



New Zealand Certificate in Food and Beverage Service (Level 4) (Restaurant Services)



Domestic fee: \$4,168

International fee: \$12,630

Compulsory student levy >
StudyLink >

*Fees are approximate, subject to change and exchange rates

Location Dunedin
Duration One semester full-time
Delivery On campus with a local work placement

Credits 60
Level 4
Start July
Apply By 30 April. Late applications will be accepted based on availability of places.

Take your food and beverage skills to the next level!

If you have completed the New Zealand Certificate in Food and Beverage (Level 3) (Café Services) (Bar Services), or equivalent, or have six months experience as a Food and Beverage Attendant and wish to consolidate your qualification then this is the programme for you.

The transferable practical skills you will gain will help you move into pre-supervisory food and beverage attendant employment in a variety of industry establishments anywhere in the world. You will also achieve your New Zealand LCQ (Licence Controller Qualification) which, coupled with work experience, is the pathway to becoming a Duty Manager.

Introductory business skills are also offered to enable you to understand business principles and to fast track your career in industry. Basic business communications, effective evidence collection and reflection skills, and financial reporting are a few of the skills we will help you gain while advancing your service knowledge and learning to be a shift leader.

Skills required

- > Good communication skills
- > To have a good work ethic
- > Maturity and honesty
- > The ability to work well under pressure
- > Confidence when dealing with customers.

Entry requirements

You need to have one of the following:

- > Successful completion of the New Zealand Certificate in Food and Beverage (Level 3) (Café Services) (Bar Services), OR
- > Six months experience as a Food and Beverage Attendant.

Please note: You must also hold unit standard 27955 (Apply food safety practices in a food-related business) or be willing to undertake this.

- > International students will be individually assessed to ensure you are ready for this study.
- > If English is not your first language, you must provide:
 - > New Zealand University Entrance OR
 - > Overall Academic IELTS 5.5 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR
 - > Acceptable alternative evidence of the required IELTS (see here for NZQA proficiency table and here for list of recognised proficiency tests).

If you need to improve your English Language skills, we offer a wide range of English programmes.

Additional requirements and documentation

You must supply your academic records, along with certified copies of proof of identity and proof of residency (where appropriate).

If you have not completed the New Zealand Certificate in Food and Beverage (Level 3) (Café Services (Bar Services)), you must submit a CV with details of your industry experience and a cover letter.

The cover letter (max. 500 words) should explain:

- > why you have chosen to study this Certificate
- > your expectations of the programme
- > your career goals in the hospitality industry
- > the steps you have already taken to progress your career goals to improve your chances of being accepted into the programme.

You may also have to undertake an interview.

Selection procedure

If the number of applicants who meet the selection process requirements exceeds the available places, a waitlist will be used to ensure preference is given to applicants in order of application.

Additional costs

During your induction day, you have the opportunity to purchase your full uniform from Otago Polytechnic's preferred supplier. You should expect to spend approximately \$500 on programme-specific equipment. This will be covered by the 'Course-Related Costs' section of your student loan (if you are eligible). You may already have some or all of the required uniform and equipment.

Your workload

On average, your time will be divided into approximately 25% of directed teaching and 25% of practical learning. You will then be expected to contribute 50% of self-directed study to complete the qualification successfully.

Programme outcome

Upon successful completion of this programme, you will be able to monitor and maintain food and beverage service in the hospitality industry.

You will:

- > develop the skills required to identify Food and Beverage service requirements
- > apply the skills required to identify Food and Beverage service requirements
- > acquire the work essential skills to be able to evaluate performance in a work environment
- > showcase monitoring and maintenance of Food and Beverage service skills.

Further study options

On successful completion of the Level 4 programme, coupled with motivation and work experience, you will be in the perfect position to staircase into our New Zealand Diploma in Hospitality Management (Level 5).

Programme specific risks

There are a number of Occupational Safety and Health (OSH) issues associated with practical work in areas specific to a commercial kitchen and café environment. These include, but are not limited to, burns from hot liquids or hot objects and cuts from sharp instruments.

Alcohol tasting and consumption may be a risk for some individuals. In compliance with the Sale and Supply of Alcohol Act 2012, parental consent for alcohol consumption as tastings in line with curriculum specifications must be obtained if you are under 18 years of age. Risks will be outlined in more detail

during the programme.

Please note: Consumption of alcohol is NOT a compulsory part of the course and other methods of identifying and obtaining knowledge of products can easily be employed on request.

Student loans/allowances

Student loans and allowances are for domestic students only. For information about student loans and allowances please visit the Studylink website. It is important to apply for your student loan/allowance at the same time as you apply for this programme, due to the length of time Studylink take to process.

Loan/allowance applications can be cancelled at any time if you decide to withdraw your programme application or if it is unsuccessful.

Recognition of prior learning

If you have extensive knowledge and skills due to practical experience in this area, enquire about our recognition of prior learning process at Otago Polytechnic. You may have already gained credits towards this qualification. Phone 0800 762 786 or email info@op.ac.nz.

Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.

International **+64 3 477 3014**
New Zealand **0800 762 786**
Email **info@op.ac.nz**

Dunedin Campus
Forth Street, Dunedin
Private Bag 1910
New Zealand 9054

Central Otago Campus
Corner Erris & Ray Streets
PO Box 16, Cromwell
New Zealand 9342

Auckland Campus
Level 2, 350 Queen Street
PO Box 5268, Auckland
New Zealand 1141