

# Welcome 2017

Level 4 and Level 5 Cookery



Taste life. Right here



# WelTec

Te Whare Wānanga o te Awakairangi

# Welcome to Cookery 2017

---

**NZ2101 NZ Certificate in Cookery (Level 4)**

**NZ2102 NZ Diploma in Cookery (Advanced) (Level 5) with strand  
in Cookery or Patisserie**

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**

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

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

If you have any questions or comments about this Welcome booklet please email [admin@weltec.ac.nz](mailto:admin@weltec.ac.nz)

## L4 and L5 Cookery Programme Information

### Important Dates

L4 Cookery:	Start: 20 February to 27 October 2017 – Angus and Kingsgate Break: 19 June to 23 June and 21 August to 25 August
L4 Cookery:	Start: 06 March to 10 November 2017 – Duxton and Plaza Break: 03 July to 07 July and 28 August to 01 September
L4 Cookery:	Start: 03 July 2017 to 02 March 2018 – Hilton and Bellamys Break: 22 December 2017 to 08 January 2018
L5 Cookery:	Start: 06 March to 10 November 2017 – Truffle and Sesame Break: 03 July to 14 July Work Experience: 14 August to 08 September
L5 Patisserie:	Start: 06 March to 10 November 2017 – Chocolate Break: 03 July to 14 July Work Experience: 11 September to 06 October
L5 Patisserie:	Start: 03 July 2017 to 02 March 2018 – Caramel Break: 21 December 2017 to 08 January 2018 Work Experience: 30 October to 24 November

### Timetables

**Timetables** can be found on the WelTec website. Start times for practical lessons change on a weekly basis and are rostered over a rotation of shifts for the kitchens - 8am, 12:30pm and 5pm however your tutor will keep you informed of where you need to be. Our training restaurant, Bistro52, includes a lunchtime shift from 8am to 2pm and a dinner shift from 2pm to 9pm.

### 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**.

## Equipment Lists

**L4 Cookery** students require to purchase knives and scales which must be obtained to study on the programme. WelTec have negotiated prices with The House of Knives, 171 Jackson Street, Petone, who will supply the necessary commercial grade items.

Item	No.	Item	No.
Knife Roll	1	Turning Knife (small curved blade)	1
Sharpening Steel	1	Knife, Fork, Dessert Spoon, Teaspoon	1
21cm Chef's Knife	1	Zester	1
Filleting Knife	1	Wooden Spoon	1
Boning Knife	1	Rubber Spatula	1
Knife Guards	3	Pastry Brush	1
Tongs	1	Whisk	1
Palette Knife	1	Paring Knife	1
Rex Peeler	1	Temperature Probe	1
Scissors	1	Pastry Scraper	1
Pastry Cutters	1	Lighter	1
Scales	1		



**L5 Cookery** students must supply a suitable set of knives and other small utensils for the practical components of the programme.

**L5 Patisserie** students must supply the following equipment. Your tutor will direct you to Southern Hospitality where WelTec have negotiated competitive prices for these items.

Item	Picture	Price – GST Exclusive
Delta Pro Scraper 10am bk/ph		\$13.55
Cake Deco Scraper Nylon		\$1.90
Decorating Comb S/S Rectangle		\$7.92
Small Spatula Cranked S/S 100mm		\$8.84
Spatula Cranked Wooden Handle 250mm		\$11.09
Fibreglass Non-stick Mat 520x315mm		\$36.58
Calyx Cutter R11C 70mm		\$6.80
JEM Easy Rose Cutter 80mm		\$11.80
Acrylic Cake/Icing Smoother		\$18.99
Delta Pro Serrated Slicer 30cm Black		\$27.94
Strainer – Fine Mesh 70mm		\$7.80



## Textbook Requirements

There are text books required for these programmes, for more information please go to this [link](#)

Please note: 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.

**L4** students will receive two sets of chef pants, chef jacket, apron, chef cap and neckerchief.

**L5** students will receive black pants, chef jacket, neckerchief and an apron.

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



X



## 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](mailto:learningcommons@weltec.ac.nz) or call 0800 141 121

## Results

You can log into [results.weltec.ac.nz](http://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.

## Resits

It is likely there will be charges for resits. Your tutor will advise details of these costs for the individual courses wherever applicable.

Only one resit is allowed per assessment for NZ2102 NZ Diploma of Cookery (Level 5) programme.

## 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.

## Programme Information

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

### **NZ2101 NZ Certificate in Cookery (Level 4)**

### **NZ2102 NZ Diploma in Cookery (Advanced) (Level 5) – Cookery Strand and Patisserie Strand**

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

## NZ2101 NZ Certificate in Cookery (Level 4)

### Aim

To provide competent employees for the hospitality sector who are able to work as chefs in intermediate positions producing complex dishes in a commercial kitchen. Graduates of the programme will be able to:-

- Monitor and maintain health and safety, food safety and security practices to ensure own safety and minimise potential hazards for customers.
- Monitor and maintain interactions between colleagues, managers and customers.
- Monitor and maintain the application of standard operating policies and procedures to work roles in a commercial kitchen.
- Apply cookery skills to prepare, cook and present a range of cold larder dishes employing complex preparation and presentation techniques.
- Apply cookery skills to prepare, cook and present a range of hot kitchen dishes employing complex preparation and presentation techniques.
- Apply cookery skills to prepare, cook and present a range of patisserie and desserts employing complex preparation and presentation techniques.

### Award of qualification

To receive the award NZ2101 NZ Certificate in Cookery (Level 4), students must successfully complete all eight courses listed below:

Course Number	Course Title	Level 4	Credits
FC4100	Cookery and Food Safety	4	15
FC4101	Cookery and Work Safety	4	15
FC4102	Cookery and Operating Procedures	4	15
FC4103	Bakery and Cookery Techniques	4	15
FC4104	Patisserie and Dessert Techniques	4	15
FC4105	Complex Fish, Shellfish and Cold Work Techniques	4	15
FC4106	Complex Pastry and Cold Work Techniques	4	15
FC4107	Complex Meat and Farinaceous Techniques	4	15

The programme also provides you with the opportunity to gain the City & Guilds qualifications:

- 8065-02 City & Guilds Diploma in Food Preparation and Cooking (Culinary Arts) (Level 2)
- 8065-21 City & Guilds Food Safety in Catering (Level 2)

### How the programme is delivered

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

You must successfully complete the eight compulsory courses within your strand

## NZ2102 NZ Diploma in Cookery (Advanced) (Level 5) – Cookery Strand and Patisserie Strand

### Aim

To provide competent employees for the hospitality sector who are able to work as chefs in senior positions producing advanced dishes in a professional kitchen.

The strands in this qualification allow graduates to have advanced general cookery skills or to specialise in Patisserie.

- Select and apply staffing strategies to meet performance targets
- Plan and monitor workflow and supplies in a commercial kitchen
- Manage operating procedures and compliance requirements for operational roles
- Manage staff relationships for operational roles

### **Cookery strand**

- Plan and produce a broad range of larder dishes employing advanced preparation, cookery and presentation techniques.
- Plan and produce a broad range of meat, poultry and fish dishes employing advanced preparation, cookery and presentation techniques.
- Plan, develop and design advanced dishes and menus suitable for implementation in a commercial hospitality environment.

### **Patisserie strand**

- Plan and produce a broad range of advanced patisserie and yeast goods suitable for a commercial hospitality business.
- Plan and produce a broad range of gateaux and torte suitable for a commercial hospitality business.
- Plan and produce a broad range of advanced hot and cold desserts suitable for a commercial hospitality business.

## Award of qualification

To receive the award NZ2102 NZ Diploma in Cookery (Advanced) (Level 5) – Cookery Strand students must successfully complete all courses listed below:

<b>NZ2102 New Zealand Diploma in Cookery (Advanced) (Level 5) Cookery Strand</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Level</b>	<b>Credits</b>
FC5104	Global Cuisine Influences and Techniques	5	15
FC5105	Traditional Larder Techniques	5	15
FC5106	Sustainable Practices	5	15
FC5107	Modern Larder Preparations	5	15
FC 108	Introduction to Staff Management	5	15
FC5109	Kitchen Operational Procedures.	5	15
FC5110	Work Integrated Learning	5	15
FC5111	Food Production Supervision	5	15

To receive the award NZ2102 NZ Diploma in Cookery (Advanced) (Level 5) – Patisserie Strand, students must successfully complete all courses listed below:

<b>NZ2102 New Zealand Diploma in Cookery (Advanced) (Level 5) Patisserie Strand</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Level</b>	<b>Credits</b>
FC5100	Pastry and Patisserie	5	15
FC5101	Gateaux and Patisserie	5	15
FC5102	Yeast Products and Patisserie	5	15
FC5103	Desserts and Patisserie	5	15
FC5108	Introduction to Staff Management	5	15
FC5109	Kitchen Operational Procedures.	5	15
FC5110	Work Integrated Learning	5	15
FC5111	Food Production Supervision	5	15

The programme also provides you with the opportunity to gain the City & Guilds qualifications.

L5 Cookery strand can sit City & Guilds:-

- 8065-04 City & Guilds Advanced Diploma in Food Preparation and Cookery Supervision

L5 Patisserie strand can sit City & Guilds:-

- 8065-04 City & Guilds Advanced Diploma in Food Preparation and Cookery Supervision
- 8065-03 City & Guilds Diploma in Food Preparation and Cooking (Patisserie)

### How the programme is delivered

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

You must successfully complete the eight compulsory courses within your strand.