

PROGRAMME ENROLMENT INFORMATION

Qualification Details					
Qualification Title		New Zealand Certificate in Food and Beverage Service, (Level 3) with strands in Barista, Bar Services, Café Services, Function Services, Quick Service Restaurant Services and Restaurant Services.			
Credits	40	NZQF Level	3	Duration (in weeks)	13 (Full Time) and 26 (Part Time)
Qualification Link		https://www.nzqa.govt.nz/nzqf/search/displayQualificationOverviewWidgetJS.do?selectedItemKey=2104			
Programme Title		Certificate in Bar Service (Level 3)			
Purpose of Programme		The programme is aimed at providing a credential for those individuals who are employed as service personnel that will support their employment opportunities in a licensed bar or club. This programme establishes standards of professional practice to provide basic service to customers in a licensed bar or club. The graduates of this qualification will be able to operate to provide food and/or beverage service in a bar context.			
Programme Content		<p>In a Licensed premises (Bar, club or restaurant with bar attached) context:</p> <ul style="list-style-type: none"> • Food safety practices • Health and Safety and Security Practices • Workplace communication • Standard Operating Procedures • Code of conduct and Time management • Sale and Supply of Alcohol Act 2012 • Sale and Supply of Alcohol Regulations 2013 • Health and Safety at Work Act 2015. • Prepare for and service of alcoholic and non- alcoholic beverages. • Server responsibilities and responsible drinking environment • Apply product knowledge and communication skills to maximise hospitality sales and service. • Apply knowledge of viticulture for customer order queries. 			
Entry Requirements		<ul style="list-style-type: none"> • Students must be 18 years of age or over. • 16 to 17-year-old students could be enrolled with parental consent. • Academic requirements: applicant must have minimum school achievement of NCEA Level 2 or equivalent. • All applicants will be interviewed to consider the application for enrolment. Acceptance will be determined at the discretion of the interviewer. • There may be further restrictions when this course is offered under a Tertiary Education Commission Contract. 			
English Language Requirements		<p>Applicants must have sufficient competence in English language to undertake this programme of study which is taught in English. In line with NZQA requirements where English is not the applicant's first language, they will be required to provide evidence of their English language skills. Evidence that the student has:</p> <ul style="list-style-type: none"> • An IELTS test score of (General or Academic) with no band score lower than 5 or • Completion of the relevant New Zealand Certificate in English Language, or • Completion of accepted international equivalents. 			
Education Pathways		This qualification can lead to New Zealand Certificate in Food and Beverage Service (Level 4) with strands in Restaurant Services and Quick Service Restaurant Services (Ref 2105)			
Employment Pathways		Graduates can be employed or self-employed in entry level roles such as bar waiters, bar attendants, barbacks or glassy.			

Programme learning requirements	
Scheduled Classes	12 hours (Full time) and 6 hours (Part time) per week (Total 156 hours)
Learning Activities	6.76 hours (Full time) and 3.38 hours (Part time) per week of home study (Total 88 hours) (These will be directed by your class tutor)
Work experience	<p>12 hours per week (Full time) and 6 hours per week (Part time) (Total 156 hours). As part of this programme requirement:</p> <ul style="list-style-type: none"> Students will be required to complete work experience hours in a Licensed Premises (Bar, Club or Restaurant with attached Bar) by the end of week 13 (Full time) or week 26 (Part time). The programme tutor will help the students find work experience in a Licensed premises through their industry contacts. Students will be coached and mentored in interview skills and CV writing to start work experience by end of week 1. Students will be required to sign the work experience learner agreement prior to starting work experience with host organisations. Students will be required to maintain a work experience log and submit it to programme tutor by end of week 13 (Full time) or week 26(Part time). Under 18 years old students must sign and submit the parental consent form to their tutors and host organisations prior to starting work experience.

Programme Delivery Requirements				
Delivery Site	Henderson	Mangere	Christchurch	Tauranga
Campus Address	8 Te Pai Place, Henderson	59, Tidal Road Mangere	95 Garland Road, Hillsborough	142, Durham Street
How to enrol?				
Please visit your local campus; To complete the enrolment paperwork with the campus admin team. Office hours are 8.30-4.30pm Monday to Friday. Please bring your birth certificate and a photo ID or passport with you. You can complete the application online.				