

# nzma

2015 Edition

*Real skills for today's professions*



**STUDY**  
*hospitality*  
*cookery*



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# Welcome to nzma



**Turning 30 years old this year, NZMA is home to approximately 2000 domestic students and 500 international students across our three campuses. We expect these numbers to grow in 2015.**

Our purpose-built Sylvia Park Campus is the most international of NZMA's three campuses – it is the home away from home for students not just around New Zealand, but from all over the globe.

NZMA's popular cookery and hospitality programmes are delivered here. Two fully-equipped commercial kitchens, a training café and dedicated barista, bar and restaurant service training areas ensure our students gain all the practical skills they need to succeed in today's hospitality workplace.

Located in Auckland's premier industrial and shopping hub, NZMA Sylvia Park is also well equipped with spacious classrooms, multiple computer suites and a student computer lab. Its warm friendly atmosphere, top-notch facilities and industry-experienced tutors make NZMA Sylvia Park the ideal study destination for those looking to launch their cookery and hospitality careers.

At NZMA we are proud to offer everything that international students need – from language support when you start, right through to employment

support when you graduate. We know that every student is ultimately looking for a great job. NZMA's dedicated employment service, NZMA Careers, will help you with employment when you arrive in New Zealand, to assist you with your cost of living and ensure you gain relevant New Zealand work experience.

Throughout your studies NZMA Careers will work with you to develop your career plan and maximize your work experience, internship, part-time and full-time employment opportunities. Once you graduate, they'll help you launch your new career.

At NZMA, we'll be with you every step of the way. We look forward to welcoming you.



**Feroz Ali - Divisional Chief Executive**  
*ACG Tertiary & Careers Group*

NZMA is part of the prestigious ACG Tertiary & Careers Group. ACG is one New Zealand's leading independent education providers, offering education from preschool/kindergarten through to tertiary-level certificates and diplomas. ACG operates eleven schools in New Zealand, plus a school each in Indonesia and Vietnam. ACG Tertiary & Careers Group specialises in providing practical, industry-focused education to both domestic and international students. All of ACG's schools and providers have quality education at the centre of their philosophy.



## NZMA – a Category 1 Provider

The New Zealand Qualifications Authority (NZQA) has awarded NZMA with the highest External Evaluation & Review (EER) ranking: Category 1. We also scored 'highly confident' in both self-assessment and educational performance. This is the highest possible rating awarded by the government.

Our status as a category 1 provider means you can be assured that we hold ourselves to the highest standards in all areas.

# Our COMMITMENT

## Commitment to Quality

Quality learning is a priority for NZMA. We demonstrate this through:

- An academic board chaired by Dr Alastair McCormick, who at the University of Auckland was Dean of the Business School for 14 years and then became Deputy Vice-Chancellor and Acting Vice-Chancellor of the university
- Approved pathways from NZMA's diplomas to New Zealand and international universities
- Total fee protection for all international students, in line with Government regulation

## Caring for International Students

NZMA has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the code are available to download from the New Zealand Ministry of Education website at [minedu.govt.nz/education](http://minedu.govt.nz/education).

## A Supportive Learning Environment

Our support team will offer help from the very start of your journey with everything from helping you adapt to your new home to organising accommodation. We have small class sizes, and our tutors have extensive industry experience. They make sure you graduate with real skills that will help you to succeed in today's competitive workplace.

We have the highest quality of learning facilities. Our hospitality students work in a student-run café (a great place to meet other students before and after class) and a professional bar and barista area for training purposes.

We support the additional language needs of any student who requires it through our dedicated Literacy, Language and Numeracy Advisors.



# *New Zealand*

## **One of the safest places to live in the world.**

The Global Peace index 2013 rated New Zealand as the third safest country in the world.

New Zealand is a beautiful country and home to a multicultural population of 4.4 million people.

Located in the upper North Island, with a population of 1.4 million, Auckland is the country's largest city and has a great hospitality culture with sophisticated bars, cafés and restaurants. It is also the largest centre of business in New Zealand.

Auckland is rated globally as the third best city in the world to live (Mercer 2012). Enjoying a mild climate and stunning scenery, Auckland is home to a host of easily accessible beaches, forests and rivers.

To find out more about Auckland visit  
**[aucklandnz.com](http://aucklandnz.com)**

To find out more about New Zealand visit  
**[newzealand.com](http://newzealand.com)**

# Courses at nzma



*Diploma in  
Applied  
Hospitality  
Management*

**Level 6**  
(2 years in total)

*Diploma in  
Hospitality  
Management*

**Level 5**  
(1 year in total)

*National  
Certificate in  
Hospitality*

**Level 4**  
(25 weeks)

*NZMA  
Certificate in  
Hospitality  
and  
Employment  
Skills*

**Level 3**  
(20 weeks)

# Hospitality



*Pankaj Nagpal* - National Certificate in Hospitality (Cookery) (Level 4)

# Why *choose* nzma

- All diploma students complete a 600-hour internship where they get real New Zealand work experience with real Kiwi workmates!
- Our award-winning hospitality training facilities are brand new and state-of-the art. We provide dedicated bar, barista, restaurant, and café training areas.



*Ramandeep Mann* - Diploma in Applied Hospitality Management (Level 6)

# *Hospitality* PROGRAMMES OF STUDY

(All qualifications are NZQA-accredited)

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## **Diploma in Hospitality Management (Level 5)**

One year in total

Graduates of the Level 5 Diploma in Hospitality Management will:

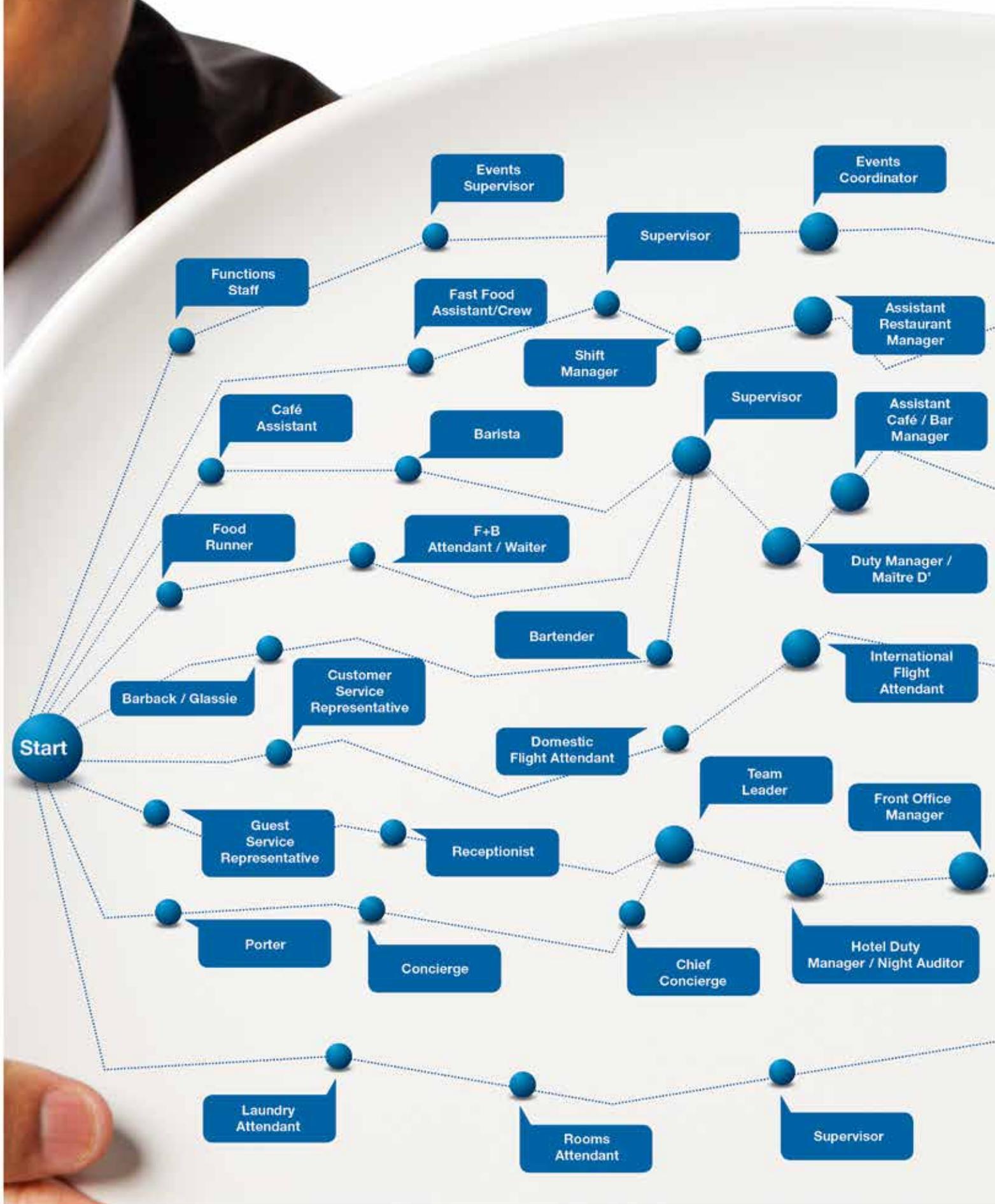
- Gain an internationally-recognised vocational qualification to enter employment within the hospitality sector, or related areas such as business management or leisure and tourism management
- Develop higher-level skills in a hospitality management context, including investigatory and research skills focusing on management issues within the context of hospitality
- Develop a range of skills, techniques and attributes essential for successful performance in working life within the hospitality industry
- Extensive practical training for use in a variety of hospitality arenas including customer service, bar, barista, restaurant service, and rooms division
- Training in research methodologies to support your tertiary studies in NZ
- Students receive the NZMA certificate of food safety which they can display in their own workplace

## **Diploma in Hospitality Management (Level 6)**

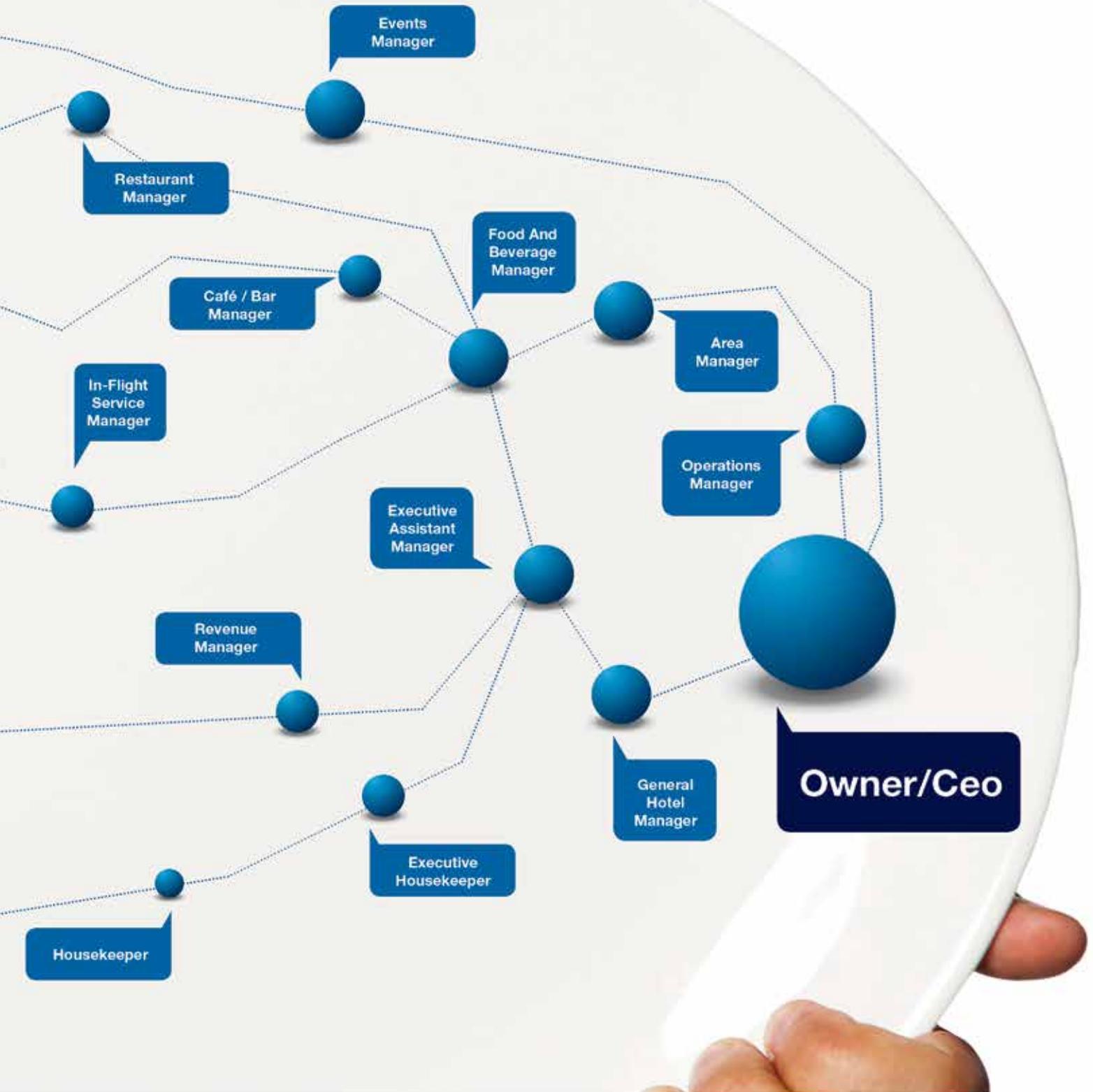
Two years in total

After completing the Diploma in Hospitality Management (Level 5), graduates may choose to undertake one year of additional study to complete the Diploma in Applied Hospitality Management (Level 6). In addition to the outcomes of the Level 5 diploma, graduates with this qualification will:

- Have a qualification, which allows flexibility of study to meet local, or specialist needs
- Have knowledge, understanding and skills in a specialised field within hospitality management
- Have specialist higher-level skills in a business and hospitality management context
- Have an internationally-recognised vocationally specific qualification to enter employment in hospitality or progress to higher education such as a full-time degree in hospitality or a related area
- Have first-hand experience of industry with a relevant organisation with a 600 hour full-time paid internship and a focus on the application and further development of the learner's knowledge and skills
- Have an advanced Level 6 qualification that recognises consistent achievement at Merit or above



# Hospitality Career Path



# Cookery PROGRAMMES OF STUDY

(All qualifications are NZQA-accredited)

## National Certificate in Hospitality (Basic Cookery) (Level 3)

20 weeks in total

### What will I learn?

Graduates of the Level 3 Certificate in Hospitality (Basic Cookery) will develop the basic practical and theoretical skills required by commercial chefs. These skills include:

- Food safety management
- The preparation of basic dishes at an operational level

This programme is designed for students who have limited pre-existing commercial cookery knowledge.

### Course content includes:

- **Hospitality Service, including:**  
Restaurant service / Customer service / Problem solving / Hospitality practices / Communication skills
- **Cookery Fundamentals**  
Kitchen safety / Equipment operation / Sharpening and maintenance of knives / Preparation and cooking of basic stocks, sauces and soups / Theory and practical techniques related to the methods of cookery, and food safety
- **Restaurant Cookery**  
Techniques and principles associated with methods of cookery / Skills in the restaurant saucier, larder and pastry sections

### What qualifications will I gain?

National Certificate in Hospitality (Basic Cookery) Level 3

NCEA Level 1

NCEA Level 2

NZMA Certificate of Food Safety

## National Certificate in Hospitality (Cookery) (Level 4)

One year in total

### What will I learn?

After completing the Level 3 Certificate in Hospitality (Basic Cookery), graduates may choose to undertake 6 months of additional study to complete the Level 4 National Certificate in Hospitality (Cookery).

Graduates of the Level 4 National Certificate in Hospitality (Cookery) will have the skills needed to work in a commercial restaurant/kitchen. This course builds upon the fundamental skills developed in Level 3. This includes the preparation of non-routine and complex dishes.

### Course content includes:

- Prepping and cooking dishes in a commercial kitchen
- Food safety
- Service sector cookery

### What qualifications will I gain?

National Certificate in Hospitality (Cookery) Level 4

# Why choose? nzma

- All diploma students complete a 600-hour internship where they get real New Zealand work experience with real Kiwi workmates!
- Our courses are practical – in a 20-hour week you will be spending 16 hours training in the kitchen.

## Diploma in Professional Cookery (Level 5)

Two years in total

The first year of this programme consists of the National Certificate in Hospitality (Basic Cookery) Level 3 and the National Certificate in Hospitality (Cookery) Level 4.

### What will I learn?

Students will build on the knowledge and techniques developed in the first year, and gain the expertise required for progression as a chef in the hospitality industry.

This programme produces graduates who are proficient in advanced cookery skills as well as allied administrative and kitchen management skills. As part of their course, students are required to apply all the skills they have developed to plan and implement a live dinner service.

### Course content includes:

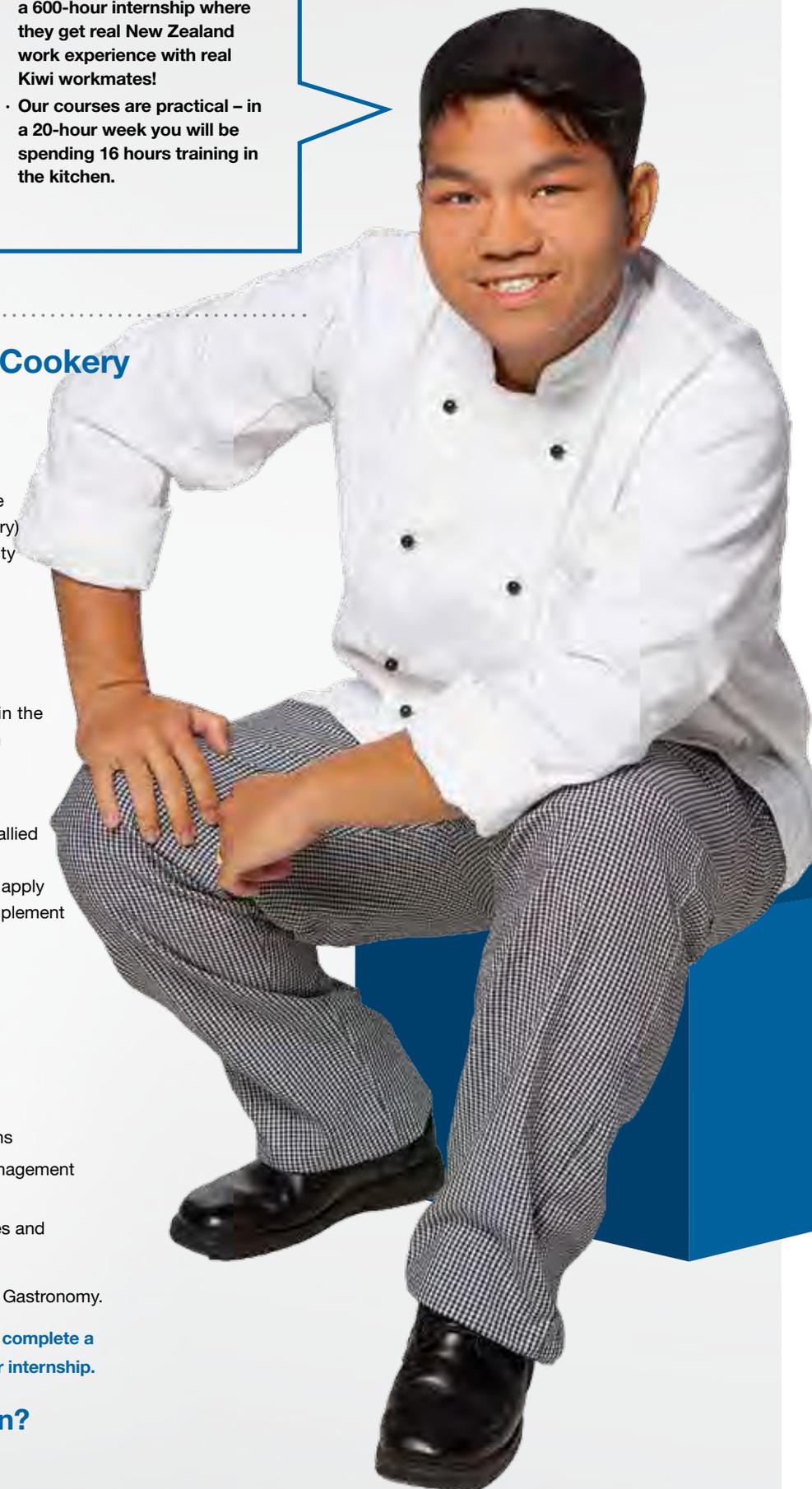
- Menu development
- The application of management skills in the development of products and services
- Research and evaluation of current innovations
- Development of practical application and management principles of food and beverage service
- Understanding and experiencing the principles and concepts of food production management

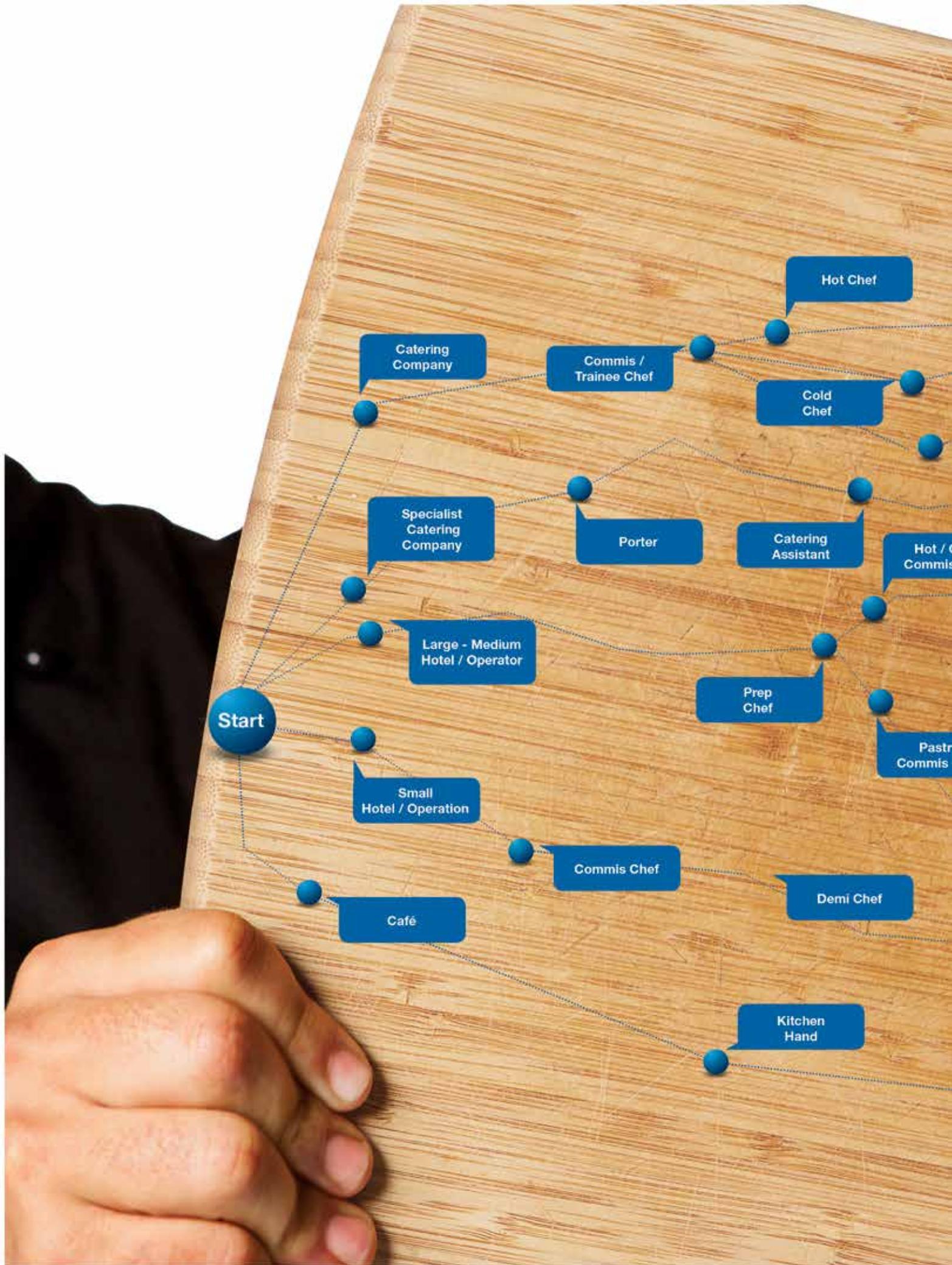
Students choose to major in either Patisserie or Gastronomy.

**In the final semester, students are required to complete a research project based on a full-time 600 hour internship.**

### What qualifications will I gain?

Diploma in Professional Cookery Level 5



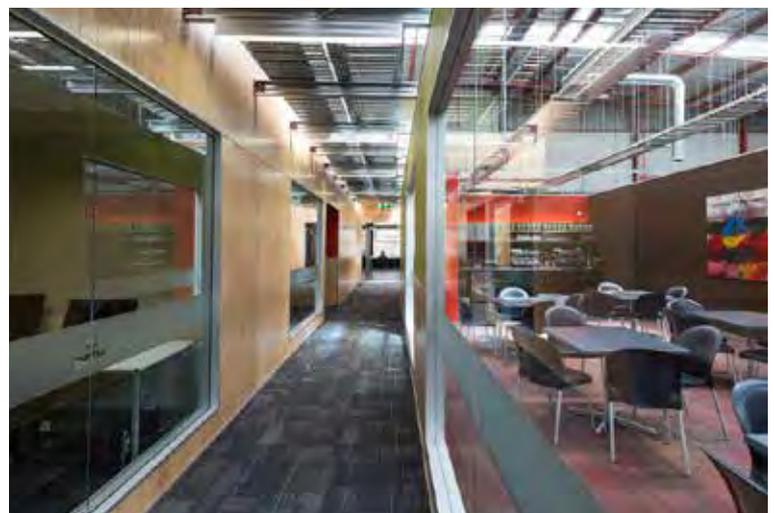
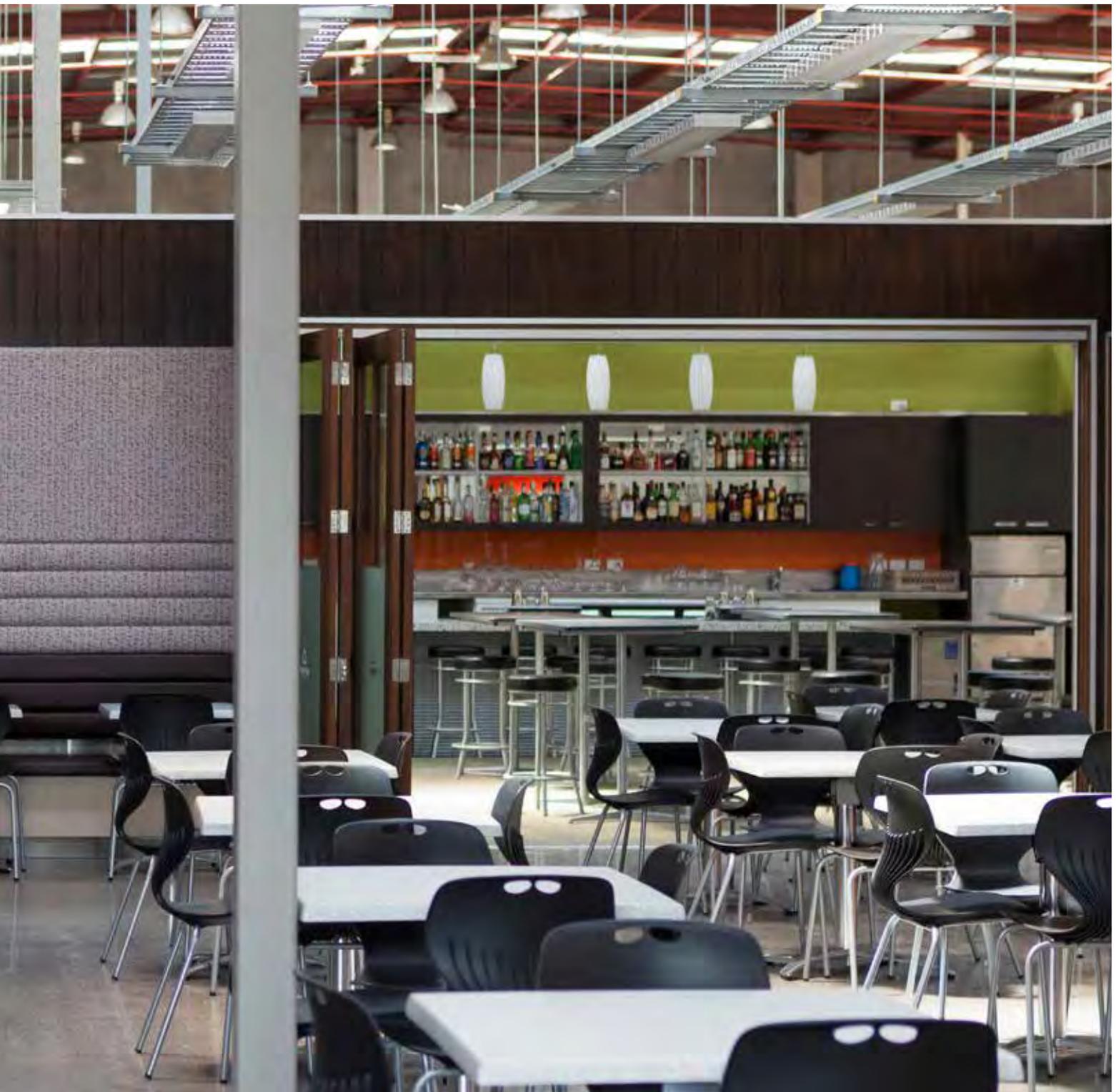


# Cookery Career Path



# NZMA Sylvia Park Campus





# We are SYLVIA PARK CAMPUS

NZMA's Sylvia Park Campus opened in January 2014 and has experienced huge popularity with both Kiwi and international students.

Boasting all the latest facilities for cookery and hospitality training, along with dedicated computer suites, it's further proof of NZMA's commitment to outstanding education.

**new campus**  **OPENED  
JANUARY  
2014**

## Welcome to Sylvia Park

Haven't heard of this area of Auckland? Soon you will have. Sylvia Park, named after the farm that originally stood on the site, is one of Auckland's fastest growing economic precincts.

**1x**  
dedicated  
student  
cyber suite

**freeWIFI** throughout  
the campus

**2** training  
kitchens  
commercial  
kitchen

**free showers  
& lockers**

**8x** learning  
classrooms  
**7x** computer  
suites



# We are Award winning



Sylvia Park Campus has just won an 'Excellence' at the prestigious Property Council Awards in the Coffey Education and Arts Property Award category.

# nzma Student Discounts



Sylvia Park Shopping Centre is New Zealand's biggest mall, and is just a short walk from the campus. NZMA students love to visit before and after class for a bite to eat, and to take advantage of the NZMA student discounts!

# Who are our Neighbours?

Right in the heart of one of Auckland's business hubs, NZMA is surrounded by head offices for top businesses, like Coca-Cola New Zealand, who are also one of our employer partners!



# Our natural Surroundings

Beautiful natural features are just a short walk away, like the beautiful Panmure Basin, a lake where you'll often see NZMA staff enjoying the sun during lunch. Beyond it is the stunning Mt. Wellington. Take a short drive to the top for spectacular views!

# Auckland CBD to nzma



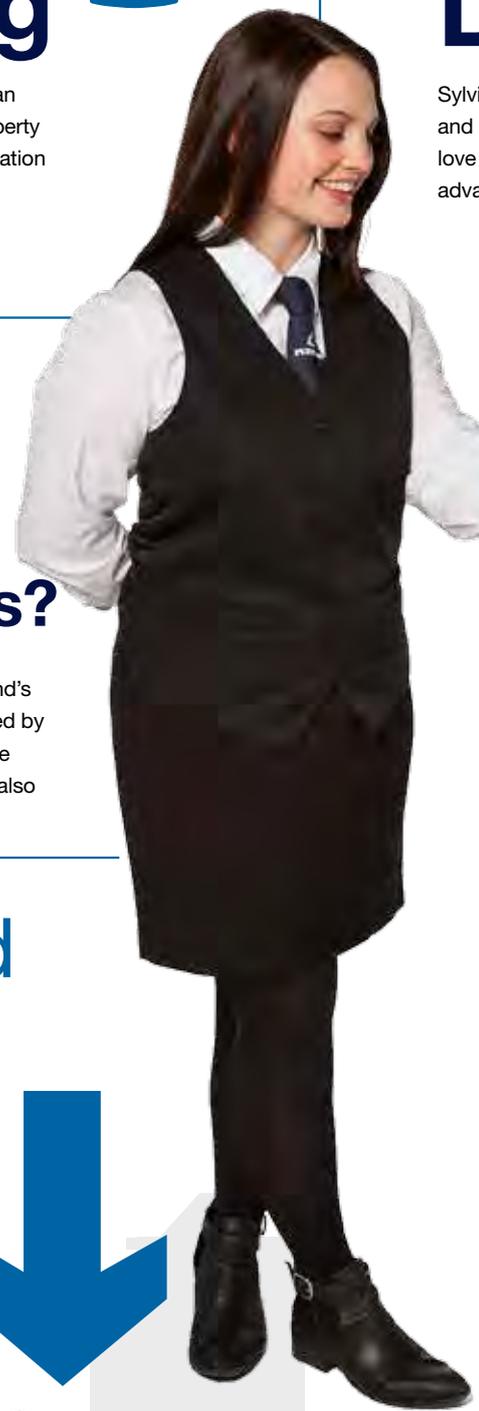
**TRAIN** 20 mins  
**BUS** 30 mins  
**CAR/TAXI** 10 mins

# How to Get there

Sylvia Park is close to all the main transport routes. Busses and trains go past on a regular basis, and the motorway is nearby. Getting to the CBD takes a mere 10 minutes by car!

Come and be part of the exciting developments in this new part of the city.

# We can't wait for you to get here!



# Enrolment

# INFORMATION

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## Academic Entry Requirements

### General

Students must be 17 years of age and above.

### Level 5 and 6 Diplomas in Hospitality Management and Level 5 Cookery

1. Entry from NCEA. Preference will be given to students with NCEA Level 2 or higher, OR
  - 2a. Hospitality - Successful completion of a Level 4 or higher qualification taught by a New Zealand TEO.
  - 2b. Cookery - Successful completion of a relevant Level 2 or higher qualification taught by a New Zealand TEO.

### International Students

Academic entry requirements for international students are equivalent to the New Zealand requirements.

### Applicants over 20 years of age

For applicants over 20 years of age the academic entry criteria above may be waived, provided that the applicant can demonstrate life and/or work experience showing that they could enter the programme with a reasonable chance of success.

### English Language Requirements

Students who do not have English as a first language will need to meet the English requirements for the programme they are applying for.

Please visit [nzma.ac.nz](http://nzma.ac.nz) for more information.

## Information About Enrolment

### How to Enrol/Application Process

1. Complete the International Student Enrolment Form correctly. Make sure the student applying signs the enrolment form. If the student is under 18 years of age, then the enrolment form must be signed by a parent or legal guardian
2. Collect the supporting documentation as listed on the enrolment form including:
  - a) Evidence of identity, date of birth and nationality (i.e. Copy of passport)
  - b) Evidence of English language level or completion of placement test
  - c) Evidence of high school qualifications
3. Email the International Student Enrolment Form and supporting documentation to your relevant Market Manager or [info@nzma.ac.nz](mailto:info@nzma.ac.nz)
4. Successful applicants will receive a conditional offer of place and invoice
5. You need to pay the invoice directly to NZMA
6. You will receive an email with the official offer of place and receipt when we receive your payment and all necessary documents



## CHECKLIST

- ✓ Application form written correctly
- ✓ Application signed by student
- ✓ Passport copy attached with application
- ✓ High school qualification copy attached
- ✓ Evidence of English level

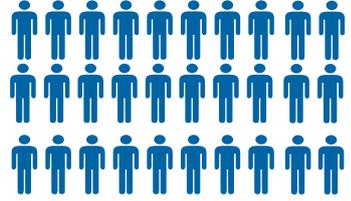
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**NZMA**  
makes applying  
for your visa  
easy with our  
convenient online  
application system!

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# Did you Know?



**30<sup>+</sup>**   
**nationalities**

**In addition to various NZ accreditations, NZMA is also accredited by various International bodies, including the Institute of Hospitality and City and Guilds**

- NZMA students are guaranteed a graduate work search visa upon successful completion of our two year diplomas
- NZMA students can apply for their student visas and graduate work search visas through our e-visa facility at NZMA
- NZMA gives you an all-inclusive cost. No add-ons, no hidden charges
- NZMA has a great reputation for caring for students - you're not just a number!
- NZMA students will establish an individual learning plan with their tutor during the first week

**In the past two years, NZMA has had international students representing 30 plus nationalities, including:**

Australian, British/Irish, Cambodian, Chinese, Cook Island Maori, Dutch, French, Fijian, Filipino, German, Indian, Italian, Japanese, Korean, Latin American, Middle Eastern, New Zealand Maori, Niuean, NZ European/Pakeha, Samoan, Sri Lankan, Tokelauan, Tongan and Vietnamese.



**NZMA cares about what their students have to say:**

- Student council meetings are held regularly
- Anonymous online evaluations held in Week 9 of every term
- NZMA participates in the NZ Culinary Fare - Regional and National - competitions each year. These events give Hospitality and Cookery students the opportunity to be recognised / rewarded for their talent and skills learned as an NZMA student

NZMA offers our Hospitality students extra qualifications at no extra cost - e.g. Food Safety and LCQ (Bar Managers Qualification)

NZMA has an on-site café and training bars for realistic workplace training and industry functions that provide students with the opportunity to network with employers



At NZMA it is not just classroom-based study - we also organise field trips, industry visits and sports days every year

NZMA has regular guest speakers from relevant industries on study-related topics

over  
**2000**  
NZ students

NZMA is a New Zealand Government-funded Tertiary Education Provider, providing Hospitality, Retail, Cookery, Contact Centre, Construction, Business and Trades training to approximately 2000 New Zealand students each year, as well as to several hundred International students from all around the world.



**Sylvia  
Park  
Campus**

NZMA's Sylvia Park Campus has a large population of New Zealand students that study right alongside students from all over the world.



## FREE UNIFORMS

At NZMA uniforms are provided, you just have to pay for your shirt and tailoring if necessary. Everything else is part of your course fees.





# **nzma** **CAREERS**

REAL SKILLS FOR TODAY'S PROFESSIONS

## *Who* **ARE** **WE?**

We know that every student is ultimately looking for a great job - that's why we have our own dedicated employment service, NZMA Careers. The Careers team is comprised of highly-experienced employment consultants, careers advisors and counsellors. We know the New Zealand job market inside and out and we're here to make sure you're given the best possible employment opportunities during your time here. Whether you're looking for a part-time job while you study, a full-time job after you graduate, or an internship placement to help you gain relevant work experience, we're here to help you reach your employment goals.

## **What will we do for you while you study?**

From the moment you start at NZMA we'll be on-hand to get you work-ready. The support and service we provide is comprehensive and free of charge to all NZMA students and graduates. Here are some of the ways we'll help:

- ✓ our CV workshop will arm you with a New Zealand-style CV that will get the attention of employers
- ✓ we'll teach you how to write a cover letter that will make your CV submission stand out
- ✓ our Interview Skills Workshop will help you to prepare for the face-to-face interview process
- ✓ we'll help you navigate the transition from education into sustainable employment with our Career Kick-start Workshop
- ✓ we'll coach you in the most effective job-finding strategies
- ✓ we'll offer you unlimited one-on-one careers planning sessions with our knowledgeable Employment and Careers Advisors. Meet with us to discuss current opportunities and map your future
- ✓ our special Annual Careers Month, held every October, includes our hugely successful Careers Fairs in Auckland and Waikato, as well as a host of workshops, master classes and inspirational guest speakers
- ✓ we'll provide ongoing opportunities throughout the year to gain valuable work experience while you study
- ✓ we'll set up job interviews
- ✓ we'll give you chances to showcase your skills to leading employers at our industry functions and special events
- ✓ we'll help you build confidence in the English-speaking work environment
- ✓ we'll make sure you are work-ready when you graduate so you can hit the ground running – either in New Zealand or overseas!



*Kate Waldrom* - Employment Advisor; *Savannah McDonald* - National Certificate in Hospitality (Restaurant Service) (Level 4)

# *What's* **THE NEXT STEP?**

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**Graduating from NZMA is just the beginning! Your new skills and qualifications will open up a world of possibilities – and NZMA Careers will be on hand to help you make the best decisions for your future.**

## **Continue studying at NZMA**

For today's employers, skills are king. Build on yours by staying on for one of our higher-level certificate or diploma programmes. Our NZQA-accredited programmes are well-recognised and highly respected by employers all around New Zealand, so they're an ideal launching pad for your career. To find out where one of our higher level courses could take you, chat to NZMA Careers or your student advisor.

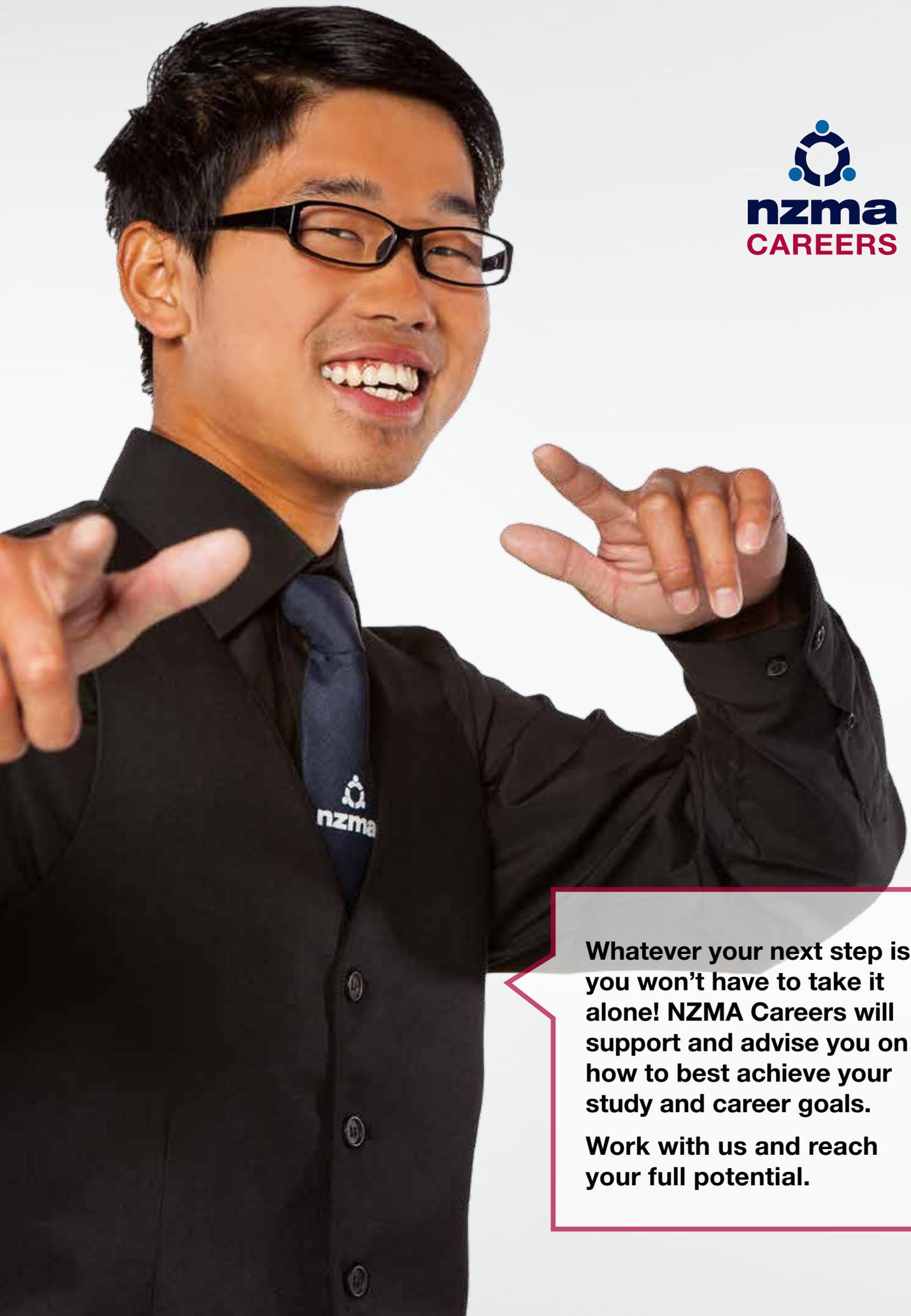
## **Head to university**

If you have a Bachelor Degree in your sights, you are in luck. Our diploma qualifications are the perfect stepping-stone into a university degree programme. We have a number of pathways into universities both here and abroad, including AUT, University College Birmingham and the University of Southern Australia.

## **Land a great job**

So you're ready to start your career? Great! The skills and qualifications you have gained from NZMA are in hot demand with today's employers so you are in an ideal position. Take advantage of the ongoing free support from NZMA Careers – together we'll find you an awesome job that will kick-start your future.





**Whatever your next step is,  
you won't have to take it  
alone! NZMA Careers will  
support and advise you on  
how to best achieve your  
study and career goals.**

**Work with us and reach  
your full potential.**

# Our student SUCCESSSES

**Name:** Mick Roos

**Country of Origin:** South Africa

**Courses studied at NZMA:**

Diploma in Professional Cookery Level 5

**Current Job:**

Junior Demi Chef, The Apothecary Licensed Eatery

**My NZMA course is going really well. In another month or two I'll be starting my internship! The facilities are great and you get lots of help and support. The course is very practical, which suits me well. There's lots of hands-on work in the kitchen, and it's easy to learn because you see how it is done.**

I've been at my current job for five months. It's crazy busy, but I love it! I apply things I learn at work to my NZMA studies and things I learn at NZMA to my workplace. It's a great combination. I'm hoping to stay on at The Apothecary for my internship because I'm learning a lot.

NZMA Careers have been a great help because they teach you how to ace interviews and sell yourself. They also make sure you have a fantastic CV – they know exactly what will impress employers!

New Zealand is beautiful and safe with a strong culture, but after I finish I'll probably work here for a few years and save some money and then go and see the world. Everyone needs to eat, so my skills will enable me to get a job anywhere!





**Name:** Yang Ding (Eric)

**Country of Origin:** China

**Courses studied at NZMA:**

Diploma in Professional Cookery Level 5

**Current Job:** Kitchen Hand, Prego

.....

**The best part about studying at NZMA is the professional cookery knowledge and skills I have gained. The facilities are very new and we have a big kitchen to learn in. There are lots of opportunities to gain practical experience. I've been involved in several functions during my studies, including the Fonterra Master Class and Coke functions, as well as work for The Grove and Taste Auckland 2013.**

I saw the job advertised online and NZMA Careers helped me with my CV. Apparently 180 people applied for the role – and I got it! In a few weeks I will start my internship at Prego and they will train me to be a larder chef.

I love cooking and I want to learn more about the art of food. Eventually I plan to open my own restaurant in New Zealand or back home in China.

# Our student SUCCESSES

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**Name:** Jaspreet Singh

**Country of Origin:** India

**Courses studied at NZMA:**

Diploma in Hospitality Management Level 5,  
Diploma in Advanced Hospitality Management  
Level 6, Diploma in Applied Hospitality  
Management Level 6

**Current Job:** Night Auditor, Base Backpackers

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**The mix of cultures from all over the world was the main ingredient that attracted me to NZMA. NZMA has not only positioned itself as a leading education provider, but has also created a niche for itself by remaining the favourite, not just of international students, but also local students.**

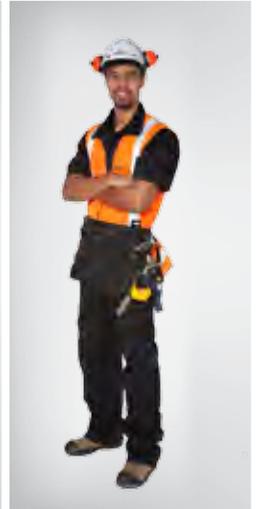
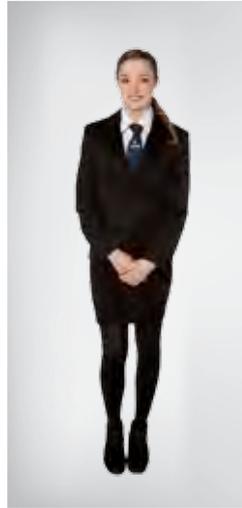
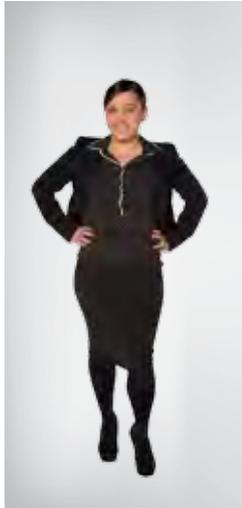
I believe NZMA has played a huge role in my success. Studying there nurtured my talents and gave me the knowledge I needed to shine through in interviews. I got my current job as Night Auditor at Base Backpackers, one of the biggest backpackers in Auckland, through the NZMA Careers internship manager. I worked here throughout my internship, and they took me on permanently after I graduated. I really enjoy the work, and the accounting classes I had at NZMA gave me a great insight into the world of hospitality accounting.

In the future I will continue working in the hospitality industry and gain my permanent residency. One day very soon I hope to open my own hospitality operation.





*See you  
soon at  
nzma!*





**Waikato Campus**

Level 2, Tower Building  
48 Ward St  
Hamilton 3204  
PO Box 19126  
Hamilton 3224  
hamilton@nzma.ac.nz



**Auckland South Campus**

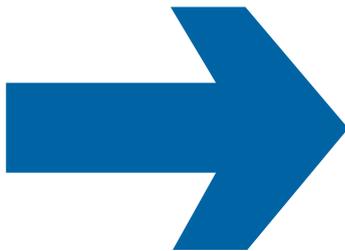
12-16 Gordon Rd  
Otahuhu  
Auckland 1062  
PO Box 22655  
Otahuhu 1640  
aucklandsouth@nzma.ac.nz

To find out in-depth information about our campus locations, course details, entry requirements, costs and how to enrol to study at NZMA, please visit:

[nzma.ac.nz](http://nzma.ac.nz)

 [/studynzma](https://www.facebook.com/studynzma)

# Our international campus



**Sylvia Park Campus**

56-60 Carbine Road  
Mt Wellington  
Auckland 1060  
PO Box 6172  
Wellesley St,  
Auckland 1142  
sylviapark@nzma.ac.nz



See us  
*online*