

Welcome

Bakery 2017



Taste life. Right here



WelTec

Te Whare Wānanga o te Awakairangi

Welcome to Hospitality 2017

NZ1841 - NZ Certificate in Baking (Level 3)

Welcome to the School of Hospitality, we hope you enjoy your time studying with us.

Our staff are experts in their fields and are looking forward to sharing their knowledge with you.

Hospitality Staff

Head of School

Ben Shadbolt

Associate Head of School

Clare Jay

Tutor	Qualifications	Position	Subject Expertise
<u>Ali Bahmad</u>	City & Guilds	ASM	L4 Cookery
<u>Robert Bok</u>	City & Guilds	ASM	L5 Diploma Patisserie
<u>Scott Campbell</u>	City & Guilds	SASM	L5 Diploma Cookery
<u>Jim Collins</u>	City & Guilds	ASM	L2 Hospitality and L3 Cookery
<u>Mark Francis</u>	National Diploma Hospitality (Management), DTLT, City and Guilds 706/1 & 706/2	ASM	L4 Cookery
<u>Paul Gibbs</u>	City & Guilds	ASM	L5 Diploma Patisserie
<u>Patrick Hogan</u>	PGD Adult Education (Literacy & Numeracy), City & Guilds	SASM	L5 Diploma Cookery
<u>Gavin Mackenzie</u>	PGD Adult Education (Literacy & Numeracy), NCALE NZ HNC Professional Cookery UK	SASM	L4 Cookery, L3 Bakery
<u>Ray Morrell</u>	City & Guilds Cookery, NZCAET, DTLT	SASM	L4 Cookery
<u>Frank Prskawetz</u>	Dip Professional Cookery	ASM	L4 Cookery
<u>Toby Sanderson</u>	City & Guilds, NCALNE, DTLT	SASM	Wellington Trades Academy, L3 Cookery, L2 Hospitality
<u>Peter Schorer</u>	Grad. Dip. Tchg (Tertiary); B.Apl. Mgt.	ASM	L4 Cookery
<u>Mahendra Singh</u>	City & Guilds	ASM	L3 Cookery
<u>Robert Vansverry</u>	City & Guilds	PASM	L4 Cookery
<u>Derek Yee</u>	City & Guilds	ASM	L4 Cookery

Please note: This document is a living document, which means that it will be updated as information is changed.

If you have any questions/comments about this Welcome booklet please email admin.team@weltec.ac.nz

L3 Bakery Information

Important Dates

Level 3 Bakery Start: 17 July to 10 November 2017

Timetables

Timetables can be found on the WelTec website, however your **tutor** will keep you informed of where you need to be. Your lessons will be in R Block at the Petone Campus and generally run 9am to 2:30pm Mondays and Wednesdays, and 9am to 1:30pm Tuesdays and Thursdays.

Attendance

Attending all your timetabled classes greatly improves your chances of successfully completing your qualification. Below is some important attendance information to be mindful of during your studies here:

- If you are receiving a student allowance you must attend classes and show academic progress; if you don't, your allowance may be stopped. It's worth noting that we can reinstate your allowance if you show significant improvement.
- We are tasked by the government to make you 'work ready'. To achieve this goal we expect you to:
 - Attend all your classes
 - Notify us if you are going to be absent
 - Provide a medical certificate if you are sick for longer than three days.

In the real world those are the expected behaviours of employees, so we ask that you also meet these expectations whilst at WelTec.

- If you are sick at the time of an assessment/test or when an assignment is due you must provide a medical certificate to be eligible for a resit/resubmission or extension.
- If you are an International student Immigration NZ insists on 100% attendance, unless sick and able to provide a medical certificate as proof.

Student ID Cards and Access Cards

Once your enrolment has been confirmed, you can obtain a Student ID Card from the Student Information Centre anytime between Orientation day and your first couple of weeks of study. Student ID Cards are your formal identification for around campus. It also gives you access to printing, using the library and receiving student discounts. You may also need after hour's access to certain rooms in order to carry out your study. If this is the case you should be issued with the access card when you get your Student ID Card.

Transferring & Withdrawing

If in the first two weeks of your programme you realise your courses aren't correct, or you are advised by your tutor that you should be doing a different course, then you need to fill in the **transfer form** and drop it off to the SET Team located in the student hub, or visit the SET Team in person to arrange your transfer.

If you discover that the qualification you are enrolled in is just not floating your boat in the first two weeks, then you need to fill in the **withdraw form** and take it to the SET Office. Completing this process in the two week time frame will ensure you are not left with a debt for no reward. The SET Team can chat to you about this and other options going forward.

Health and Safety

WelTec works hard to ensure that you are safe while on our campuses. Your job, as a student, is to follow instructions when asked by staff who are looking after your safety. Please also ensure that any medical issues have been declared on your enrolment form.

If part of your course requires you to attend practical classes, you must wear the prescribed protective clothing and footwear during these classes.

Random Drug Testing does occur. If you are involved in an accident you may be drug tested. If you are going on work placement you will be drug tested. If you refuse you will be stood down.

For more information about Health and Safety around campus click on the links below:

Safety Procedures

Smoke Free, Drugs and Alcohol Free Campus

Healthcare

Counselling Service

Student ICT Services and Student Login

WelTec provides you with computers, printers/photocopiers, and software on our campuses to support your study. You can bring your own device (smart phone, laptop, tablet) and connect to our wireless network on most campuses.

You can login at any time after you have received your Enrolment Confirmation letter, which has your login ID and password in it. You can login at any campus in the Learning Commons. Your first login will need to be at one of our campuses.

More information about ICT Services and your student login can be found **here**.

Moodle

Moodle is an online learning space that your tutors may use to post course information or communicate with you. It also contains lots of other useful information, so it pays to become

familiar with it. Your Moodle login and password is your WelTec login and password (see **login information** above). If you require help with Moodle please email learningcommons@weltec.ac.nz or call 0800 141 121

Results

You can log into results.weltec.ac.nz to access your provisional results. If you have any questions about these results please talk to your Tutor. While you are logged in, please check and update your address and contact details, so that the final results are mailed to the correct address. Finalising results can take up to six weeks after the official finish date of your programme.

Assessment

It is essential that you meet the assessment submission deadlines noted in your Course Outline Assessment Schedule. Any issues should be discussed with your tutor immediately to enable alternative arrangements to be made if applicable/allowed.

Late submission of work

In the case of illness, injury or exceptional circumstances an extension no later than the course end date may be granted by the course tutor. You will need to complete an **Extension before course ends form**. A new date will be negotiated with the tutor at this time.

Extensions beyond the course end date may be granted as outlined in the Academic Statute. To start the process you need to complete an **Extension after course ends form**.

Support Services

WelTec offers a range of services and support to students. Whatever kind of challenge you are facing, whether it's with your studies or your personal life — there's someone to help.

Our staff are dedicated to ensuring that you have access to the information and resources you need to be successful in your studies. Click on this **link** to learn more about the services we offer. These are all free to you as an enrolled WelTec student so make sure you use them when you need to.

Student Forms and Other Important Information

Click the links below for the appropriate information/form.

- [Aegrotat](#)
- [Assessment cover sheet](#)
- [Automatic payment](#)
- [Complaint](#)
- [Exam/assessment re-sit](#)
- [Exceptional circumstances](#)
- [Extension after course ends](#)
- [Extension before course ends](#)
- [Feedback](#)
- [Privacy consent form](#)
- [Credit recognition](#)
- [Replacement certificate/ academic record](#)
- [Special assessment conditions](#)
- [Student support fund](#)
- [Transfer/ change enrolment](#)

- Withdrawal
- Plagiarism and Academic Dishonesty
- Student Code of Conduct

Tips for success

Keep in touch if you are struggling! Your tutor wants you to succeed, so please don't be afraid to ask for help if you need it.

Attendance matters. History shows us that the chance of you passing is much higher if you come to your classes.

Ask questions, there are no "dumb" questions. Rest assured there will be at least three other people in your class thinking "good question" when you ask it, but don't wait for them to pluck up the courage, take the lead.

Textbook Requirements

Our L3 Bakery programme does not use a textbook. A manual, with all recipes will be provided.

You must provide your own stationery items for your studies.

Uniform Requirements

Chef Uniforms are included in the programme fees and will be fitted during the first week of your programme.

Chef Uniform is to be worn correctly at all times. See the photos below.



You are required to supply footwear suitable for kitchen use. These must be black flat shoes with good rubber grip soles. Open toed shoes, sandals, flip flops, heels, smooth soles and sports shoes are **not allowed** in the kitchens.

Correct Footwear



Wrong Footwear

X



Programme Information

For specific information about your chosen programme please click on the appropriate link below:

NZ1841 - New Zealand Certificate in Baking (Level 3)

You will be given more information by your tutor when they present your course outline to you.

NZ1841 - New Zealand Certificate in Baking (Level 3)

Aim

The aim of this programme is to provide competent employees for the commercial bakery industry who are able to work as bakers in junior positions producing basic products in a commercial environment

- Apply health and safety, and food hygiene processes and procedures related to baking industry standards.
- Apply basic baking skills to produce biscuit, bread, cake, or pastry products in accordance with industry standards.
- Work as an effective member of a team to produce required bakery products.
- Use literacy and numeracy skills to produce required bakery products.
- Communicate clearly and appropriately in group and one-on-one situations.

Award of qualification

You must successfully complete all four compulsory courses.

Code	Course Title	Level	Credit
FC3106	Introduction to Bakery Fundamentals	3	15
FC3107	Bakery Fundamentals	3	15
FC3108	Introduction to Commercial Baking Procedures	3	15
FC3109	Commercial Bakery Fundamentals	3	15

How the programme is delivered

This programme includes a blended delivery and may include tutorials, workshops, student presentations, projects, field visits and group activities.

Staircasing

Learners may staircase through the programme to the NZ Certificate in Cookery (Level 4). This qualification can then lead on to the NZ Diploma in Cookery (Advanced) (Level 5) with strands in Cookery and Patisserie. Alternatively the NZ Certificate in Baking (Generalist) (Level 4), or the NZ Certificate in Trade Baking (Craft) (Level 4) with strands in Bread, Cake and Biscuit, and Pastry.