



## Decision Form

**Please read the attached information prior to completing this form. It will need to be returned to school by Monday 5<sup>th</sup> September with your Wintec 'Returning Student form'.**

### Re-enrolment for 2017

We need to know which of the following specialisations you intend studying with us next year. This will allow us to commence planning with your secondary school. Preference will be given to students with the highest number of completed credits from year one.

Please select **two** each semester (number 1 and 2 in order of interest each semester)

#### Semester 1

☐

Tourism

☐

Hairdressing

☐

Beauty Therapy

#### Semester 2

☐

Cookery

☐

Hairdressing

☐

Beauty Therapy

**Student Name:**

**Parent / Primary  
Caregiver signature:**

Comments (why should you get a place within your 1<sup>st</sup> choice?):



## Re-enrolment at Waikato Trades Academy: Year Two

You have been given the opportunity to re-enrol at the Waikato Trades Academy for a second year. The purpose of this letter is for you to **select a programme for next year**. We recommend you discuss your options with family/whanau/school prior to returning these forms.

Forms must be returned to school prior to **Monday 5<sup>th</sup> September**.

### ***Overview of Year 1***

By the end of year one, students will have completed four modules within this programme: tourism, cookery, hairdressing and beauty therapy. They also had the potential to achieve 31 Level 2 credits towards their NCEA Level 2 at school, in the Service Industries Vocational Pathway.

### ***Where to from here***

At the successful completion of this year, students have the opportunity to select **two** specialisations completed in year one for further study (details of each of these programmes are attached) while achieving credits towards NCEA Level 3 at school:

- **Tourism – Hamilton *City* Campus**
- **Hairdressing – Hamilton *City* Campus**
- **Beauty Therapy – Hamilton *City* Campus**
- **Cookery – Hamilton *Rotokauri* Campus**

**\*\*ALL SERVICE SECTOR YEAR TWO MODULES WILL BE TAUGHT IN HAMILTON\*\***



## Important Notes

- In order to re-enrol; students must return the following forms via your school:
  - Complete and sign the attached 'Decision Form'
  - Update all contact details and sign the attached Wintec 'Returning Student Form'
- This is an application for enrolment only and acceptance is not guaranteed. Once your enrolment is accepted, you will receive an induction flyer as confirmation from your school outlining the dates and information for your programme in 2017.
- We have strict requirements for students to meet in year one, in order to gain acceptance into the year 2 programme. These requirements are:
  - Achievement of at least 80% of the available credits in your year 1 programme
  - Achievement of 100% of the credits in your chosen specialisation
  - Attendance of 80% or higher at all points of the year
  - Appropriate behaviour throughout the year, or effective resolution of inappropriate behaviour.
- As part of a Secondary Tertiary Partnership programme (STP), students must stay enrolled at school throughout the year to attend the academy, and be committed to attending and completing all class work at both school and Wintec.
- All students re-enrolling must have achieved formal numeracy and literacy level 1 (20 credits) requirement in either achievement or unit standards. If this requirement is not met, entry may be granted at the discretion of your secondary school and the Youth Pathways Delivery Manager (please discuss with your school first if you fit into this criteria).
- It is expected candidates will not yet have achieved the National Certificate in Educational Achievement Level 3 (NCEA L3) and are currently working towards achieving this qualification.
- The WTA Student Code of Conduct you signed at the beginning of year one will continue to apply in year two; please contact us if you would like another copy.
- Where applicable, transport will be funded by the WTA through the Ministry of Education. This is coordinated by your secondary school and WTA. Please discuss with your school, should you have any queries about transport.
- All classes will be held from 8.30am – 3.00pm on your Wintec nominated day of the week.
- Your point of contact during this re-enrolment process is your school's Career Advisor. Please direct any queries you may have including returning your forms, to them.
- Please visit our website for further information [www.wintec.ac.nz/wta](http://www.wintec.ac.nz/wta) and [www.youthguarantee.net.nz](http://www.youthguarantee.net.nz) for a comprehensive list of vocational opportunities in this Pathway.

**WTA Programme Selection Schedules 2017****Tourism (Year Two at WTA)**

Tourism is an exciting industry. There is a wide range of opportunities, both in New Zealand and throughout the world. You will be facilitating clients in planning and enjoying some of the high points in their life. You might work as a travel agent, a tour guide, or a tour attraction operator. During this module, you will visit a tourist destination.

At the completion of this programme you should be ready to take on employment, or continue on to the Certificate Level 4 or New Zealand Diploma Level 5 at Wintec.

Vocational Pathway: *Service Industries*

**NCEA Level: 3**

Number of Credits: 15

Programme Structure: *This module will run 1 day per week during the school term.*

Duration of Programme: 16 days

Location: ***Wintec City Campus (Hamilton)***

Unit Standard	Title	Level	Credits
18226	Apply cross-cultural communication for the tourism industry	3	3
23766	Demonstrate knowledge of the tourism industry	3	5
23764	Demonstrate verbal communication skills in a wide range of tourism contexts	3	3
24733	Describe and promote a New Zealand tourist destination	3	4

**Hairdressing (Year Two at WTA)**

Hairdressing is a creative and rewarding occupation for people with great social and communication skills. In this programme you will master the art of hair styling and many more of the necessary technical skills involved in this industry. You will also learn consulting techniques to help you provide clients with advice and information about hair and scalp care and solutions, all while gaining a valuable insight into the business side of the industry.

At the completion of this programme, students will be ready to take on an apprenticeship or employment, or follow previous WTA students into higher level study at Wintec, Certificate in Hairdressing Level 3 and 4.

Vocational Pathway: *Service Industries*

**NCEA Level: 3**

Number of Credits: 15

Programme Structure: *This module will run 1 day per week during the school term.*

Duration of  
Programme: 16 days

Location: ***Wintec City Campus (Hamilton)***

Unit Standard	Title	Level	Credits
2878	Apply knowledge of hair and scalp conditions to analyse and select corrective treatments for the hair and scalp	3	2
28843	Demonstrate knowledge of personal health and hygiene, and self-styling for working in a salon	3	2
28844	Demonstrate knowledge of professional behaviour and legal requirements for a salon	3	3
25790	Select, maintain, and demonstrate safe handling of hairdressing equipment and hand-held tools	3	4
2866	Shampoo hair and scalp	3	4



### Beauty Therapy (Year Two at WTA)

Beauty Therapists play an important role in helping people look and feel their best. Applying makeup, spa services, manicures and pedicures are a few of the treatments and procedures you will master to help clients feel pampered and special. This Level 3 programme includes introductory skincare and make-up application that has a focus on meeting both the students' personal and professional requirements. You will also gain particular experience in providing all the technical aspects of nail treatments, including consultations and full gel manicures and pedicures.

This programme is a gateway to further study at Wintec, Level 5 Diploma in Beauty, Body & Spa Therapies.

Vocational Pathway: *Service Industries*

**NCEA Level: 3**

Number of Credits: *18*

Programme Structure: *This module will run 1 day per week during the school term.*

Duration of  
Programme: *16 days*

Location: ***Wintec City Campus (Hamilton)***

Unit Standard	Title	Level	Credits
19604	Explain the organisational structure of the human body for beauty services	3	2
27172	Perform a manicure service	3	6
27173	Perform a pedicure service	3	6
19592	Provide reception services for the beauty industry	3	4

**Cookery (Year Two at WTA)**

Cookery students have a passion for food and a desire to deliver a fantastic culinary experience to clients. You will learn basic cooking and food handling practices in Wintec's working commercial kitchen at 'Windows Restaurant'.

At the completion of this programme, you should be ready to take on an apprenticeship or employment, or start higher level study at Wintec.

Vocational Pathway: *Service Industries*

**NCEA Level: 3**

Number of Credits: 21

Programme Structure: *This module will run 1 day per week during the school term.*

Duration of  
Programme: 16 days

Location: ***Wintec Rotokauri Campus (Hamilton)***

Unit Standard	Title	Level	Credits
24526	Apply safe working practices in a commercial kitchen	3	4
20666	Demonstrate basic knowledge of contamination hazards and control methods used in a food business	3	2
13300	Prepare and cook basic stocks, sauces, and soups in a commercial kitchen	3	5
13314	Prepare and cook egg dishes in a commercial kitchen	3	4
13315	Prepare and cook rice and farinaceous dishes in a commercial kitchen	3	6