



"Otago Polytechnic definitely helped a lot because it gave me all the foundation skills so I could easily get a job in the hospitality industry."

## Certificate in Café and Bar (Level 3)

**A confident smile is a great starting point for a career in hospitality and, with this applied qualification, employment opportunities are endless within the largest industry in the world!**

The wide range of transferable skills acquired during this programme are your passport to live and work across New Zealand, or practically anywhere else on the globe. If you enjoy working with others and providing an efficient and friendly service to people then one day you could be working in a Parisian café, for a catering firm in London or aboard a cruise ship steaming across the Pacific Ocean. With motivation and further study, management positions and self-employment could also be possible.

Focus on professional café and bar service including counter service, food preparation and barista knowledge and gain valuable work experience within our hospitality training facilities. Once you have successfully completed this Certificate, you will be in the perfect position to staircase into the later stages of the [Certificate in Professional Restaurant, Bar and Wine \(Level 4\)](#) and then the [National Diploma in Hospitality \(Management\) \(Level 5\)](#); you will have gained the equivalent of 60 credits towards each of these programmes. Build upon the knowledge you have acquired and use this to help you achieve higher level qualifications.

### Youth Guarantee Scheme

If you are a 16-19 year old and feel that school didn't work out for you, you may be able to study this programme via our [Youth Guarantee Scheme](#) and pay no fees. Click [here](#) for more information about the scheme.

### + 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

- > There are no academic entry requirements but you must submit a letter of application (see selection procedure for more information) and undertake an interview if requested.
- > **If English is not your first language**, you must also demonstrate English language skills equivalent to an IELTS overall band score (academic) of 5.5, with no less than 6.0 in writing and speaking, and no less than 5.5 in reading and listening.

### + Youth Guarantee Scheme entry criteria

To qualify, you must:

- > Be a domestic student
- > Be a 16-19 year old
- > Have been thinking about leaving school and getting a job OR prefer to be working towards a career rather than staying at school OR have left school and are not sure how to enter higher education or employment
- > Want to learn practical skills
- > Be more motivated in a non-school setting
- > Be prepared to enrol in a full-time programme.

### + Additional documentation

You must supply certified copies of proof of identify, academic records and proof of residency (where appropriate).

<b>Location</b>	Dunedin
<b>Duration</b>	One semester
<b>Delivery</b>	On campus with work experience in our hospitality training facilities
<b>Credits Level</b>	60 3
<b>Start</b>	February and July

<b>Fee*</b>	<b>Domestic:</b> \$3,850 <b>International:</b> \$10,660 See below for Youth Guarantee Scheme fees and allowances information.
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\*Fees are approximate, subject to change and exchange rates

**Apply by 31 October and 30 April**

## + Selection procedure

The selection process will be based on the evidence provided in the **letter of application**.

Your letter of application should comprise no more than 500 words, and should explain why you have chosen to apply for the Certificate in Cafe and Bar (Level 3), your expectations of the programme, your career goals in the field of hospitality, and the steps you have already taken to progress your career goals to improve your chances of being accepted into the programme.

Applications will be accepted in order of receipt and processed after the closing date. If the number of applicants who meet the selection process requirements exceeds the available places, a waitlist in priority order will be used.

## + 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 \$600 on additional programme specific equipment. This will be covered by the 'Course-Related Costs' section of your student loan (if you are eligible).

## + 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. The Sale of Liquor Act 1989 specifically prohibits the sale or supply of liquor to persons under 18 (unless accompanied by a parent or legal guardian). It also prohibits the service of liquor by persons under 18 except in certain defined circumstances (in an undesignated or supervised area).

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.

## + Your workload

This is a very hands-on programme and you will spend 70% of your time in an applied, directed learning situation. You will then be expected to contribute 30% of self-directed study.

## + Academic pathways

On successful completion of this programme, you will earn the equivalent of 60 credits towards the Certificate in Professional Restaurant, Bar and Wine (Level 4) and the National Diploma in Hospitality (Management) (Level 5).

### Certificate in Professional Restaurant, Bar and Wine (Level 4)

Designed to recognise graduates who have demonstrated competence in hospitality-related law, café, restaurant and bar service, cookery and communication. Learning is enhanced by 'on-the-job' experience within a broad range of food and beverage environments. This qualification is equivalent to year one of the National Diploma in Hospitality (Management) (Level 5).

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

Designed to recognise graduates who have a sound knowledge of underpinning management theory. Perform core, practical activities at an operational level and demonstrate competence in a range of hospitality management skills such as food and beverage service, accommodation service and kitchen production. This qualification provides the Certificate in Professional Restaurant, Bar and Wine (Level 4) as an exit award at the end of year one.

## + Example of route through the qualifications



## + Qualification structure

	Content	NQF Units	Credits
<b>Legal Requirements</b>	Food safety Sale of Liquor Act 1989 Host responsibility	167, 4646, 16705	10
<b>Café Service</b>	Espresso beverages and knowledge Knife handling and maintenance Counter food and beverage service Assembling complex sandwiches	13282, 13285, 14441, 17288	15
<b>Bar Service</b>	Alcoholic and non-alcoholic beverages Bottled wine service Alcoholic cocktails	14420, 14424, 14426	15
<b>Restaurant Service</b>	Reservations and payments Meet and greet Ensure safety Knowledge of the hospitality industry Silver service	14432, 14433, 14435, 14438, 22912, 14464, 14465, 21853	20

## + Student loans and 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.

## + Youth Guarantee Scheme fees and allowances

The Youth Guarantee Scheme will cover tuition fees, material and equipment costs of your programme of study. 18-19 year olds enrolled in fees-free Youth Guarantee qualifications will now be able to access the course-related costs part of the student loan and student allowances if they meet the eligibility criteria. Those under 18 years old will not be able to access any part of the student loans. Funding for travel is available, conditions apply.

## + 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. You may have already gained credits towards this qualification.

If you plan to study this programme in **Dunedin**, please enquire at the School of Hospitality. Phone 0800 762 786 or email [info@op.ac.nz](mailto: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.