



# **Youth Guarantee** Programmes









EmployNZ was established in 2000, led by people with a deep passion for creating positive change. Our expertise in the education and social service fields has seen our organisation flourish, and our leadership remains as passionate now as ever, led by the following whakataukī, ensuring our focus on the people we support is constantly centred and upheld:

He aha te mea nui o te ao?  
He tangata, he tangata, he tangata

What is the most important thing in the world?  
It is people, it is people, it is people.

Based in Tauranga Moana, EmployNZ offers our Youth Guarantee Programmes in Tauranga, Rotorua and Whakatāne.

**"Te Taumata Oranga. We Change Lives."**

# EmployNZ and Youth Guarantee



## About EmployNZ

EmployNZ helps people to pathway to employment through our courses, placement services, and the support services we offer.

We work with people who have left school with low or no qualifications, people looking for employment, people looking to access the Youth Service, and those who need English Language or Literacy courses.

We work with our students and clients so they can gain the desired skills and knowledge and the confidence to present themselves to employers. We provide the opportunity to acquire NCEA or other qualifications, certificates, licences or credentials recognised by industry to demonstrate that they have the capability to meet the demands of higher-level courses or the jobs we will help them to get into or support them in the jobs they have secured themselves.

EmployNZ is a New Zealand Qualification Authority Category 1 Private Training Establishment. (PTE)

## Youth Guarantee Programmes

EmployNZ is a NZQA registered and approved PTE, and we hold approval and accreditations for a range of level 1 and 2 youth programmes. These programmes are designed to be eligible for government tertiary education funding called the Youth Guarantee Fund, allocated by the Tertiary Education Commission. EmployNZ uses the funding to offer Youth Guarantee programmes free of charge to eligible students.

Broadly, EmployNZ programmes cater to youth who are leaving or recently left school, who have not achieved either level 1, or level 2 qualifications. The minimum age to enrol is 16 (or 15 with an Early Leaving Exemption). At EmployNZ our focus is on offering the opportunity to gain NCEA level 1 and/or 2 and then supporting students on to the next step of their pathway towards employment.

## Getting Started

Most students who have just left school without getting their NCEA level 1 will start their journey by enrolling on our Careers Unlimited programme which leads to the NZ Certificate in Foundation Skill Level 1.



# Careers Unlimited

## NZ Certificate in Foundation Skills Level 1



### Learn about:

- Managing personal wellbeing
- Self management and independent living skills
- Using digital technologies and critical thinking
- Workplace expectations and practices
- Developing literacy and numeracy skills
- Communicating and working in a team
- Preparing your CV and Planning your Pathway

### Enrol in Careers Unlimited to:

- Achieve the NZ Certificate in Foundation Skills Level 1
- Improve confidence and general life skills to progress into employment, community life or further study
- Learn self-management, personal wellness, assertiveness, financial planning, and problem

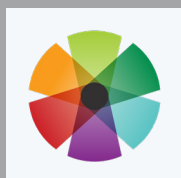
### Course Details:

- You can start every Monday or as agreed.
- 8:30am – 3:00pm Monday to Friday
- 20 weeks duration
- Graduates will receive the “New Zealand Certificate in Foundation Skills (Level 1)”. All of your 60 credits will also go towards your NCEA Level 1.

### Course Locations:

This course is a full time, face to face course delivered from these EmployNZ sites:

- Tauranga
- Rotorua
- Whakatane



**Get started on your pathway with Careers Unlimited level 1 then move up into a Vocational Pathway to get your NCEA level 2.**



# Vocational Pathways & NCEA



## What are Vocational Pathways?

Vocational Pathways provide a clear framework that connects students learning to industry and career opportunities. They help students see how their NCEA credits align with different sectors, ensuring they are on the right track for future employment or further education.

By completing a Vocational Pathway, students can gain NCEA Level 2 with a Vocational Pathway Award, which shows employers and training providers that they have the skills and knowledge relevant to a specific industry.

There are six Vocational Pathways and EmployNZ has programmes that can lead to 5 of those pathways:

- **Services Industries**
- **Creative Industries**
- **Social & Community Services**
- **Manufacturing & Technology**
- **Construction & Infrastructure**

Completing a Vocational Pathways Award shows employers and training providers that students have industry-relevant skills.

These pathways help students make informed career choices and gain valuable qualifications for future opportunities.

## Get NCEA Level 2 Vocational Pathway

Students can gain NCEA Level 2 by successfully completing a Vocational Pathway Programme at EmployNZ. Our programmes are designed to include the 60, sector related or recommended credits required. You can use the 20 credits of Literacy and Numeracy previously gained in level 1 or we can include those credits on your level 2 programme.

A Vocational Pathway Award shows employers and training providers you have skills for their industry.

Whether students want to gain NCEA level 2, enter the workforce, take up an apprenticeship, or pursue further study, Vocational Pathways and NCEA will help to build a strong foundation for their future.





# Hospitality Skills

## NCEA Level 2, Vocational Pathway – Service Sector



### Learn about:

- Preparing espresso beverages
- Hygiene practices & food safety
- Food & beverage knowledge and service skills
- Communication and employability skills
- Customer service skills
- Work experience – Cafes, Catering Events or Hospitality businesses

### Course Details:

- You can start every Monday or as agreed.
- 8:30am – 3:00pm Monday to Friday
- 20 – 26 weeks duration
- Graduates will receive the “NCEA Level 2, Vocational Pathway – Service Sector (Hospitality)”. All of your 60 credits will also go towards your NCEA Level 2.

### Enrol in Hospitality Skills to:

- Learn food handling & food safety
- Learn Barista skills
- Get practical experience with on the job placements
- Get a job or progress to the **NZ Certificate in Food & Beverage Service (Level 3)**

### Course Locations:

This course is a full time, face to face course delivered from these EmployNZ sites:

- Tauranga
- Rotorua
- Whakatane



## SERVICE INDUSTRIES

If you're a people person, this could be the Pathway for you. This diverse industry employs a third of Aotearoa New Zealand's workforce.



# Cookery

## NCEA Level 2, Vocational Pathway – Service Sector



### Learn about:

- Essential cooking skills
- Food preparation and knife handling skills
- Plating techniques & presentation
- Hygiene practices & food safety
- Food & beverage service skills

### Course Details:

- You can start every Monday or as agreed.
- 8:30am – 3:00pm Monday to Friday
- 20 – 26 weeks duration
- Graduates will receive the “NCEA Level 2, Vocational Pathways – Service Industries – Cookery”. All of your 60 credits will also go towards your NCEA Level 2.

### Enrol in Cookery to:

- Complete NCEA Level 2 Vocational Pathway – Service Industries
- Learn essential cooking skills including preparing hot and cold foods
- Practice frying, baking, poaching, steaming, grilling, roasting, braising & stewing cooking methods
- Plate up and present dishes

### Course Locations:

This course is a full time, face to face course delivered from these EmployNZ sites:

- Tauranga



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# CareerFit Sport & Fitness

## NCEA Level 2, Vocational Pathway – Service Sector



### Learn about:

- Maintaining Personal Fitness
- Health & Nutrition
- Teamwork while playing sports
- Career Planning
- Leadership & Coaching Skills

### Course Details:

- You can start every Monday or as agreed.
- 8:30am – 3:00pm Monday to Friday
- 20 – 26 weeks duration
- Graduates will receive the “NCEA Level 2, Vocational Pathway – Service Industries”. All of your 60 credits will also go towards your NCEA Level 2.

### Enrol in CareerFit to:

- Complete NCEA Level 2 Vocational Pathway – Service Industries
- Learn about exercise and physiology
- Learn about nutrition and eating well
- Spend time exercising and coaching
- Work as a team and learn work skills
- Plan for an active career in any industry

### Course Locations:

This course is a full time, face to face course delivered from these EmployNZ sites:

- Tauranga



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# Workplace Skills

## NCEA Level 2, Vocational Pathway – Service Sector



### Learn about:

- Producing digital images for workplace use
- Using computer equipment to complete business tasks
- Workplace communication
- Working with others to produce publications

### Course Details:

- You can start every Monday or as agreed.
- 8:30am – 3:00pm Monday to Friday
- 20 – 26 weeks duration
- Graduates will receive the “NCEA Level 2 – Vocational Pathway – Service Sector”. All of your 60 credits will also go towards your NCEA Level 2.

### Enrol in Workplace Skills to:

- Gain valuable business and workplace skills
- Learn computing skills while working as a team and problem solving
- Learn to produce and file electronic documents
- Operate various applications used in most workplaces
- Explore who you are, the things you value, what you want to create or add value to and how to promote yourself and your ideas to others.

### Course Locations:

This course is a full time, face to face course delivered from these EmployNZ sites:

- Tauranga



## SERVICE INDUSTRIES

**If you're a people person, this could be the Pathway for you. This diverse industry employs a third of Aotearoa New Zealand's workforce.**



# Creative Tech

## NCEA Level 2, Vocational Pathway – Creative Industries



### Learn about:

- How you will engage with the creative process to generate and communicate ideas.
- Collaborate with others to explore, refine and publish ideas in a creative environment.
- How to use digital devices, equipment, software, media and the tools to bring your ideas to life and share them with the world.

### Course Details:

- You can start every Monday or as agreed.
- 8:30am – 3:00pm Monday to Friday
- 20 – 26 weeks duration
- Graduates will receive the “NCEA Level 2 – Vocational Pathway – Creative Industries”. All of your 60 credits will also go towards your NCEA Level 2.

### Enrol in Creative Tech to:

- Learn IT and Computing skills to help you manage devices and keep your data secure in the cloud.
- Develop introductory skills for using audio visual equipment, devices and creative software to bring your ideas to life and build your portfolio.
- Work in a team to engage in the creative process, generating and sharing ideas, to develop valuable skills using digital media.

### Course Locations:

This course is a full time, face to face course delivered from these EmployNZ sites:

- Tauranga



## CREATIVE INDUSTRIES

**If you're the creative, artistic or sporty type, or have an interest in culture, recreation or digital technology, this could be the Pathway for you.**

# Early Childhood Education

## NCEA Level 2, Vocational Pathway –Social and Community Services



### Learn about:

- Child development theories
- Care for infants & young children
- Health, safety & well-being
- Positive relationships with children
- Work placement in an ECE setting

### Course Details:

- You can start every Monday or as agreed.
- 8:30am – 3:00pm Monday to Friday
- 20 – 26 weeks duration
- Graduates will receive the “NCEA Level 2, Vocational Pathway – Social and Community Services – ECE”. All of your 60 credits will also go towards your NCEA Level 2.

### Enrol in Early Childhood Education to:

- Gain your NCEA Level 2 – Vocational Pathway – Social and Community Services – ECE
- Learn how to work safely and effectively in an early childhood context
- Learn how to support play, feeding, and sleeping routines for children in your care
- Prepare you to pathway into higher level ECE study and become a qualified ECE educator

### Course Locations:

This course is a full time, face to face course delivered from these EmployNZ sites:

- Tauranga



## SOCIAL AND COMMUNITY SERVICES

If you love people, this could be for you. Careers in this Pathway are all about supporting the community and caring for people in need.



# Automotive Trades

## NCEA Level 2, Vocational Pathway –Manufacturing and Technology



### Learn about:

- An introduction to the automotive industry
- Preventative engine maintenance
- Using tools and workshop equipment
- Performing vehicle servicing
- Working with small engines

### Course Details:

- You can start every Monday or as agreed.
- 8:30am – 3:00pm Monday to Friday
- 20 – 26 weeks duration
- Graduates will receive the “NCEA Level 2, Vocational Pathway – Automotive”. All of your 60 credits will also go towards your NCEA Level 2.

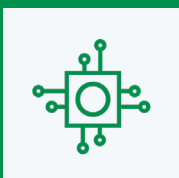
### Enrol in Automotive Trades to:

- Complete NCEA Level 2 Vocational Pathway – Manufacturing and Technology (Automotive)
- Gain basic skills in vehicle service & repair
- Learn about different engines including petrol, diesel, and 2 & 4 stroke engines
- Learn about all the key parts of a vehicle

### Course Locations:

This course is a full time, face to face course delivered from these EmployNZ sites:

- Tauranga



## MANUFACTURING AND TECHNOLOGY

If you like making things work, this may be the Pathway for you. This Pathway includes the manufacturing, engineering, and logistics sectors.

# Building and Construction

## NCEA Level 2, Vocational Pathway –Construction and Infrastructure



### Learn about:

- Essential building skills
- Constructing basic items with hand & power tools
- Work placement and onsite safety practices
- Reading plans & creating drawings
- Onsite construction projects

### Course Details:

- You can start every Monday or as agreed.
- 8:30am – 3:00pm Monday to Friday
- 20 – 26 weeks duration
- Graduates will receive the “NCEA Level 2, Vocational Pathway – Social and Community Services – ECE”. All of your 60 credits will also go towards your NCEA Level 2.

### Enrol in Building and Construction to:

- Learn essential building skills
- Learn how to use hand tools & power tools
- Get insights into the local building industry
- Prepare for apprenticeships or trades training

### Course Locations:

This course is a full time, face to face course delivered from these EmployNZ sites:

- Tauranga



## CONSTRUCTION AND INFRASTRUCTURE

If you like working with others and learning by doing stuff yourself, then construction and infrastructure might be perfect for you.



# Where to after NCEA Level 2?



## Where to After NCEA Level 2?

At EmployNZ, we work closely with students to develop a pathway plan to support their next move during their courses in preparation for them achieving their NCEA Level 2.

By successfully completing NCEA Level 2 and applying the life and employability skills, confidence, and independence they have gained they can take the opportunities they created through their achievements to move into the next step in their pathway.

EmployNZ staff will support the transition into their next programmes offered by EmployNZ, or as they move out of EmployNZ and into other tertiary education organisations or workplaces.

## Further Training: Building on their Achievements

After completing NCEA Level 2, students should enrol in level 3 or 4 programmes to support their pathway into diploma or degree level study or enrol in a vocational programme to prepare them for a trade.

These higher level programmes allow students to add to their skills and position themselves to apply for employment opportunities after their studies.

## Entering the Workforce: Earn as you Learn

For those ready to enter the workforce, NCEA Level 2 provides the skills needed for entry into vocational jobs.

Many employers and industries offer on-the-job training or apprenticeships allowing students to gain hands-on experience and achieve their higher level qualification on the job.



