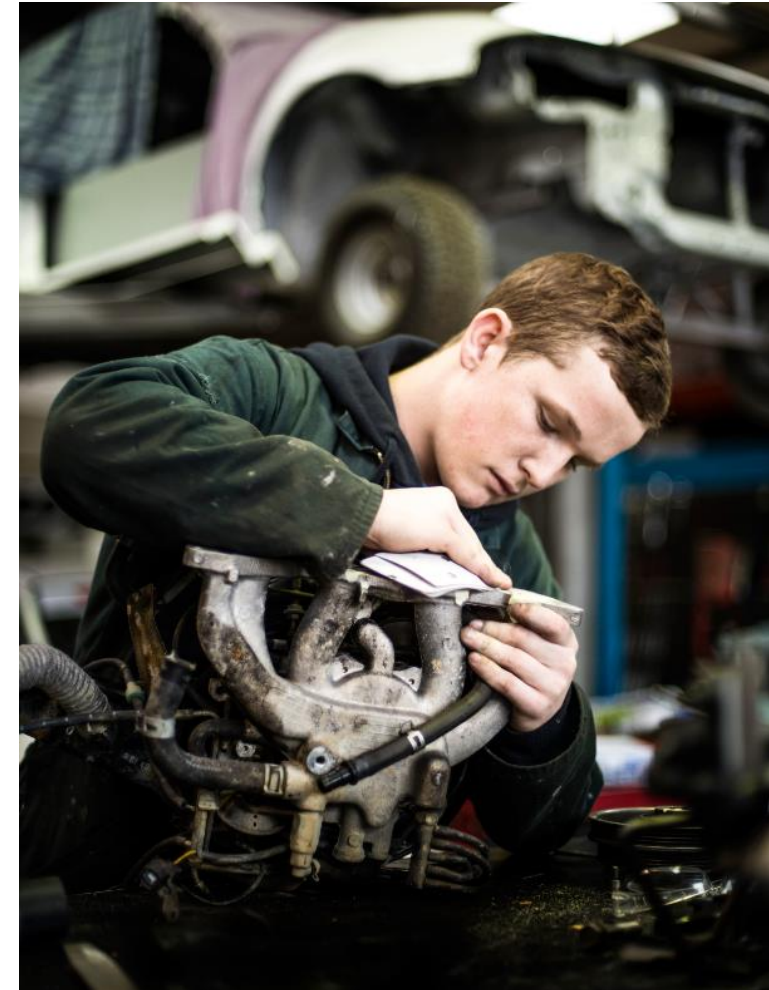
(Mon & Tue) – (Thur & Fri)

On this course students will be able to remove and replace a light vehicle engine cam belt, check a four-stroke petrol engine for condition using handheld test equipment and carry out general service checks on light vehicles.

Students will demonstrate knowledge of disassembling, inspecting, and reassembling an engine cylinder head, engine short block and cooling system and demonstrate knowledge of vehicle braking systems and remove and replace light vehicle brake pads.

Students who have successfully completed the Level 2 Automotive course will be considered as a priority enrolment.

TechPark Campus - Manukau				
Unit Standard	Unit Title	Cr	Lvl	Version
29580	Demonstrate knowledge of good work habits and safe work practices in the automotive industry	4	2	2
30477	Demonstrate knowledge of petrol and diesel engines	4	3	1
30434	Service a vehicle or a machine	3	3	1
30561	Demonstrate knowledge of drive lines and final drives	4	3	1
30567	Demonstrate knowledge of automotive tyres and wheels	3	3	1
244	Disassemble and reassemble a four stroke multi-cylinder engine to a running state	6	2	11
15446	Remove and replace a light vehicle engine cam belt	3	3	4
30517	Service a brake system on a vehicle or machine	4	3	1
30886	Diagnose the mechanical condition of an engine	4	4	1
24093	Rectify simple vehicle lighting faults, and adjust vehicle lamps	3	3	3



L3 Electrical

Mon or Tues

This course is the first half of the New Zealand Certificate in Electrical Engineering Theory Level 3.

This course covers all off job unit standards for the first year of an electrical apprenticeship. It also provides students with the required electrical unit standards to apply for a Trainee Licence with the Electrical Workers Registration Board.

Students wishing to opt for this course should also have a good sound knowledge in Maths and Science. Elements of this course will be offered during some school holidays or at the end of the MITTA year.

This course will be held 1 day per week for 32 weeks.



Manufacturing &
Technology

Te Whakanao me te
Hangarau

TechPark Campus - Manukau				
Unit Standard	Unit Title	Cr	Lvl	Version
15852	Isolate and test low-voltage electrical subcircuits	2	2	6
750	Demonstrate knowledge of electrical test instruments and take measurements	2	2	8
29465	Apply knowledge of electrical safety and safe working practices for electrical workers	6	3	1
29466	Demonstrate knowledge of legislation and Standards governing electrical workers	2	3	1
29469	Select and install flexible cords and cables	4	2	2
15848	Demonstrate and apply knowledge of safeguards for use with portable electrical appliances	3	2	7
29474	Demonstrate and apply knowledge of electrical fittings and components and their installation	6	3	1
29470	Demonstrate knowledge of electric motor and generator construction and operation	2	3	2

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L3 Engineering – (Tue)

This course has been designed to assist students to pathway into either the L3 Career Preparation and Study for Engineering or the Diploma in Engineering.

Students who wish to go into the Diploma in Engineering will need to be competent in maths and physics.

This course is designed to give students an insight into the many career opportunities that there are in Engineering. The course is delivered 1 day per week over 32 weeks.

Students who have successfully completed the Level 2 Engineering course will be considered as a priority enrolment.

TechPark Campus - Manukau				
Unit Standard	Unit Title	Cr	Lvl	Version
29652	Demonstrate knowledge of safety, health, risk assessment, and hazard ID and control on an engineering worksite	3	3	1
32052	Demonstrate knowledge of and produce development drawings and patterns for three-dimensional objects in MaPS environment	4	3	1
32054	Produce components by performing engineering machining operations in MaPS environment	7	3	1
32056	Perform fabrication operations in MaPS environment	7	3	1

Study Pathways at MIT

**New Zealand Certificate
in Study & Career Prep
(Pre-Diploma
Engineering) L3**



**New Zealand Diploma
in Engineering (Civil,
Electrical, Mechanical)
L6**



**Bachelor of Engineering
Technology (Civil,
Electrical, Mechanical)
L7**



**Graduate Diploma of
Engineering (Civil,
Electrical, Mechanical)
L7**

L3 Early Childhood Education (Mon & Tue)

This course in Early Childhood Education aims to continue to develop skills in students who may wish to pursue teaching as a profession.

The course broadens student understanding of what a career in Early Childhood Education might entail.

Ōtara Campus - Ōtara				
Unit Standard	Unit Title	Cr	Lvl	Version
29866	Demonstrate knowledge of, apply and reflect on age-related nutrition needs for a child in an early childhood setting	3	3	2
29868	Demonstrate professional behaviour and manage personal health and wellbeing in an early childhood setting	3	3	2
29871	Describe and compare a range of ECE services and philosophies in Aotearoa New Zealand	3	3	2
26707	Describe the value of play and create resources for children's development and learning in an early childhood setting	4	3	5
10019	Describe and contribute to safe practices and a safe environment for children in an early childhood setting	4	3	7
26708	Develop respectful, reciprocal and responsive relationships with children in an early childhood setting	4	3	5
32992	Demonstrate knowledge of whānau/families and cultural diversity strategies in an early childhood setting	3	3	1
33034	Describe Te Whāriki: He whāriki mātauranga mō ngā mokopuna o Aotearoa Early Childhood Curriculum	3	3	1
29865	Describe and reflect on practices to protect and promote the health and holistic wellbeing of young mokopuna/children	4	3	2



Study Pathways at MIT



L3 Workplace Office Admin (Weds)

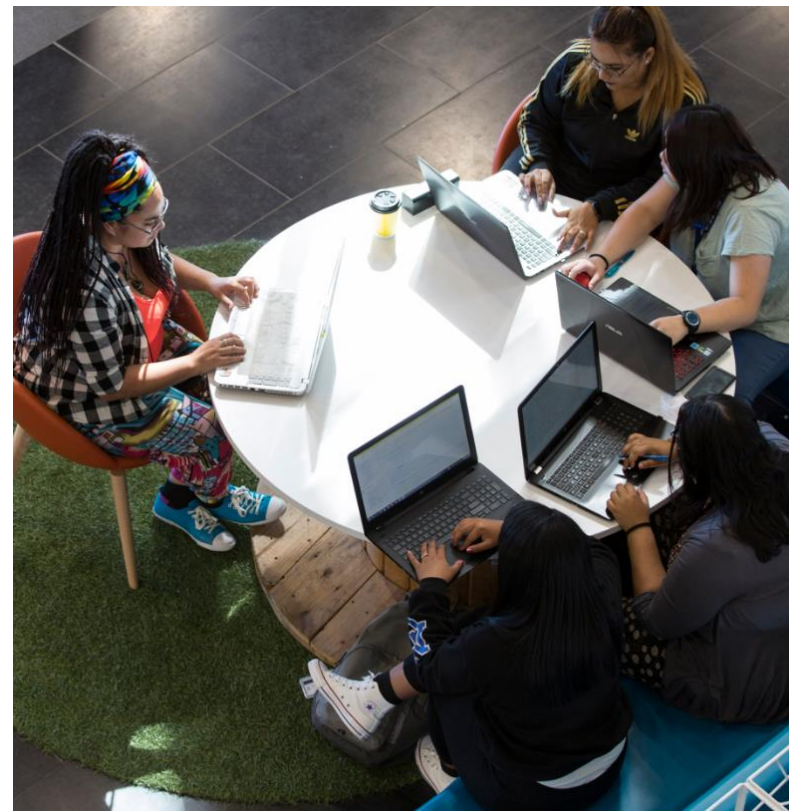
Students will gain intermediate skills in business administration and computing which will build a strong foundation for entering into further study in Business Administration and Technology.

They will use a range of Microsoft Office systems such as word, excel and publisher which will give them an advantage when looking for employment or further education.

There will be some team presentations involved and good attendance will be required as unlike most of our L3 courses this course is only 1 day per week.

This course is subject to run based on approval, staff availability and dependent on minimum student numbers.

Manukau Campus - Manukau				
Unit Standard	Unit Title	Cr	Lvl	Version
122	Provide safe and secure customer-focused reception services	5	3	8
32106	Use business administration tools and systems	5	3	1
29785	Use a word processing application to integrate images, spreadsheet and database data into documents	5	3	2
9681	Contribute within a team or group which has an objective	3	3	8
11815	Answer customer enquiries on the telephone in a wide range of contexts	3	3	7
11816	Respond to customer enquiries by writing in a range of contexts	4	3	7
29786	Produce a spreadsheet for organisational use	5	3	2
29792	Use a desktop publishing application to produce documents	4	3	2



L3 Study & Career Preparation (Police Studies) (Mon & Tue)

This course will enable students to get a head start on meeting the requirements you need to get accepted into the Royal New Zealand Police College.

Students will develop the self-management skills you need to succeed in your training to become a police officer.

Students will develop skills in literacy, numeracy, communication and fitness.

Ōtara Campus - Ōtara				
Unit Standard	Unit Title	Cr	Lvl	Version
30935	Develop and implement an exercise plan for personal physical fitness	5	3	1
22257	Profile a youth culture in Aotearoa New Zealand	3	3	5
1296	Conduct informal interviews	3	3	8
31538	Use communication skills and facilitation techniques while working with participants for an outdoor activity	6	3	1
31508	Participate in the powhiri process	2	3	1
30933	Demonstrate exercise and stretching techniques	5	3	1
30936	Demonstrate knowledge of the purpose of exercise testing	5	3	1
21414	Plan and run a recreation activity	4	3	3

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Social & Community
Services

Ratonga Pōpori,
Ratonga Hapori

L3 Hospitality

(Mon & Tue)

This course is a practical cookery and service sector-based course which enables students to gain culinary skills that will assist them in the transition to the New Zealand Certificate in Cookery, Food and Beverage or Baking Level 4 at MIT.

From 2024 MIT Trades Academy will be entering the New Zealand Secondary Schools Culinary Challenge to promote the next generation of culinary talent.

Ōtara Campus - Ōtara				
Unit Standard	Unit Title	Cr	Lvl	Version
28107	Prepare, produce and present a product or service for a culinary arts or restaurant service competition	5	3	3
28106	Demonstrate knowledge of preparing for a culinary arts and restaurant service competition	5	3	2
13314	Prepare and cook egg dishes in a commercial kitchen	4	3	7
13316	Prepare and cook basic pasta dishes in a commercial kitchen	3	3	6
14441	Provide café counter service in a hospitality establishment	5	3	7
17288	Prepare and present espresso beverages for service	5	3	8
27940	Provide café table service in a hospitality establishment	5	3	5
28146	Prepare for and handle payment transactions in a service delivery context	4	3	2



Service
Industries

Ahumahi
Ratonga

Study Pathways at MIT



L3 Bakery

(Mon & Tue)

This course has been designed to equip students with basic bakery skills in cakes and pastries and how to create a range of traditional and contemporary bakery products.

The course will build a foundation for students who wish to transfer onto the L4 New Zealand Certificate in Bakery or Level 5 Diploma in Bakery.

New Zealanders are spending millions every year at cafes, restaurants, supermarkets, and bakeries. This demand leads to more job opportunities for skilled bakers.

Ōtara Campus - Ōtara				
Unit Standard	Unit Title	Cr	Lvl	Version
29080	Make basic cake products in a commercial baking environment under supervision	10	3	1
14724	Fill bakery products using manual production methods	6	2	4
29071	Demonstrate knowledge of baking processes and products	6	3	1
29082	Perform cleaning and storage duties in a commercial bakery	8	3	1
29081	Make pastry products in a commercial baking environment under supervision	10	3	1



L3 Tourism - (Mon & Tue)

Back by popular demand we are bringing back our L2 and L3 Tourism programmes with a new lecturer who has a positive, refreshed take on the tourism industry.

This course will provide students with entry level skills and knowledge for employment in the tourism industry or further study in the field of tourism.

Students will gain a great understanding of the latest travel and tourism activities and cultural festivities across New Zealand.

There is a fair amount of theory in this course so students with good attendance and discipline to work autonomously will do well.

This course is subject to run based on approval, staff availability and dependent on minimum student numbers.

Otago Campus - Otago				
Unit Standard	Unit Title	Cr	Lvl	Version
17786	Explain the importance of respecting Maori customs and practices in tourism Maori.	5	3	7
31071	Identify and explain the cultural significance of natural and man-made attractions in tourism Māori	6	3	3
24733	Describe and promote a New Zealand tourist destination	5	3	3
18212	Demonstrate knowledge New Zealand as a tourist destination	8	3	5
23766	Demonstrate knowledge the tourism industry	5	3	3
25508	Demonstrate knowledge world travel geography	3	3	3
23769	Demonstrate knowledge the sales function within the tourism workplace	3	3	3
18226	Apply cross cultural communication for the tourism industry	3	3	5





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