

COOK ISLANDS TERTIARY TRAINING INSTITUTE

PROSPECTUS

2025



Tavini no to tatou Ipekarea

OPENING REMARKS

Kia orana - Turou Oro Mai

Welcome to the 2025 Prospectus for the Cook Islands Tertiary Training Institute (CITTI)

Choosing the right study destination is a significant milestone in anyone's life, whether you're transitioning from secondary school, pursuing a formal qualification, or embracing lifelong learning.

At CITTI, we understand the importance of this decision and are dedicated to supporting you throughout your educational journey.

Our mission is to enhance employment opportunities and advance education within the Cook Islands. As an integral part of our community, we collaborate with both government and non-government organizations to build capacity and expand access to learning.

The courses and programs we offer provide valuable opportunities to acquire new skills. Many of our qualifications are internationally recognized, while others offer the personal fulfillment of mastering something new.

Whether you are looking to advance your studies or explore new interests, we are excited to welcome you to CITTI. Embark on this enriching learning journey with us and take the next step towards achieving your educational and career goals!

Mrs Tania Morgan
Ministry of Education

VISION

To be a renowned provider of quality vocational education training for the people of the Cook Islands

PURPOSE

To build the knowledge and skills of the people of the Cook Islands

PROMISE

Learning that works for YOU

ESSENCE

Changing Lives

COMMITMENT

We teach the skills you need for the Life YOU want



VALUES

- ✓ **CONNECTED**
- ✓ **INSPIRING**
- ✓ **TRUSTWORTHY**
- ✓ **TRANSPARENT**
- ✓ **INNOVATIVE**



YOUR PATHWAY



Short Courses
Upskilling Courses



Accredited Short Courses
Unit Standards



Certificate Minimum of 40 credits at Level 1, 2, 3, 4 & 5

BUSINESS PARTNERSHIPS & SHORT COURSES

- Food Safety
- Food and Beverages Table Service
- Teamwork and Team Building
- Employee Recruitment
- Negotiation Skills
- Barista Skills
- Mental Health First Aid
- First Aid
- Boatmasters Certification (Theory)
- Basic Word Processing
- Intermediate Word Processing
- Basic Spreadsheets
- Intermediate Spreadsheets
- Advanced Spreadsheets
- Outlook Calendar
- Outlook Email
- Basic Power Point
- Google Drive
- Professional Appearance
- Email Etiquette
- Office Etiquette
- Workplace Culture
- Customer Service
- Air BnB - Host Responsibility

OUR PROGRAMMES

	START	FINISH	FEES	CREDITS
BUSINESS PATHWAYS				
New Zealand Certificate in Business (Team leadership) Level 3	Feb 2025	Nov 2025	\$600.00	48
New Zealand Certificate in Business (Administration & Technology) Level 3	Feb 2025	Nov 2025	\$600.00	60
New Zealand Certificate in Business (Administration & Technology) Level 3 (ONLINE)	Feb 2025	Nov 2025	\$600.00	60
New Zealand Certificate in Business (First Line Management) Level 4	Feb 2025	Nov 2025	\$600.00	60
New Zealand Certificate in Business (Administration & Technology) Level 4	July 2025	June 2026	\$600.00	60

HEALTH, WELL-BEING & BEAUTY PATHWAYS	START	FINISH	FEES	CREDITS
New Zealand Certificate in Make-Up & Skincare Level 3	Feb 2025	Nov 2025	\$600.00	60
New Zealand Certificate in Sports Coaching Level 3	Feb 2025	Nov 2025	TBC	40
HOSPITALITY & SERVICES PATHWAYS				
New Zealand Certificate in Cookery Level 4	Enquiries Welcome	Enquiries Welcome	\$1500.00	120
New Zealand Certificate in Food and Beverage Service Level 3 with strand in Barista and or Café Service	July 2025	Nov 2025	\$600.00	40
New Zealand Diploma in Cookery Level 5	Feb 2025	Nov 2026	\$1500.00	120

TRADES & SERVICES PATHWAYS	START	FINISH	FEES	CREDITS
New Zealand Certificate in Building, Construction and Allied Trade Skills Level 2	Feb 2025	Oct 2025	\$600.00	40
New Zealand Certificate in Building, Construction and Allied Trade Skills Level 3	Feb 2025	Oct 2025	\$600.00	40
New Zealand Certificate in Carpentry Level 4 - Apprenticeship	Enquiries Welcome	Enquiries Welcome	\$600.00	320
New Zealand Certificate in Automotive Engineering Level 3	Feb 2024	Nov 2025	\$600.00	120
New Zealand Certificate in Light Automotive Engineering Level 4 - Managed Apprenticeship	Enquiries Welcome	Enquiries Welcome	\$600.00	200
New Zealand Certificate in Electric Vehicle Automotive Engineering Level 5	July 2025	Nov 2026	\$600.00	70
New Zealand Certificate in Infrastructure Works with Plant Operation Level 3	Feb 2025	Nov 2025	\$600.00	60
New Zealand Certificate in Electrical Pre-Trade Level 3	Enquiries Welcome	Enquiries Welcome	\$600.00	120
New Zealand Certificate in Electrical Engineering Theory & Practice Level 4	Enquiries Welcome	Enquiries Welcome	\$600.00	250





BUSINESS PATHWAYS

Qualification Title	New Zealand Certificate in Business (Administration & Technology) Level 3
Duration	32 weeks
Start Date	February 2025
Level	3
Credit Value	60
Entry Requirements	NCEA Level 2 or equivalent Access to a laptop / Wi-Fi connections
Course Fee	\$600
Course Overview	<p>This course is ideal if you want the skills to be able to work confidently in office administration.</p> <p>This gives you the essential skills and knowledge to work or gain employment, in a wide range of general office administration roles in a variety of sectors.</p>
Career Opportunities	<p>Possible job and career opportunities can include:</p> <ul style="list-style-type: none"> • Receptionist • Data entry operator • Front line customer role • Call or contact centre operator • Secretary • Office support worker
Further Learning Opportunities	Business Administration & Technology Level 4

BUSINESS: ADMINISTRATION & TECHNOLOGY

Qualification Title	New Zealand Certificate in Business (Administration & Technology) Level 4
Duration	1 year
Start Date	July 2025
Level	4
Credit Value	60
Entry Requirements	NCEA Level 2 or equivalent Access to a laptop / Wi-Fi connections
Course Fee	\$600
Course Overview	<p>Learners undertaking this course will be able to:</p> <ul style="list-style-type: none"> • Select and apply business applications and technological devices to provide administrative services to meet business needs • Process comprehensive data, produce detailed information, and perform detailed financial calculations for business purposes • Maintain administrative systems and processes and make recommendations for improvements to meet business needs • Collaborate and contribute to the achievement of team objectives • Select and apply customer service techniques to consistently meet stakeholder expectations • Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills in administration roles, to support the performance of the entity
Career Opportunities	This qualification will give you the skills and knowledge to be employed in a wide range of general business administration roles in a variety of sectors, including business and cultural or community context

Qualification Title	New Zealand Certificate in Business (Introduction to Team Leadership) Level 3
Duration	32 weeks
Start Date	February 2025
Level	3
Credit Value	48
Entry Requirements	NCEA Level 2 or equivalent To be able to complete the various assessments, you must have access to a workplace and be part of a team environment
Course Fee	\$600
Course Overview	<p>Do you want to upgrade your team leadership skills? Join our Business Course and gain the hands-on experience required to lead a team and manage projects. You will learn:</p> <ul style="list-style-type: none"> • Effective team performance principles and objectives • Different leadership styles • Communication - written and verbal (including giving feedback in the workplace) • Problem-solving and decision-making for business purposes • Ethics and behaviour expectations within an organizational environment
Career Opportunities	Supervisory Roles in both Private and Public Sectors Retail, Tourism, Government Departments, Small Business, SOE's, Trust Companies etc
Further Learning Opportunities	First Line Management Level 4 Business Administration and Technology Level 4

FIRST LINE MANAGEMENT

Qualification Title	New Zealand Certificate in Business (First Line Management) Level 4
Duration	10 months
Start Date	February
Level	4
Credit Value	60
Course Fee	\$600
Entry Requirements	<p>To gain admission to the New Zealand Certificate in Business (First Line Management) (Level 4) applicants must meet at least one of the following criteria:</p> <ul style="list-style-type: none"> • NCEA Level 2 or equivalent, OR • Achieved the New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) or equivalent <p>20 years old or over</p> <p>If you are 20 years of age or over and do not hold the minimum entry requirements you will be eligible to be enrolled where your previous educational, work or life experience indicates you have a reasonable likelihood of success.</p> <p>To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, writing and submitting assessments. It would be beneficial if you are already in a supervisory role within your workplace</p>
Course Overview	<p>In this course you will study:</p> <ul style="list-style-type: none"> • internal and external environments • leadership styles • how communication assists in developing relationships • management and performance of a team • how to contribute to the achievement of organizational goals.
Career Opportunities	This qualification will give you the skills needed to work as a first line manager. You will be able to be responsible for the performance of others working in the business.
Further Learning Opportunities	New Zealand Diploma in Business (Level 5)



HEALTH, WELL- BEING & BEAUTY PATHWAYS

SPORT COACHING LEVEL 3

Qualification	NZ Certificate in Sport Coaching
Start date	February 2025
Duration	17 weeks part time
Credit Value	40
Level	3
Course Fee	TBC
Entry Requirements	<p>Applicants must meet one of the following criteria:</p> <ul style="list-style-type: none"> • Have achieved NCEA Level 2, or provide evidence of achievement at an equivalent or higher level: or • If over 20 and not able to satisfy the academic requirement above, be able to demonstrate an interest in coaching or development of sport
Course Overview	<p>The NZ Certificate in Sport Coaching will provide you with the ability to coach participants at entry level across a range of sports. As a graduate of this qualification, you will be able to:</p> <ul style="list-style-type: none"> • Create a supportive sport coaching environment and demonstrate positive side line behaviours for the safety of participants while coaching a chosen sport. • Model simple skills and apply general coaching principles and group management techniques to achieve performance outcomes • Apply basic injury prevention techniques including warm up and cool down procedures to meet the physical requirements of the chosen sport. • Give constructive, specific and positive feedback on performance to achieve outcomes while coaching a chosen sport
Educational Pathway	<p>Graduates of this qualification may be able to further their study with the NZ Certificate in Exercise [Level 4]</p>

MAKE-UP & SKIN CARE LEVEL 3

Qualification	NZ Certificate in Make Up and Skin Care Level 3
Start date	February 2025
Duration	10 months
Credit Value	60
Level	3
Course Fee	\$600.00
Entry Requirements	NCEA Level 2, or equivalent
Course Overview	<p>If you are interested in learning all the essentials about skin care and make-up, this course is for you. You will learn all of the latest make-up techniques, and how to advise people on their skin care products that will make them look and feel wonderful.</p> <p>You will learn about skin structure, function and skin care products, as well as make-up colour theory, product knowledge and various application techniques.</p>
Career Pathway	<p>Upon graduating you will be good to go for working in the beauty retail sector, or potentially as a skin care and beauty advisor</p> <p>This qualification also paves the way to future study options such as: NZ Certificate in Beauty Therapy [Level 4]</p>



HOSPITALITY PATHWAYS

COOKERY LEVEL 4

Qualification	NZ Certificate in Cookery [Level 4]
Start date	Enquiries Welcome
Duration	1.5 - 2 years
Level	4
Credit Value	120
Course Fee	\$1500.00
Entry Requirements	NZ Certificate in Cookery – Level 3 ; or equivalent
Course Overview	This programme will have you combining real world experience in the work place whilst gaining knowledge, skills and techniques in our modern training kitchens
Career Pathway	We 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
Further Educational Pathway	New Zealand Diploma in Cookery (Advanced) [Level 5]

FOOD & BEVERAGE LEVEL 3

Qualification	NZ Certificate in Food & Beverage (Café Strand) [Level 3]
Start date	July 2025
Duration	20 weeks
Credit Value	40
Level	3
Course Fee	\$600.00
Pre-Requisite	NCEA Level 2 or equivalent ; OR A desire to work in the café industry
Overview	This course enables you to pursue a professional career in cafés. In particular, the programme is designed to meet the needs of those who want to enter the hospitality industry with a customer/guest service focus, with additional café style food preparation and cookery skills
Career Pathway	Graduates may be employed as service personnel in cafes and unlicensed restaurants, bars or clubs, restaurants which provide table and/or buffet services, establishments which cater to functions, or baristas in hospitality establishments, or a crew member in a quick service restaurant

DIPLOMA IN COOKERY (ADVANCED) LEVEL 4

Qualification	New Zealand Diploma in Cookery (Advanced) (Level 5)
Start date	Feb 2025
Duration	2 years
Level	5
Credit Value	120
Course Fee	\$1500.00 plus uniform costs
Entry Requirements	Level 4 Cookery Qualification
Course Overview	<p>The New Zealand Diploma in Cookery (Advanced) (Level 5) is a dynamic and comprehensive qualification designed to equip aspiring experienced chefs with advanced culinary skills, industry knowledge, and hands-on experience essential for a successful career in professional cookery. The two-year diploma provides a robust foundation in advanced techniques and specialized culinary practices, understanding of kitchen administration, costings and management fostering leadership, creativity and innovation in the professional kitchen.</p>
Career Opportunities	<p>Graduates of this programme are well-prepared to take on roles such as Sous Chef or Head Chef in fine dining restaurants, hotels, catering companies, and other culinary settings.</p>
Further Learning	<p>This diploma also serves as a stepping stone for those wishing to advance to higher qualifications in culinary arts and hospitality management.</p>



TRADES & SERVICES PATHWAY

AUTOMOTIVE ENGINEERING

Qualification	NZ Certificate in Light Automotive Engineering [Level 4] Managed Apprenticeship
Start date	Enquiries Welcome
Duration	2 - 3 years
Level	4
Credit Value	200
Course Fee	\$600.00
Pre-Requisite	<ul style="list-style-type: none">• NZ Certificate in Automotive Engineering Level 3 or equivalent• Work placement in the Automotive Industry
Overview	<p>Are cars your passion? Then take the next step to turn your dream career into reality.</p> <p>Technology may be changing but skilled automotive engineers who are tech-savvy and know their way around a vehicle, will continue to be in demand. Learn how to diagnose car problems, service and repair, and get up to speed with the latest automotive technologies and new generation hi-tech, hi-spec vehicles. You could also be working on a range of other light automotive vehicles, such as motorbikes, boats and campervans.</p> <p>This Level 4 course teaches you the skills and knowledge you need to become fully qualified as an automotive engineer.</p>
Additional Information	During the Managed Apprenticeship period of your study you must be employed in a light automotive engineering workshop, which is operating at a commercially acceptable industry standard.

Qualification	NZ Certificate in Building, Construction & Allied Trades Skills [Level 3]
Start date	February 2025
Duration	28 - 30 weeks
Level	3
Credit Value	40
Course Fee	\$600.00
Pre-Requisite	NCEA Level 2 or equivalent ; OR NZ Certificate in BCATS Level 2
Overview	If you are in the building industry or ready to enter in to the industry, this course will further the knowledge needed for success
Career Pathway	Graduates of this programme will have the skills and knowledge to obtain entry-level roles and apprenticeships in building, construction, and allied trades' sectors.
Further Educational Pathway	NZ Certificate in Carpentry [Level 4] - Apprenticeship

BUILDING & CONSTRUCTION

Qualification	NZ Certificate in Carpentry [Level 4]
Start date	Enquiries Welcome
Duration	3 - 4 years
Level	4
Credit Value	320
Course Fee	\$600.00
Pre-Requisite	NCEA Level 2 or equivalent with industry placement
Overview	This course is designed to provide the building and construction industry with trained people who have achieved the practical skills and knowledge required to construct, repair and install building structures to the level required of a commercially competent carpenter.
Career Pathway	Graduates of this qualification will be qualified carpenters and may apply for the Carpentry class of the Licensed Building Practitioner (LBP) scheme to become a Licensed Building Practitioner.
Further Educational Pathway	<ul style="list-style-type: none">• New Zealand Certificate in Construction Trades Supervision [Level 5]• New Zealand Diploma in Construction Management [Level 6] with strands in Construction Management and Quantity Surveying

ELECTRICAL ENGINEERING

Qualification	NZ Certificate in Electrical Pre-trade [Level 3]
Start date	Enquiries Welcome
Duration	18 – 24 months
Level	3
Credit Value	120
Course Fee	\$600.00
Pre-Requisite	NCEA Level 2 or equivalent ; with strengths in mathematics and physics desirable
Overview	<p>Start your electrical engineering training with the New Zealand Certificate in Electrical Pre-Trade (Level 3) (NZCEP). This pre-trade programme is a great first step in electrical training as you enter into an apprenticeship arrangement with an employer.</p> <p>You will learn and develop Level 3 competencies such as:</p> <ul style="list-style-type: none">- Fault diagnosis and testing techniques- Safe practices- Electrical legislation- Installation and maintenance of electrical equipment- Communicating with stakeholders on electrical and related matters
Career Pathway	Graduates of this qualification will be able to enter an electrical apprenticeship as a first year apprentice.
Further Educational Pathway	New Zealand Certificate in Electrical Engineering [Level 4] New Zealand Certificate in Electrical Trade [Level 4] Higher level qualifications in other electrical fields

ELECTRICAL ENGINEERING

Qualification	NZ Certificate in Electrical Engineering Theory and Practice
Start date	Enquiries Welcome
Duration	2 - 3 years
Level	4
Credit Value	250
Course Fee	\$600.00
Pre-Requisite	NZ Certificate in Electrical Engineering Level 3; or equivalent
Overview	<p>Continuation of your electrical engineering training with the New Zealand Certificate in Electrical Engineering Theory and Practice – Level 4.</p> <p>You will learn and develop Level 4 competencies such as:</p> <ul style="list-style-type: none"> - Fault diagnosis and testing techniques - Safe work practices - Demonstrate knowledge and apply Electrical Legislation - Installation and maintenance of electrical equipment
Career Pathway	<p>Graduates of this qualification will in the context of the wider electrical industry as a commercially competent registered electrician, be able to:</p> <ul style="list-style-type: none"> • Install, commission, and maintain electrical systems and equipment, including electrical protection. • Carry out fault diagnosis and testing of electrical systems and equipment. • Monitor and maintain safe working; procedures, practices, and environment, and identify and control hazards in the workplace. • Apply electrical and relevant non-electrical legislation governing the work of electricians. • Install and maintain electrical machines and control systems. • Install and maintain electrical equipment in special electrical situations. • Work ethically and professionally within the electrical industry, as a commercially competent registered electrician, including maintaining current competency and communicating with stakeholders on electrical and related matters. • Able to work within the electrical industry as an electrical apprentice, including maintaining current competency and communicating with stakeholders on electrical and related matters under supervision
Further Educational Pathway	<p>You will have the option to progress into further education, such as the</p> <ul style="list-style-type: none"> - Diploma in Electrical Engineering - Bachelor of Engineering Technology

ELECTRICAL VEHICLE: AUTOMOTIVE ENGINEERING

Qualification	NZ Certificate in Electrical Vehicle Automotive Engineering [Level 5]
Start date	Enquiries Welcome
Duration	1 year
Level	5
Credit Value	70
Course Fee	\$600.00
Pre-Requisite	Automotive Industry Experience
Overview	This programme provides the automotive engineering industry with individuals skilled to safely and effectively diagnose and repair faults in electric vehicles
Career Pathway	Graduates of this programme will have the skills and knowledge to obtain entry-level roles and apprenticeships in building, construction, and allied trades sectors.

INFRASTRUCTURE WORKS

Qualification Title	NZ Certificate in Infrastructure Works - Plant Operation Level 3
Start Date	February 2025
Duration	1 Year
Level	3
Credit Value	60
Course Fee	\$600
Pre-Requisite	NCEA L2, English language fluency, Full Driver License, 17years and over, reasonable physical fitness level, employed within the infrastructure industry
Overview	This course is for learners in the construction and infrastructure industries wanting to gain a relevant qualification. You will learn Health and Safety, First Aid, Industry specific skills, Plant and equipment maintenance and operation. You will also have the opportunity to gain your Wheels, Tracks and Rollers endorsement as well as your Forklift endorsement.
Career Pathway	You could work in: <ul style="list-style-type: none">• Infrastructure Industry• Road Construction• Traffic Management• Roding• Quarry Employment• Civil Construction
Further Learning Opportunities	You could progress onto: NZ Certificate in Infrastructure Works (Level 4)



APPRENTICESHIP PROGRAMMES

Enrolment into any Apprenticeship programme with the Cook Islands Tertiary Training Institute will require learners to be employed in the respective industry. A strong relationship between the learner, the employer and CITI/EIT tutors is paramount throughout the duration of the Apprenticeship programme.

NZ CERTIFICATE IN CARPENTRY (LEVEL 4)

This certificate offers a new way of looking at your carpentry apprenticeship. You'll earn as you learn with on-the-job training, day release courses and night classes to ensure you end up with the best carpentry skills and qualification. The NZ Certificate in Carpentry (Level 4) will prepare you for a prosperous future in building and construction whether working for yourself or someone else

NZ CERTIFICATE IN LIGHT AUTOMOTIVE ENGINEERING (LEVEL 4)

The NZ Certificate in Light Automotive Engineering (Level 4) is a nationally recognised qualification. Night school and block courses will be delivered at our Arorangi campus as part of the programme. These are designed for the apprentice to complete work that they cannot fulfil at their place of employment.

NZ CERTIFICATE IN COOKERY (LEVEL 4)

This programme will have you combining real world experience in the work place whilst gaining knowledge, skills and techniques in our training kitchens.

NZ CERTIFICATE IN ELECTRICAL ENGINEERING (LEVEL 4)

Gain the skills and knowledge you need to work independently as a commercially competent electrician. This programme is studied in conjunction with an apprenticeship and is ideal for people who have placement within industry.

Are you interested in learning new skills?

Is there something you've always wanted to learn?

Do you like meeting new people?

The CITTI Continuing Education program is designed to encourage life long learning for the adult community.

Contact the friendly staff at CITTI for more information

Stay up to date with our upcoming courses by liking and following our Facebook page



cookislandscitti



study@citti.edu.ck



+682 21471





BUSINESS PARTNERSHIPS

CITTI Business Partnerships are designed to provide tailor made training opportunities for businesses/Government entities in the Cook Islands.

Talk to us today and see how we can take care of your training needs.

**CONTACT THE FRIENDLY STAFF AT
CITTI FOR MORE INFORMATION**



+682 21471



study@citti.edu.ck

Serving our Community

DUAL PATHWAY PROGRAMMES



HOW ARE THE DUAL PATHWAY PROGRAMMES AND NCEA LEVEL 2 & 3 CONNECTED?

Dual Pathway programmes, and the subjects that are studied at school, are designed to help students achieve NCEA Levels 2 or 3. They are also designed to help students gain credits for their chosen Vocational Pathway.

WHY SHOULD STUDENTS ENROL IN A DUAL PATHWAY COURSE?

There are a number of great reasons why students should enroll in a dual pathway programme:

- Get a head start on a career while achieving NCEA Levels 2 or 3
- Experience what tertiary study is really like
- Sample a tertiary subject without having to commit to full-time tertiary study
- Develop a clear pathway into further study and a higher level qualification for the future

HOW SHOULD STUDENTS APPLY?

If students want to be considered for a Dual Pathway programme, they will ideally be a Year 12 or 13 student in 2025. Year 11 students may be able to enroll by special arrangement between the Cook Islands Tertiary Training Institute and secondary schools

Typically, a student will have:

- Achieved NCEA Level 1
- Demonstrated a commitment to learning and have support from the family
- Support from the college for entry into a Dual Pathways programme

Principals are more than welcome to enquire with the Cook Islands Tertiary Training Institute to talk through the Dual Pathway courses on offer for 2025.

WHERE TO ENROL

RAROTONGA

CITTI - Hospitality and Services Campus
Ngatangiaa, Rarotonga, Cook Islands
Phone +682 226 28

CITTI - Trades and Technology Campus
Arorangi, Rarotonga, Cook Islands Phone +682 214 71

OUTER ISLANDS CAMPUSES (PA ENUA)

AITUTAKI – Amuri
Phone +682 31212

ATIU | MANGAIA | PUKAPUKA

