

YOUTH AND FFTO COURSE PROSPECTUS 2011



GENERAL INFORMATION

ENTRY REQUIREMENTS FOR ALL COURSES

No school qualifications are required. Applicants must be committed to study, prepared to work hard and be eligible for YOUTH or FFTO funding. Entry is by interview to determine suitability and applicants may be required to complete a literacy and numeracy assessment. Applicants for whom English is a second language may also be assessed on their English language speaking and listening skills. Applications are accepted all year. Students will be selected in order of application.

COURSE LENGTH FOR ALL COURSES

YOUTH - Maximum of 48 weeks
FFTO - Maximum of 26 weeks

START DATES

As places become available throughout the year

HOURS

Full-time 8.30am to 3pm Monday to Friday

COST & BENEFITS

Free to eligible applicants. Travel allowance is available.



OUR COURSES



INTRODUCTION TO AUDIO COMMUNICATION



COMPUTING & INFORMATION TECHNOLOGY



BRIDGING TO THE ARMED FORCES



PATHWAY TO EMPLOYMENT



FOUNDATION & EMPLOYMENT SKILLS



INTRODUCTION TO CARPENTRY



BUSINESS ADMINISTRATION



INTRODUCTION TO THE PRINTING TRADES

FREE
TRAINING & TRAVEL ALLOWANCE
offered to eligible students (TEC Youth and TO eligibility criteria apply)



INTRODUCTION TO AUDIO COMMUNICATION

COURSE AIM

This course aims to equip learners with introductory written and oral communication skills, introductory audio production, public performance, voicing and announcing skills to enable entry to higher level study and entrepreneurship in the commercial radio, audio and music industry.

ADDITIONAL ENTRY REQUIREMENTS

Applicants must demonstrate aptitude and interest in audio communication. The selection process will include an audition.

PATHWAYS

Further study at level 3 and above in performance, audio engineering or music production. Entrepreneurship within audio, public performance, commercial radio and music industries.



BRIDGING TO THE ARMED FORCES

COURSE AIM

This course prepares learners to meet the academic requirements for a career in the Armed Forces and prepares them to undertake the fitness and aptitude tests required.

On successful completion learners will have gained over 20 English (reading and writing) and Mathematics credits at level 1, problem solving, leadership and interpersonal skills, and have an improved level of fitness.

ADDITIONAL ENTRY REQUIREMENTS

Applicants must:

- Be at least 17 years of age
- Be physically capable of completing the fitness aspects of the programme
- Demonstrate an attitude and aptitude for a career in the armed forces.

PATHWAYS

Entry to a range of army careers including combat, support and apprenticeship careers; and other careers such as police, navy and air force.



FOUNDATION & EMPLOYMENT SKILLS

COURSE AIM

The National Certificate in Employment Skills aims to provide foundation learning in literacy and numeracy, and other personal and technical skills to enable learners to successfully undertake employment or tertiary study. Employers have identified that the skills included in this certificate are important for successful entry into employment.

This course incorporates the National Certificate in Employment Skills level 1.

PATHWAYS

Further study options include: National Certificates at level 2 in any field. Employment at entry level in a range of industries.



■■ BUSINESS ADMINISTRATION

COURSE AIM

The course aims to provide foundation to intermediate office computing and business administration skills, along with literacy and numeracy improvement.

On successful completion of Part 1: learners will have gained a broad range of skills including keyboard skills, and skills in operating computers and other current office technology, data entry and information processing using Microsoft Office applications.

Learners who complete Part 2 will have gained intermediate level administrative and business technology skills including customer service and accounts preparation.

This course incorporates the requirements for the National Certificates in Business Administration and Computing level 2 and level 3.

PATHWAYS

Employment as an office assistant, receptionist, data entry operator, or customer service representative.

Further study options include: National Certificate in Business Administration (level 4) or other qualifications in business, computing and information technology.



■■ COMPUTING & INFORMATION TECHNOLOGY

COURSE AIM

The course aims to provide base level to intermediate core computing skills, generic employment skills and literacy and numeracy improvement.

On successful completion of level 3 students will be able to utilise Microsoft Office applications and have attained technical and theoretical proficiency on computer hardware and software, networking, computer assembly and diagnostics. Learners will have improved literacy and numeracy and gained generic employment skills.

This course incorporates the National Certificates in Computing level 2 and level 3.

PATHWAYS

Further study options include: National Certificate in Computing (level 4) or National Diploma in Computing (level 5). Employment at entry level in a range of industries.



■■ PATHWAY TO EMPLOYMENT

COURSE AIM

This course aims to improve student's maths and English skills, develop their job search and team skills, and improve their personal physical fitness.

ADDITIONAL ENTRY REQUIREMENTS

Be physically capable of completing the fitness aspects of the programme.

PATHWAYS

Employment in entry level jobs or pathway to armed forces via Bridging to the Armed Forces programme.



INTRODUCTION TO CARPENTRY

COURSE AIM

This course aims to equip learners with introductory trade skills to enable entry to employment and further study in the building and construction trades.

On successful completion learners will have gained general trade skills, theoretical knowledge and practical skills for the safe use of hand tools, power tools and machinery and will have completed two or more carpentry projects. All learners will have gained literacy, numeracy and generic employment and study skills.

This course incorporates unit standards in Building and Construction level 1 and level 2.

PATHWAYS

Further study at level 2 and above in building and construction trades.
Employment as building labourer, hammer hand.



INTRODUCTION TO THE PRINTING TRADES

COURSE AIM

This course aims to equip learners with introductory trade skills to enable entry to employment and further study in the printing industry.

On successful completion learners will have gained skills in sheet-fed off-set printing and machine operation and will be able to assist a press operator for sheet-fed offset printing.

All learners will have gained literacy, numeracy and generic employment and study skills.

This course incorporates the National Certificate in Printing (Production Support) level 2.

PATHWAYS

Further study at level 2 and above in the printing trades.
Employment as printing sheet-fed assistant.

CONTACT DETAILS

Tel: 64 9 263 0302

Fax: 64 9 263 0304

Email: courses@futureskills.co.nz

PO Box 76-549

Manukau 2241

LOCATION

5A Earl Richardson Avenue

Manukau City

Auckland

