

Industry  
Training  
Solutions

its

2019

**GATEWAY**  
PACKAGES



# GATEWAY PACKAGES

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## OUR TAILORED GATEWAY PACKAGES OFFER YOUR STUDENTS THE OPPORTUNITY TO GAIN:

- Valuable skills and knowledge prior to going to a workplace to complete work experience. This enhances the workplace experience for all parties.
- Industry unit standards while completing their practical requirements in their work placement.

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### 14 OR MORE STUDENTS?

Add \$100 per person and we will run a 1 or 2 day course for your group. Conditions may apply, please talk to us.

Join two packages for a 20 credit (or more) program.

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**THE COST FOR EACH PACKAGE INCLUDES:**

Prices range from \$90 to \$145

- Provision of all printed student learning and assessment material
- Postage
- Marking of assessments
- Industry Training Solutions Ltd E-certificate of completion
- Ongoing support from our tutors is available at any time through our Student Help Desk email – [support@its.ac.nz](mailto:support@its.ac.nz)

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**WHAT IS NOT INCLUDED IN THE PRICE?**

Resit cost \$17.50 including postage.  
Printed certificates cost \$10 each including postage.

To place an order, please complete this form and email to [schools@its.ac.nz](mailto:schools@its.ac.nz). A copy is available in the schools' section of our website or you can just email us.



# GATEWAY PACKAGES ORDER FORM

SCHOOL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

SCHOOL CONTACT: \_\_\_\_\_

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PACK	PRICE	NUMBER REQUIRED	NOTES
<b>EMPLOYABILITY SKILLS AND WORK READINESS LEVEL 2</b>			
Package A – 10 credits	\$145		
Package B – 11 credits	\$145		
<b>EMPLOYABILITY SKILLS AND WORK READINESS LEVEL 3</b>			
Package C – 11 credits	\$145		
Package D – 10 credits	\$145		
<b>SERVICE INDUSTRIES LEVEL 2</b>			
Hospitality Package A – 11 credits	\$145		
Hospitality Package B – 10 credits	\$145		
Retail Package A – 10 credits	\$145		
Retail Package B – 10 credits	\$90		
<b>SERVICE INDUSTRIES LEVEL 3</b>			
Hospitality Package C – 11 credits	\$90		
Hospitality Package D – 12 credits	\$90		
Hospitality Package E – 5 credits	\$90		
Retail Package C – 10 credits	\$145		
Retail Package D – 10 credits	\$145		
Retail Package E – 7 credits	\$90		

**NOTES**

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**its**

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# EMPLOYABILITY SKILLS AND WORK READINESS

## LEVEL 2

### PACKAGE A

	10 CREDITS		\$145
	CREDITS	THEORY	PRACTICAL
Complete Complex Forms (24871 v4)	2	Yes	No
Describe an employment relationship, and the application of employment law to that relationship (1979 v10)	3	Yes	No
Apply a problem-solving method to a problem (7123 v7)	2	Yes	No
Maintain personal presentation and a positive attitude in workplaces involving customer contact (62 v9)	3	No	Yes (workplace)

### PACKAGE B

	11 CREDITS		\$145
	CREDITS	THEORY	PRACTICAL
Demonstrate knowledge of diversity in the workplace (377 v8)	2	Yes	No
Participate in a group/team which has an objective (9677 v10)	3	Yes	Yes (workplace or ITS workshop)
Demonstrate knowledge of time management (12349 v6)	3	Yes	No
Describe strategies for managing stress (12355 v6)	3	No	Yes



# EMPLOYABILITY SKILLS AND WORK READINESS

## LEVEL 3

### PACKAGE C

11 CREDITS		\$145
CREDITS	THEORY	PRACTICAL

Give feedback on performance in the workplace  
(9705 v7)

3

Yes

Yes  
(workplace or  
ITS workshop)

Listen actively to gain information in an  
interactive situation  
(11097 v5)

3

Yes

Yes  
(workplace or  
ITS workshop)

Contribute within a group/team which has an  
objective  
(9681 v7)

3

Yes

Yes  
(workplace or  
ITS workshop)

Demonstrate knowledge of sleep and sleep  
management in relation to work performance  
(21337 v3)

2

yes

No

### PACKAGE D

10 CREDITS		\$145
CREDITS	THEORY	PRACTICAL

Demonstrate and apply knowledge of  
communication theory  
(9694 v8)

4

Yes

No

Give oral instructions in the workplace  
(1312 v7)

3

Yes

Yes  
(workplace)

Demonstrate and apply knowledge of safe  
manual handling practices in the workplace  
(17459 v6)

3

Yes

Yes  
(workplace that  
uses mechanical  
aids for manual  
handling tasks)



# SERVICE INDUSTRIES

## LEVEL 2

### HOSPITALITY PACKAGE A

	14 CREDITS		\$145
	CREDITS	THEORY	PRACTICAL
Practice food safety methods in a food business under supervision (167 v8)	4	Yes	Yes (workplace)
Prepare and serve hot and cold non-alcoholic drinks for a commercial hospitality establishment (14425 v7)	5	Yes	Yes (workplace)
Prepare and clear areas for table service for a commercial hospitality establishment (14434 v7)	3	Yes	Yes (workplace)
Provide customer service (57 v9)	2	Yes	Yes (workplace)

### HOSPITALITY PACKAGE B

	10 CREDITS		\$145
	CREDITS	THEORY	PRACTICAL
Demonstrate knowledge of maintaining a safe and secure environment for people in the hospitality industry (14466 v6)	2	Yes	No
Provide customers with information about an establishment in the hospitality industry (14469 v6)	2	Yes	Yes (workplace or ITS workshop)
Interact with customers in a service delivery context (28145 v1)	2	No	Yes (workplace or ITS workshop)
Demonstrate and apply knowledge of legislation applicable to sale of goods and services (11968 v8)	4	Yes	Yes (workplace or ITS workshop)

## RETAIL PACKAGE A

10 CREDITS		\$145
CREDITS	THEORY	PRACTICAL

Use safe work practices in a retail environment under supervision  
(11971 v7)

3

No

Yes  
(workplace or ITS workshop)

Establish and maintain positive customer service interactions in a retail environment  
(11941 v7)

2

No

Yes  
(workplace or ITS workshop)

Assist customers to select goods and/or services  
(11938 v4)

5

No

Yes  
(workplace)

## RETAIL PACKAGE A

10 CREDITS		\$145
CREDITS	THEORY	PRACTICAL

Demonstrate knowledge of products and product information in a retail environment  
(28301 v3)

5

Yes

No

Demonstrate knowledge of theft and fraud in a retail or distribution environment  
(24997 v2)

5

Yes

No

# SERVICE INDUSTRIES

## LEVEL 3

### HOSPITALITY PACKAGE C

	11 CREDITS		\$90
	CREDITS	THEORY	PRACTICAL
Provide café counter service in a hospitality establishment (14441 v6)	5	No	Yes (workplace)
Provide hospitality sales and service opportunities to customers (21853 v5)	6	Yes	Yes (workplace)

### HOSPITALITY PACKAGE D

	12 CREDITS		\$90
	CREDITS	THEORY	PRACTICAL
Demonstrate knowledge of culinary products and terms (18497 v6)	8	Yes	No
Demonstrate knowledge of food contamination hazards, and control methods used in a food business (168 v6)	4	Yes	No

### HOSPITALITY PACKAGE E

	5 CREDITS		\$90
	CREDITS	THEORY	PRACTICAL
Demonstrate knowledge of maintaining a responsible drinking environment as a server in a licensed premise (4645 v8)	2	Yes	No
Demonstrate knowledge of alcoholic and non-alcoholic beverages (14420 v7)	3	Yes	No

## RETAIL PACKAGE C

10 CREDITS		\$145
CREDITS	THEORY	PRACTICAL
Demonstrate and apply product and/or service knowledge (11818 v6)	2	Yes (workplace or ITS workshop)
Apply skills and qualities of a salesperson in a retail or distribution environment (11831 v7)	6	Yes (workplace or ITS workshop)
Employ customer service techniques to accommodate customer behavioral styles in a workplace (376 v8)	2	Yes

## RETAIL PACKAGE D

10 CREDITS		\$145
CREDITS	THEORY	PRACTICAL
Apply health, safety and security practices to service delivery operations (27927 v1)	5	Yes (workplace)
Apply standard operating procedures and the code of conduct to a work role in a service delivery organisation (27929 v1)	5	Yes (workplace)

## RETAIL PACKAGE E

7 CREDITS		\$90
CREDITS	THEORY	PRACTICAL
Explain practices to detect and reduce staff theft and fraud in a retail or distribution environment (24999 v2)	4	Yes No
Explain the legal definitions and consequences of theft and fraud in a retail or distribution environment (24996 v2)	3	Yes No



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