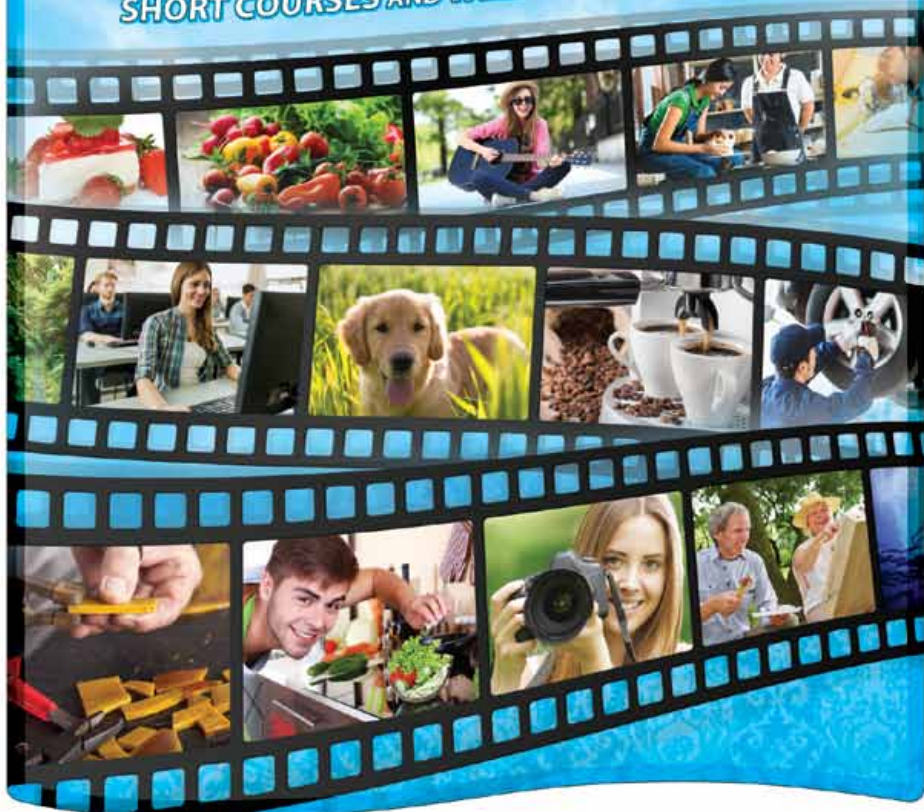


2016 Adult and Continuing Education

WEST AUCKLAND

SHORT COURSES AND WEEKEND WORKSHOPS



Affordable Lifelong Learning



Arriving in NZ at the age of 68, Liana didn't speak any English but wanting to integrate into the community, she began her learning journey by attending local ESOL classes. Today at the age of 89 she understands the culture and traditions of her new homeland and she is inspiring other people to do the same - regardless of their age.

- Liana Rozan

"Coming to WALC gives me peace... I leave my worries behind me" says Teariki, a Cook Islander who speaks English confidently. Teariki came to Literacy Waitakere to improve his literacy and his life. His progress in reading, writing, and computer skills are thanks to his commitment and infectious enthusiasm for learning. Always cheerful, he has become more confident and sociable as he learns.

- Teariki Rovi



Loreen has overcome many challenges in her life and her main forms of communication are NZ Sign Language and lip reading. Attending sewing classes helped her to develop new skills and get out into the community and mix with others in a way that she had never done previously. Loreen was an inspiration to others in her class and she is an exceptional life-long learner.

- Loreen Grbitch



Welcome to our 2016 West Auckland Community Education Programme.

This booklet contains information to help you select, enrol in and enjoy a variety of short courses that are conveniently situated, cost effective and specially designed to meet the needs of adult students.

There are well over 200 courses available so take the opportunity to study a subject you've always been interested in, refine an existing skill or branch out into unexplored territory.

All our tutors are qualified in teaching to adults - many of them specialists in their particular field - and you'll find that learning is easy in the relaxed sociable atmosphere of Community Education.



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Family Courses 13+

Look for this mark ▶

Children 13+ may enrol when accompanied by an adult. Full course fees apply.



ADULT AND COMMUNITY EDUCATION PROVIDERS



Glen Eden Community House

13 Pisces Road, Glen Eden P.O. Box 20 559, Glen Eden, 0641
Ph: 818 2194 - Email: manager@glenedencommunityhouse.co.nz
www.glenedencommunityhouse.co.nz



Green Bay Community House

1 Barrons Drive, Green Bay
P.O. Box 80 054, Green Bay, 0643
Ph: 827 3300 - Email: gbcommunityhouse@gmail.com



Ranui Community House

474 Swanson Road, Ranui
P.O. Box 70 012 Ranui, 0655 - Ph: 833 6280
Email: ranuicomctr@xtra.co.nz - www.ranuicomunityhouse.co.nz



Sturges West Community House

58 Summerland Drive, Henderson, 0612 - Ph: 837 1938, Fax: 837 1937
Email: sturgeswestcomhouse@xtra.co.nz
www.sturgeswestcommunityhouse.co.nz



Te Atatu Community House

580 Te Atatu Road, Te Atatu Peninsula
P.O. Box 45 014, Te Atatu Peninsula, 0651 - Email: tatcomh@xtra.co.nz
Ph: 834 5827 - www.teatatucommunityhouse.co.nz



Titirangi Community House

500 South Titirangi Road, Titirangi
P.O. Box 60 120, Titirangi, 0642 - Ph: 817 7448
Email: admin@titirangihouse.co.nz



WEST - West Auckland Enterprise, Skills & Training

Gaylene / Cynthia, 9 Henderson Valley Road, Henderson, 0612
Ph: 837 1471 - Fax: 837 1475
Email: admin@west.org.nz - www.west.org.nz



Whau Adult and Community Education Centre

3072 Great North Road, New Lynn 0600 Auckland
Ph: 827 6748
Email: admin@whauace.co.nz - www.whauace.co.nz

Massey High School

Contact: Treena - Community Education Administrator
274 Don Buck Road, Massey 0614
Ph: 833 9124 - Fax: 833 9200
Email: commed@masseyhigh.school.nz
Website: www.masseyhighcommunityeducation.co.nz



Rutherford College

Contact: Andrea / Sang A / Darren
Kotuku Street,
Te Atatu Peninsula,
Waitakere 0610
PO Box 45-327 Te Atatu
Phone: 834 4099
Email: commed@rutherford.school.nz
Website: www.rutherfordcomed.co.nz



Office Hours:

Monday - Friday 9:00am - 3:00pm
Late Nights: Monday - Wednesday 5:00pm - 8:00pm

School Holidays: Our office is closed, however we clear mail, phone messages, emails and online registrations on a regular basis.

Gym + room hire available

Literacy Waitakere

A member of Literacy Aotearoa Inc.

Level 1, 3055 Great North Rd, P O Box 15742, New Lynn, Waitakere 0640
Phone: 09 825 0220 Fax: 09 825 0223 Email: info@literacywaitakere.org.nz
Website: www.literacywaitakere.org.nz



Early Bird Discount

Available when applying online at Massey High & Rutherford College.
Closing dates that apply to the Early Bird discounts are posted on the websites.



Visit our website for all the latest course updates, new courses, tutor profiles, general info, course materials, and to enrol!
www.westaucklandcomed.co.nz



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If you can't find the course you want here,

CONTACT US!

We are always open to suggestions!

Acrylic Painting

Explore the magic of acrylics in a stimulating, supportive environment. Gain knowledge and confidence with new techniques, mixing colours, brushwork and planning a painting.

Code	School	Day	Time	Duration	Start Date	Price
1001R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	22 February	\$89+
2001R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	16 May	\$89+
3001R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	8 August	\$89+
4001R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	31 October	\$89+
1002C	Sturges West C.H.	Friday	12:30pm - 2:30pm	7 weeks	12 February	\$85+
2002C	Sturges West C.H.	Friday	12:30pm - 2:30pm	7 weeks	13 May	\$85+
3002C	Sturges West C.H.	Friday	12:30pm - 2:30pm	7 weeks	5 August	\$85+
4002C	Sturges West C.H.	Friday	12:30pm - 2:30pm	7 weeks	21 October	\$85+

Bags Sew Good

NEW!

Beginners

A fun beginners class learning basics techniques to construct some simple stylish bags and gain confidence using a sewing machine. Learn how to interface, line, turn and square corners with the first bag and then on the second you will learn other techniques such as inserting zips.

Code	School	Day	Time	Duration	Start Date	Price
1003R	Rutherford	Sunday	9:30am - 4:00pm	1 day	13 March	\$69+
3003R	Rutherford	Saturday	9:30am - 4:00pm	1 day	3 September	\$69+

Advanced

Already got the basic skills to sew? Come and learn some more advanced techniques as we explore and create some more unique and handy bags. Learn to apply claw clasp, metal feet and more.

Code	School	Day	Time	Duration	Start Date	Price
1004R	Rutherford	Sunday	9:30am - 4:00pm	1 day	20 March	\$69+
3004R	Rutherford	Saturday	9:30am - 4:00pm	1 day	10 September	\$69+

Candle Making with Soy Wax

Refer to General Interest - Page 38



For new courses, latest updates and enrolment, visit:

WWW.WESTAUCKLANDCOMED.CO.NZ

Creative Photography - The Next Step **NEW!**

Are you familiar with your camera, but feel disappointed when you view your photos? Learn what you can do about it! Essential principles of exposure, composition, and colour are covered and the most popular areas of photography, such as portraits, landscape, close-up and pets are explored. More details on website.

Code	School	Day	Time	Duration	Start Date	Price
1005R	Rutherford	Saturday	10:00am - 3:00pm	2 weeks	12 March	\$89+
3005R	Rutherford	Saturday	10:00am - 3:00pm	2 weeks	3 September	\$89+

Digital Photography

Covers basic concepts of light, camera functions, factors affecting photographic output, exposure, composition techniques and some Tips and Tricks from a professional. BYO camera.

Code	School	Day	Time	Duration	Start Date	Price
1006R	Rutherford	Saturday	9:30am - 2:30pm	1 day	12 March	\$49
3006R	Rutherford	Saturday	9:30am - 2:30pm	1 day	3 September	\$49
4006R	Rutherford	Saturday	9:30am - 2:30pm	1 day	19 November	\$49

Photography - Basic SLR Camera Control

Learn how your camera works. Covers aperture, shutter, depth of field and more. Includes workbook. Student must bring SLR Camera (film or digital) - no film loaded.

Code	School	Day	Time	Duration	Start Date	Price
1007R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	23 February	\$99
2007R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	17 May	\$99
3007R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	9 August	\$99
4007R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	25 October	\$99

Inspirational Art - Dream, Create, Inspire **NEW!**



Are you lacking inspiration and feeling stuck? Get inspired exploring your creativity, goals and values. Join our experienced art tutor for goal setting ideas and using a visual diary, while learning practical art and craft techniques.

Code	School	Day	Time	Duration	Start Date	Price
1008R	Rutherford	Saturday	10:00am - 4:00pm	1 day	12 March	\$89
3008R	Rutherford	Saturday	10:00am - 4:00pm	1 day	3 September	\$89

Jewellery Making

A great opportunity to design and create your own silver jewellery. Covers the fundamental skills of jewellery making: sawing, soldering, filing and shaping as well as techniques in metal finishing and stone setting. Silver purchased at cost through tutor.

Code	School	Day	Time	Duration	Start Date	Price
2009R	Rutherford	Tuesday	7:00pm - 9:00pm	7 weeks	17 May	\$115+
3009R	Rutherford	Tuesday	7:00pm - 9:00pm	7 weeks	9 August	\$115+
4009R	Rutherford	Tuesday	7:00pm - 9:00pm	7 weeks	25 October	\$115+





LEARN HOW TO MAKE JEWELLERY

Peter Minturn
GOLDSMITH SCHOOL

353 New North Road, Kingsland Ph 09 377 24698 www.jewel.school.nz

Handmade by Kathryn Valentine



Knitting - for Beginners

Learn the fundamental skills through step-by-step instruction and create your own stylish scarf. Covers choosing supplies, casting on, knitting, purling, binding off and reading patterns. A great way to save money and make gifts. BYO knitting needles and wool.

Code	School	Day	Time	Duration	Start Date	Price
1010R	Rutherford	Saturday	9:30am - 12:30pm	1 day	12 March	\$30+
3010R	Rutherford	Saturday	9:30am - 12:30pm	1 day	3 September	\$30+

Leadlights and Stained Glass

Both beginners and those with some experience are welcome at this hands-on opportunity to create beautiful stained glass items, using traditional techniques. Learn the art of glass cutting, and traditional methods of copper-foiling or leadlighting as you make a project of your choice.

Code	School	Day	Time	Duration	Start Date	Price
1011R	Rutherford	Wednesday	7:00pm - 9:00pm	7 weeks	24 February	\$115+
2011R	Rutherford	Wednesday	7:00pm - 9:00pm	7 weeks	18 May	\$115+
3011R	Rutherford	Wednesday	7:00pm - 9:00pm	7 weeks	10 August	\$115+
4011R	Rutherford	Wednesday	7:00pm - 9:00pm	7 weeks	26 October	\$115+

Maori Carving and Culture

An introduction to Maori tikanga (customs) related to Whakairo (carving), including the use of traditional and contemporary tools, materials and kowhaiwhai patterns. Create and take home your own Whakairo.

Code	School	Day	Time	Duration	Start Date	Price
1012R	Rutherford	Wednesday	7:00pm - 9:00pm	6 weeks	2 March	\$79+
2012R	Rutherford	Wednesday	7:00pm - 9:00pm	6 weeks	1 June	\$79+

Maori Flax Weaving

Discover the history, explore the uses and create your own art with this versatile native plant that is unique to NZ. Includes care, harvesting, preparation and Maori terminology.

Code	School	Day	Time	Duration	Start Date	Price
1013M	Massey High	Wednesday	6:30pm - 9:00pm	6 weeks	17 February	\$75
2013M	Massey High	Wednesday	6:30pm - 9:00pm	6 weeks	11 May	\$75
3013M	Massey High	Wednesday	6:30pm - 9:00pm	6 weeks	3 August	\$75
4013M	Massey High	Wednesday	6:30pm - 9:00pm	6 weeks	19 October	\$75
1014R	Rutherford	Tuesday	7:00pm - 9:00pm	3 weeks	8 March	\$35
2014R	Rutherford	Tuesday	7:00pm - 9:00pm	3 weeks	24 May	\$35

Molds for Ceramics - an Introduction

NEW!

Explore the craft of making ceramic molds to create uniform pieces that make it possible to repeat patterns and forms for a variety of reasons. You will create a single piece plaster mold of a simple object and have the chance of casting your very own creation.

Code	School	Day	Time	Duration	Start Date	Price
1015R	Rutherford	Tuesday	6:30pm - 8:30pm	5 weeks	8 March	\$199
2015R	Rutherford	Tuesday	6:30pm - 8:30pm	5 weeks	31 May	\$199
4015R	Rutherford	Tuesday	6:30pm - 8:30pm	5 weeks	8 November	\$199

Mosaics

Have fun creating your own mosaic masterpiece. Learn basic techniques in design, cutting and placing tiles and finishing your piece.

Code	School	Day	Time	Duration	Start Date	Price
1016R	Rutherford	Saturday	9:00am - 12:00pm	2 weeks	12 March	\$59+
3016R	Rutherford	Saturday	9:00am - 12:00pm	2 weeks	3 September	\$59+

Pattern Making

Become your own designer and draft patterns that fit you perfectly. Tutor, Sue Cox, has over 30 years experience to share.

Code	School	Day	Time	Duration	Start Date	Price
Beginners						
1017R	Rutherford	Tuesday	7:00pm - 9:00pm	15 weeks	23 February	\$245+
3017R	Rutherford	Tuesday	7:00pm - 9:00pm	15 weeks	9 August	\$245+
Advanced						
1018R	Rutherford	Wednesday	7:00pm - 9:00pm	7 weeks	24 February	\$115+
2018R	Rutherford	Wednesday	7:00pm - 9:00pm	7 weeks	18 May	\$115+
3018R	Rutherford	Wednesday	7:00pm - 9:00pm	7 weeks	10 August	\$115+
4018R	Rutherford	Wednesday	7:00pm - 9:00pm	7 weeks	26 October	\$115+

Pencil Drawing

Explore the fundamentals of drawing, including line, tone, light and shadow, perspective etc.

Code	School	Day	Time	Duration	Start Date	Price
1019R	Rutherford	Wednesday	7:00pm - 9:00pm	6 weeks	24 February	\$89+
2019R	Rutherford	Wednesday	7:00pm - 9:00pm	6 weeks	25 May	\$89+
3019R	Rutherford	Wednesday	7:00pm - 9:00pm	6 weeks	17 August	\$89+
4019R	Rutherford	Wednesday	7:00pm - 9:00pm	6 weeks	26 October	\$89+
1020C	Sturges West C.H.	Friday	9:30am - 11:30am	7 weeks	12 February	\$85+
2020C	Sturges West C.H.	Friday	9:30am - 11:30am	7 weeks	13 May	\$85+
3020C	Sturges West C.H.	Friday	9:30am - 11:30am	7 weeks	5 August	\$85+
4020C	Sturges West C.H.	Friday	9:30am - 11:30am	7 weeks	21 October	\$85+

Picture Framing

Basic picture-framing techniques: selection and cutting of mats, moulding and glass; assembly and frame-finishing. Bring a picture, A4 or smaller.

Code	School	Day	Time	Duration	Start Date	Price
1021R	Rutherford	Monday	7:00pm - 9:00pm	7 weeks	22 February	\$115+
2021R	Rutherford	Monday	7:00pm - 9:00pm	7 weeks	16 May	\$115+

Pottery

Enjoy the creative experience of working with clay: hand building, press moulds and decoration. Includes materials, firing and clay. Slip casting option available on Saturday - additional cost.

Code	School	Day	Time	Duration	Start Date	Price
1022R	Rutherford	Monday	6:30pm - 8:30pm	5 weeks	29 February	\$135
2022R	Rutherford	Monday	6:30pm - 8:30pm	5 weeks	23 May	\$135
3022R	Rutherford	Monday	6:30pm - 8:30pm	5 weeks	15 August	\$135
4022R	Rutherford	Monday	6:30pm - 8:30pm	5 weeks	31 October	\$135
1023R	Rutherford	Saturday	10:00am - 12:00pm	5 weeks	5 March	\$135
2023R	Rutherford	Saturday	10:00am - 12:00pm	5 weeks	28 May	\$135
3023R	Rutherford	Saturday	10:00am - 12:00pm	5 weeks	20 August	\$135
4023R	Rutherford	Saturday	10:00am - 12:00pm	5 weeks	22 October	\$135

Slip Casting

Learn slip casting, decoration and glazing in a relaxed atmosphere. Over 300 ornamental and bake-ware moulds available. Fee includes materials, paints, basic glazes and firing.

Code	School	Day	Time	Duration	Start Date	Price
1024R	Rutherford	Wednesday	6:30pm - 8:30pm	7 weeks	24 February	\$189
2024R	Rutherford	Wednesday	6:30pm - 8:30pm	7 weeks	18 May	\$189
3024R	Rutherford	Wednesday	6:30pm - 8:30pm	7 weeks	10 August	\$189
4024R	Rutherford	Wednesday	6:30pm - 8:30pm	7 weeks	26 October	\$189

Sewing TERM 4 ONLY

Code	School	Day	Time	Duration	Start Date	Price
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Beginners

For those new to sewing who wish to learn how to correctly cut out fabric, insert zippers and construct simple garments. Step by step instruction provided.

1025R	Rutherford	Tuesday	7:00pm - 9:00pm	7 weeks	23 February	\$99+
2025R	Rutherford	Tuesday	7:00pm - 9:00pm	7 weeks	17 May	\$99+
3025R	Rutherford	Tuesday	7:00pm - 9:00pm	7 weeks	9 August	\$99+
4025R	Rutherford	Tuesday	7:00pm - 9:00pm	7 weeks	25 October	\$99+

Beginners and Beyond

Work on your own garment with assistance from our highly experienced and knowledgeable tutor. Please bring your own pattern, material, pins, thread and scissors.

1026R	Rutherford	Monday	7:00pm - 9:00pm	7 weeks	22 February	\$99+
3026R	Rutherford	Monday	7:00pm - 9:00pm	7 weeks	8 August	\$99+
4026R	Rutherford	Monday	7:00pm - 9:00pm	7 weeks	31 October	\$99+

Soap Making

Refer to General Interest - Page 40

Soft Stone Sculpture

Enhance your garden or interior spaces by creating masterpieces using a medium that is readily accessible and easy to work with. Fee includes all materials.

Code	School	Day	Time	Duration	Start Date	Price
1027R	Rutherford	Saturday	10:30am - 3:30pm	1 day	12 March	\$130
3027R	Rutherford	Saturday	10:30am - 3:30pm	1 day	10 September	\$130
4027R	Rutherford	Saturday	10:30am - 3:30pm	1 day	19 November	\$130

Water Colour Painting

Let yourself 'go with the flow' with this vibrant medium. Learn to paint with water colours using a variety of techniques. Glen Eden C.H. Please ring to confirm dates for Terms 2, 3 and 4.

Code	School	Day	Time	Duration	Start Date	Price
1028C	Glen Eden C.H.	Wednesday	9:30am - 12:30pm	8 weeks	10 February	\$110+

"Great course and lovely teacher. I can't wait to do another course to further expand my knowledge and skills."

Sewing for Beginners

BOATING AND DRIVER EDUCATION

Boatmaster

Extend your boating knowledge with this comprehensive course. Includes chartwork and navigation techniques, a thorough understanding of all the rules, distress signals and emergency procedures, plus knots and rope work. Unit standard 26541 available.

Code	School	Day	Time	Duration	Start Date	Price
4029R	Rutherford	Sat + Sun	9:00am - 5:00pm	2 weekends	19 November	\$475

NZ Day Skipper

Introductory course that focuses on the essential knowledge relevant to all boaties. Includes boat handling, safety equipment, navigation, tides, weather, rules and regulations, how to handle an emergency and the most important knots. Unit standard 26542 available.

Code	School	Day	Time	Duration	Start Date	Price
1030R	Rutherford	Tuesday	6:45pm - 9:00pm	6 weeks	16 February	\$240
3030R	Rutherford	Saturday	9:00am - 5:00pm	2 weeks	3 September	\$240

Outboard Engine Maintenance

Keep your boat motor in good running order: operation and maintenance; common problems; essential tools and spares to carry on board.

Code	School	Day	Time	Duration	Start Date	Price
1031R	Rutherford	Saturday	9:00am - 3:00pm	1 day	12 March	\$135
4031R	Rutherford	Saturday	9:00am - 3:00pm	1 day	19 November	\$135

Sea Kayaking

NEW!

Essential knowledge on sea kayaking and safety. Covers: equipment, communication, emergencies, planning, weather, rules, and navigation. See website for other dates.

Code	School	Day	Time	Duration	Start Date	Price
1032R	Rutherford	Tuesday	6:00pm - 9:00pm	1 evening	16 February	\$87
1033R	Rutherford	Saturday	9:00am - 12:00pm	1 morning	19 March	\$87

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Learner's Licence

Take the first steps to becoming a fully licensed driver. Instruction and explanation of the road rules for the Learner's Licence.

Code	School	Day	Time	Duration	Start Date	Price
1034C	Glen Eden C.H.	Tuesday	6:30pm - 8:30pm	6 weeks	23 February	\$50
2034C	Glen Eden C.H.	Tuesday	6:30pm - 8:30pm	6 weeks	17 May	\$50
3034C	Glen Eden C.H.	Tuesday	6:30pm - 8:30pm	6 weeks	2 August	\$50
4034C	Glen Eden C.H.	Tuesday	6:30pm - 8:30pm	6 weeks	18 October	\$50
1035C	Te Atatu Pen' C.H.	Monday	6:30pm - 8:30pm	6 weeks	15 February	\$50
2035C	Te Atatu Pen' C.H.	Monday	6:30pm - 8:30pm	6 weeks	9 May	\$50
4035C	Te Atatu Pen' C.H.	Monday	6:30pm - 8:30pm	6 weeks	17 October	TBA
1036W	WEST Henderson	Monday	12:30pm - 2:30pm	6 weeks	22 February	\$50
2036W	WEST Henderson	Monday	12:30pm - 2:30pm	6 weeks	16 May	TBA
3036W	WEST Henderson	Monday	12:30pm - 2:30pm	6 weeks	8 August	TBA
4036W	WEST Henderson	Monday	12:30pm - 2:30pm	6 weeks	17 October	TBA
1037W	WEST Henderson	Tuesday	6:30pm - 8:30pm	6 weeks	23 February	\$50
2037W	WEST Henderson	Tuesday	6:30pm - 8:30pm	6 weeks	17 May	TBA
3037W	WEST Henderson	Tuesday	6:30pm - 8:30pm	6 weeks	9 August	TBA
4037W	WEST Henderson	Tuesday	6:30pm - 8:30pm	6 weeks	1 November	TBA

Restricted Licence

Theory and practical driving tuition to prepare you for your Restricted Licence test. Open to people who have held a learner licence for 6 months or more.

Code	School	Day	Time	Duration	Start Date	Price
1038C	Te Atatu Pen' C.H.	Wednesday	6:30pm - 7:30pm	2 sessions	24 February	TBA
2038C	Te Atatu Pen' C.H.	Wednesday	6:30pm - 7:30pm	2 sessions	11 May	TBA
1039W	WEST Henderson	Friday	1:00pm - 2:00pm	2 sessions	18 March	TBA
3039W	WEST Henderson	Wednesday	6:30pm - 7:30pm	2 sessions	7 September	TBA



Accounting - The Basics

A practical hands-on overview of book-keeping legal requirements and the use of a Cash Book to keep your business records. If you have an interest to start or are already in business, this course is for you. You may be a trades person, courier operator, taxi driver, hairdresser, nail technician, bee keeper, family-trust trustee, dairy operator, etc.

Code	School	Day	Time	Duration	Start Date	Price
1040R	Rutherford	Monday	6:30pm - 9:00pm	2 weeks	7 March	\$49
3040R	Rutherford	Monday	6:30pm - 9:00pm	2 weeks	22 August	\$49

Accounting for Residential Property Income

Buying a rental property? Learn about deductible expenses, depreciation calculations, record keeping, gain/loss on rental income and tax implications. BYO calculator.

Code	School	Day	Time	Duration	Start Date	Price
1041R	Rutherford	Saturday	9:00am - 4:00pm	1 day	19 March	\$79
3041R	Rutherford	Saturday	9:00am - 4:00pm	1 day	3 September	\$79
4041R	Rutherford	Saturday	9:00am - 4:00pm	1 day	19 November	\$79

Accounting for Small Business

Set up an accounting system and use it to effectively manage a small business: overview of accounting cycle; manual data entry; analysis and use of financial statement data.

Code	School	Day	Time	Duration	Start Date	Price
1042R	Rutherford	Sunday	9:30am - 3:30pm	2 weeks	13 March	\$99
3042R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	8 August	\$99
4042R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	31 October	\$99

Basic Business Cashflow

NEW!

Learn and understand the difference between profit and cash flow and understand why a profitable business requires cash flow to survive & thrive. Walk away with some strategies & disciplines to help improve your cash flow.

Code	School	Day	Time	Duration	Start Date	Price
1043R	Rutherford	Monday	7:00pm - 8:30pm	3 weeks	7 March	\$49
2043R	Rutherford	Monday	7:00pm - 8:30pm	3 weeks	13 June	\$49
4043R	Rutherford	Monday	7:00pm - 8:30pm	3 weeks	31 October	\$49

To view courses in the greater Auckland region, visit www.xtend.co.nz

Basics in Accounting and Business Management

The importance of keeping records in businesses, documents used in businesses, ledger accounts and why they are important, preparing profit & loss accounts and the balance sheet, cash receipts & cash payments and bank reconciliation statements.

Code	School	Day	Time	Duration	Start Date	Price
1044M	Massey High	Tues/Wed	7:00pm - 9:00pm	3 weeks	16 February	\$99
2044M	Massey High	Tues/Wed	7:00pm - 9:00pm	3 weeks	10 May	\$99
3044M	Massey High	Tues/Wed	7:00pm - 9:00pm	3 weeks	2 August	\$99
4044M	Massey High	Tues/Wed	7:00pm - 9:00pm	3 weeks	18 October	\$99

Buying or Selling a Business - Clyth MacLeod

Tips on how to buy and sell a business, making informed and profitable decisions. Clyth MacLeod is New Zealand's most experienced business broker and valuer. He speaks internationally and is passionate about business. Registrations essential.

Code	School	Day	Time	Duration	Start Date	Price
1045R	Rutherford	Tuesday	7:00pm - 9:00pm	1 evening	15 March	FREE
4045R	Rutherford	Tuesday	7:00pm - 9:00pm	1 evening	15 November	FREE

Civil Law Made Easy

Limited Licenses and Drunk Driving

If you are convicted of drunk driving, you may be able to get a limited license to get you to and from work. This session will explain how to go about getting one.

Code	School	Day	Time	Duration	Start Date	Price
1046M	Massey High	Tuesday	7:00pm - 8:30pm	1 evening	16 February	\$15

Car Crashes: Protecting Your Rights

Accidents can get messy. There might be problems with who pays for what and insurance companies. This session explains your rights and what you can do.

Code	School	Day	Time	Duration	Start Date	Price
1047M	Massey High	Tuesday	7:00pm - 8:30pm	1 evening	23 February	\$15

Buying and Selling a Car

When buying a car, it is important to protect yourself. This session will cover your consumer rights, how you can avoid trouble and what to do in a dispute.

Code	School	Day	Time	Duration	Start Date	Price
1048M	Massey High	Tuesday	7:00pm - 8:30pm	1 evening	1 March	\$15

The 'Renting' Law – Responsibilities of Landlords and Tenants **NEW!**

Refer to General Interest - Page 40

Effective Presentation Techniques

NEW!

Develop confidence to deliver public presentations – whether it be for presenting a product or service; addressing a budget or speaking at a staff meeting. Learn techniques to enhance your abilities and skills, including voice projection, eye contact, body language and much more.

Code	School	Day	Time	Duration	Start Date	Price
3049R	Rutherford	Sunday	9:30am - 4:30pm	1 day	11 September	\$89
4049R	Rutherford	Sunday	9:30am - 4:30pm	1 day	20 November	\$89

Event Management

Refer to General Interest - Page 38

Food Safety Plans for Business - an Introduction

NEW!

Are you prepared for the Food Act that will come into force this year? Come along and learn about the importance of working with a food safety, HACCP and it's principals, critical control points, monitoring systems, audit cycles, record keeping, documentation keeping and much more.

Code	School	Day	Time	Duration	Start Date	Price
1050R	Rutherford	Saturday	9:30am - 4:30pm	1 day	12 March	\$79
3050R	Rutherford	Sunday	9:30am - 4:30pm	1 day	11 September	\$79
4050R	Rutherford	Sunday	9:30am - 4:30pm	1 day	20 November	\$79

How to be Found on the Internet

Refer to Computing and Digital Devices - Page 22

How to Make More Money - think like an entrepreneur

An entrepreneur, investor, and business owner will show you how to increase your income through starting, buying or building businesses to create multiple streams of passive and residual income!

Code	School	Day	Time	Duration	Start Date	Price
1051R	Rutherford	Wednesday	7.00pm - 9.00pm	7 weeks	24 February	\$69
2051R	Rutherford	Wednesday	7.00pm - 9.00pm	7 weeks	18 May	\$69
3051R	Rutherford	Wednesday	7.00pm - 9.00pm	7 weeks	10 August	\$69
4051R	Rutherford	Wednesday	7.00pm - 9.00pm	7 weeks	26 October	\$69

How to Start an Online Business

Refer to Computing and Digital Devices - Page 22

"Alice is an excellent tutor. Very clear and full of knowledge with an excellent ability to impart her knowledge to the class."

Accounting for Residential Property Income

Mind Your Own Business - MYOB

Learn to use the MYOB accounting and management software package that is the programme of choice for small business accounting. Basic accounting knowledge preferred.

Code	School	Day	Time	Duration	Start Date	Price
1052R	Rutherford	Saturday	9:00am - 2:00pm	2 weeks	12 March	\$149
3052R	Rutherford	Saturday	9:00am - 2:00pm	2 weeks	3 September	\$149

Money Matters

Refer to *Employment, NCEA, Literacy and Numeracy - Page 28*

Powerful Skills for Sales Professionals

For new and existing sales professionals who are open to develop their influence skills, behaviors and attitude to grow stronger and profitable relationships with new and existing clients.

Code	School	Day	Time	Duration	Start Date	Price
1053M	Massey High	Tuesday	7:00pm - 9:00pm	5 weeks	1 March	\$65
2053M	Massey High	Tuesday	7:00pm - 9:00pm	6 weeks	10 May	\$75
3053M	Massey High	Tuesday	7:00pm - 9:00pm	6 weeks	2 August	\$75
4053M	Massey High	Tuesday	7:00pm - 9:00pm	6 weeks	18 October	\$75

Residential Property Investment

Lisa Dudson will cover key concepts of property investment and how to increase returns. Learn the pitfalls to avoid. Suitable for first time buyers, and those with a property portfolio.

Code	School	Day	Time	Duration	Start Date	Price
1054R	Rutherford	Monday	6:30pm - 9:00pm	1 evening	14 March	\$27
2054R	Rutherford	Monday	6:30pm - 9:00pm	1 evening	13 June	\$27
3054R	Rutherford	Monday	6:30pm - 9:00pm	1 evening	29 August	\$27
4054R	Rutherford	Monday	6:30pm - 9:00pm	1 evening	21 November	\$27

Share Market Basics

Are you refreshing, updating or starting in the share market? Explore the basic tools and information required to get started and how to purchase and analyse shares.

Code	School	Day	Time	Duration	Start Date	Price
1055R	Rutherford	Tuesday	7:00pm - 9:00pm	2 weeks	8 March	\$49
2055R	Rutherford	Tuesday	7:00pm - 9:00pm	2 weeks	24 May	\$49
4055R	Rutherford	Tuesday	7:00pm - 9:00pm	2 weeks	1 November	\$49

Skills Link

Refer to *Employment, NCEA, Literacy and Numeracy - Page 29*

Skills to Analyse and Interpret Accounts

NEW!

Baffled by accounting statements? Need to understand your investments? Learn skills to analyse and interpret accounting statements through applying financial concepts and ratios to 'suss' out risks and understand opportunities hidden in the figures for greater rewards.

Code	School	Day	Time	Duration	Start Date	Price
1056R	Rutherford	Saturday	9:30am - 4:00pm	1 day	19 March	\$79
3056R	Rutherford	Saturday	9:30am - 4:00pm	1 day	10 September	\$79

Social Media for Marketing

Refer to *Computing and Digital Devices - Page 26*

Sorted - A Kiwi Guide to \$Money

Refer to *Employment, NCEA, Literacy and Numeracy - Page 29*

Starting and Managing a Small Business

Designed for new starters, business owners and managers wanting to manage and grow their own successful and innovative business. Covers: market analysis & risk assessment, writing a business plan, sales and business development, marketing, internal business processes, tendering and negotiations, Companies Office and the IRD.

Code	School	Day	Time	Duration	Start Date	Price
1057R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	29 February	\$99
2057R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	23 May	\$99
3057R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	15 August	\$99
4057R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	31 October	\$99
1058R	Rutherford	Saturday	9:00am - 4:30pm	1 day	19 March	\$99
4058R	Rutherford	Saturday	9:00am - 4:30pm	1 day	26 November	\$99

Strategies to Grow Your Wealth

NEW!

Wondering how others multiply their wealth? Aspire to kick-start your Grow-Your-Wealth journey by gaining tools and steps to establish your personal financial goals. Learn the importance and calculate concepts like: 'Compounding', 'Discounting', 'Present Value' and 'Future Value'. Prior accounting knowledge is not a prerequisite.

Code	School	Day	Time	Duration	Start Date	Price
1059R	Rutherford	Saturday	9:30am - 4:00pm	1 day	12 March	\$79
3059R	Rutherford	Saturday	9:30am - 4:00pm	1 day	3 September	\$79

Using your Mind Power to grow your Business

NEW!

Refer to *Recreation, Health and First Aid - Page 59*

Apple Mac OSX Introduction

NEW!

Are you new to Apple computers or do you simply need a refresher course on how to get the most out of your Mac? The course will cover the operating system and we will examine the Finder, the desktop and the dock, system preferences, creating folders and organising files, and much more. BYO Macbook or iMac.

Code	School	Day	Time	Duration	Start Date	Price
1060R	Rutherford	Saturday	9:00am - 4:00pm	1 day	19 March	\$110
4060R	Rutherford	Saturday	9:00am - 4:00pm	1 day	26 November	\$110

Apple Mac Productivity Apps

NEW!

Take your Mac skills to the next level by learning how to use Pages to design professional print documents, Numbers to create spreadsheets and Keynote to create high-quality Presentations. BYO Macbook or iMac.

Code	School	Day	Time	Duration	Start Date	Price
1061R	Rutherford	Sunday	9:00am - 4:00pm	1 day	20 March	\$110

Apple Mac - The Free Apps

NEW!

Want to really maximise you Mac? Come and discover the many free apps available including installing fonts, Calendar, Contacts, iTunes, Mail and Photo Booth, etc. BYO Macbook or iMac.

Code	School	Day	Time	Duration	Start Date	Price
4062R	Rutherford	Sunday	9:00am - 4:00pm	1 day	27 November	\$110

CAD - Computer Aided Design

If you're involved with design - drafting, landscaping, interiors, building or electrical work - then you need AutoCAD. This starter course includes CD and work file.

Code	School	Day	Time	Duration	Start Date	Price
1063R	Rutherford	Mon + Wed	6:00pm - 9:00pm	3 weeks	7 March	\$195
3063R	Rutherford	Mon + Wed	6:00pm - 9:00pm	3 weeks	22 August	\$195



Computer Essentials

FOR PARENTS ONLY

Are you just getting by, but getting frustrated trying to do the basics? Learns tips, tricks and shortcuts to everyday computer use, including emails, internet and attachments.

Code	School	Day	Time	Duration	Start Date	Price
1064M	Massey High	Wednesday	7:00pm - 9:00pm	3 weeks	17 February	\$49
2064M	Massey High	Wednesday	7:00pm - 9:00pm	3 weeks	11 May	\$49
3064M	Massey High	Wednesday	7:00pm - 9:00pm	3 weeks	3 August	\$49
4064M	Massey High	Wednesday	7:00pm - 9:00pm	3 weeks	19 October	\$49
1065R	Rutherford	Tuesday	7:00pm - 9:00pm	5 weeks	1 March	\$69
2065R	Rutherford	Tuesday	7:00pm - 9:00pm	5 weeks	24 May	\$69
4065R	Rutherford	Tuesday	7:00pm - 9:00pm	5 weeks	1 November	\$69

Create Your Own Android Mobile Apps

Using App Inventor, learn to create Android Apps without learning to write programming code. Learn to create quality Graphical Apps and Games quickly and easily using drag and drop interfaces.

Code	School	Day	Time	Duration	Start Date	Price
1066M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	17 February	\$99
2066M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	11 May	\$99
3066M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	3 August	\$99
4066M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	19 October	\$99
1067R	Rutherford	Saturday	10:00am - 3:00pm	2 weeks	12 March	\$99
3067R	Rutherford	Saturday	10:00am - 3:00pm	2 weeks	3 September	\$99

Design Your Own Web Site

Learn basics of building a web site, how it is published on the world wide web, site planning and setup, page creation, inserting text, images, links and tables. Intermediate PC skills required.

Code	School	Day	Time	Duration	Start Date	Price
1068R	Rutherford	Sunday	9:00am - 4:00pm	1 day	20 March	\$110
4068R	Rutherford	Saturday	9:00am - 4:00pm	1 day	26 November	\$110

Embedded Systems Programming

NEW!

Forget iPad's and Galaxies, the most prevalent computer is a Microcontroller, found everywhere, like your car and your household appliances. Learn how to write codes for these devices in this introductory course. Covers embedded systems SDLC, deconstructing problems and translating solutions, desk checking, C syntac coding and implementation. Intermediate PC skills required.

Code	School	Day	Time	Duration	Start Date	Price
1069R	Rutherford	Tuesday	6:30pm - 8:30pm	5 weeks	8 March	\$99
2069R	Rutherford	Tuesday	6:30pm - 8:30pm	5 weeks	31 May	\$99
4069R	Rutherford	Tuesday	6:30pm - 8:30pm	5 weeks	1 November	\$99

Graphic Design

NEW!

Learn to create vector art with Illustrator to produce your own illustrations, brochures and business cards. Create patterns, shapes, type, logos, card & illustrations & colour your own original artwork. Intermediate PC skills required.

Code	School	Day	Time	Duration	Start Date	Price
1070R	Rutherford	Saturday	9:00am - 4:00pm	1 day	19 March	\$110
3070R	Rutherford	Saturday	9:00am - 4:00pm	1 day	3 September	\$110

How to be Found on the Internet

Set up your web site to increase visitors: tuning for key words; listing with search engines; site monitoring. Covers Google Dashboard and Analytics; Yahoo and Bing webmaster interfaces.

Code	School	Day	Time	Duration	Start Date	Price
1071R	Rutherford	Sunday	9:30am - 4:30pm	1 day	20 March	\$115

How to Start an Online Business

Win the internet race with your own online business: we cover what skills you need, how to choose a domain name and web host, freight and packaging considerations, monitoring, and more. Intermediate PC skills required.

Code	School	Day	Time	Duration	Start Date	Price
1072R	Rutherford	Sunday	9:30am - 4:30pm	1 day	20 March	\$110
3072R	Rutherford	Saturday	9:30am - 4:30pm	1 day	10 September	\$110

InDesign

Learn the basic Elements and Principles of graphic design and typography to create flyers, posters, newsletters, advertising and more. Covers how to package and deliver your files for the printer. Suitable for new users to those with some experience. Intermediate PC skills are required.

Code	School	Day	Time	Duration	Start Date	Price
1073R	Rutherford	Saturday	9:00am - 4:00pm	1 day	19 March	\$110
3073R	Rutherford	Saturday	9:00am - 4:00pm	1 day	3 September	\$110



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Buying an iPad - or other tablet

NEW!

Are you confused about which model would suit you? Do you want to know the difference between Android, Windows and Apple? Do you want to know what the device can do? If you're weighing the pros and cons on purchasing a 'smart device' - then come along and try before you buy!

Code	School	Day	Time	Duration	Start Date	Price
1074R	Rutherford	Sunday	12:30pm - 2:30pm	1 day	20 March	\$25
3074R	Rutherford	Sunday	12:30pm - 2:30pm	1 day	11 September	\$25

iPad Basics

Bring your Apple iPad, meet other iPad novices, and learn how to get the most out of your iPad.

Code	School	Day	Time	Duration	Start Date	Price
1075C	Sturges West C.H.	Tuesday	7:00pm - 8:30pm	6 weeks	9 February	\$75
3075C	Sturges West C.H.	Tuesday	7:00pm - 8:30pm	6 weeks	2 August	\$75
4075C	Sturges West C.H.	Tuesday	7:00pm - 8:30pm	6 weeks	18 October	\$75

iPad A - Getting to Know Your iPad

NEW!

Recently purchased an Apple iPad and need some practical help? Gain an overview of your device's functions, settings and accessories, and the default applications.

Code	School	Day	Time	Duration	Start Date	Price
1076R	Rutherford	Saturday	9:30am - 11:30am	1 morning	19 March	\$25
3076R	Rutherford	Saturday	9:30am - 11:30am	1 morning	10 September	\$25

iPad B - iTunes and Camera Functions

NEW!

You know the basics, now learn the ins and outs of iTunes and your camera.

Prerequisite: Students can use the default applications and basic settings confidently.

Code	School	Day	Time	Duration	Start Date	Price
1077R	Rutherford	Saturday	12:30pm - 2:30pm	1 afternoon	19 March	\$25
3077R	Rutherford	Saturday	12:30pm - 2:30pm	1 afternoon	10 September	\$25

iPad C - Saving and Security for your iPad/iPhone

NEW!

Learn about how to save things on the cloud, backing up your iPad and device security.

Prerequisite: Students can use the default applications and basic settings confidently.

Code	School	Day	Time	Duration	Start Date	Price
1078R	Rutherford	Sunday	9:30am - 11:30am	1 morning	20 March	\$25
3078R	Rutherford	Sunday	9:30am - 11:30am	1 morning	11 September	\$25

Keyboard / Touch Typing Skills - for Beginners

Learn to touch type, via sound and sight to improve your typing speed and accuracy. You will also learn some skills to navigate around a computer keyboard.

Code	School	Day	Time	Duration	Start Date	Price
1079R	Rutherford	Wednesday	6:30pm - 8:00pm	4 weeks	2 March	\$50
2079R	Rutherford	Wednesday	6:30pm - 8:00pm	4 weeks	1 June	\$50
4079R	Rutherford	Wednesday	6:30pm - 8:00pm	4 weeks	2 November	\$50

Microsoft Excel

Beginners

One of the most widely-used computer packages. A must for job seekers and office workers alike.

Code	School	Day	Time	Duration	Start Date	Price
1080R	Rutherford	Mon - Wed	7:00pm - 9:00pm	3 days	29 February	\$69
2080R	Rutherford	Mon - Wed	7:00pm - 9:00pm	3 days	23 May	\$69
3080R	Rutherford	Mon - Wed	7:00pm - 9:00pm	3 days	8 August	\$69
4080R	Rutherford	Mon - Wed	7:00pm - 9:00pm	3 days	7 November	\$69

Intermediate

Covers: Autofilter and subtotal features, time calculations and conditional formatting, lookup and indexing functions, importing and exporting and chart types: Composition, Thermometer and Gantt.

Code	School	Day	Time	Duration	Start Date	Price
1081R	Rutherford	Saturday	9:30am - 3:00pm	1 day	19 March	\$69
2081R	Rutherford	Mon - Wed	7:00pm - 9:00pm	3 days	13 June	\$69
3081R	Rutherford	Saturday	9:30am - 3:00pm	1 day	3 September	\$69

Advanced

Covers; Macros and templates, locking cell contents, customising toolbars, add-ins to increase functionality, pivot tables, goal seek, scenario and consolidation and dynamic charts.

Code	School	Day	Time	Duration	Start Date	Price
1082R	Rutherford	Mon - Wed	7:00pm - 9:00pm	3 days	4 April	\$69
3082R	Rutherford	Saturday	9:30am - 3:00pm	1 day	10 September	\$69

Microsoft Office - Beginners

These skills are in high demand in the workplace. Covers Microsoft Word documents, Excel spread sheets and PowerPoint presentations.

Code	School	Day	Time	Duration	Start Date	Price
1083M	Massey High	Tuesday	7:00pm - 9:00pm	6 weeks	16 February	\$99
2083M	Massey High	Tuesday	7:00pm - 9:00pm	6 weeks	10 May	\$99
3083M	Massey High	Tuesday	7:00pm - 9:00pm	6 weeks	2 August	\$99
4083M	Massey High	Tuesday	7:00pm - 9:00pm	6 weeks	18 October	\$99
1084R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	29 February	\$99
2084R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	23 May	\$99
3084R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	15 August	\$99
4084R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	7 November	\$99

Microsoft Office 2016 - Intermediate

NEW!

Have you just upgraded to 2016? Learn the features common across all Office 2016 software and all about the new features specific to Word, Excel, PowerPoint, and Outlook. BYO Laptop with Office 2016.

Code	School	Day	Time	Duration	Start Date	Price
1085R	Rutherford	Saturday	9:30am - 1:30pm	1 day	5 March	\$50
3085R	Rutherford	Tues - Wed	7:00pm - 9:00pm	2 days	20 September	\$50

Microsoft Outlook - Beyond the Basics

Gain confidence with attachments, recipients, the Reading Pane, individual messages, automatic signature to emails, managing rules and more.

Code	School	Day	Time	Duration	Start Date	Price
1086R	Rutherford	Mon - Wed	7:00pm - 9:00pm	3 days	7 March	\$69
3086R	Rutherford	Mon - Wed	7:00pm - 9:00pm	3 days	22 August	\$69
4086R	Rutherford	Saturday	9:30am - 3:00pm	1 day	19 November	\$69

Microsoft Word - Beyond the Basics

Upskill yourself and learn about; headers and footers, custom page numbers, Mail Merge, templates, importing live data and more.

Code	School	Day	Time	Duration	Start Date	Price
1087R	Rutherford	Saturday	9:30am - 3:00pm	1 day	12 March	\$69
2087R	Rutherford	Mon-Wed	7:00pm - 9:00pm	3 days	27 June	\$69
3087R	Rutherford	Mon-Wed	7:00pm - 9:00pm	3 days	5 September	\$69



Mind Your Own Business - MYOB

Refer to Business and Finance - Page 18

Photoshop

An introduction to the key concepts and techniques for digitally manipulating images. Covers selection of drawing tools, filters, and colour adjustment as well as retouching and modifying images.

Code	School	Day	Time	Duration	Start Date	Price
1088R	Rutherford	Tuesday	7:00pm - 9:00pm	4 weeks	1 March	\$99
2088R	Rutherford	Tuesday	7:00pm - 9:00pm	4 weeks	24 May	\$99
4088R	Rutherford	Tuesday	7:00pm - 9:00pm	4 weeks	25 October	\$99

Photography Courses

Refer to Art, Craft and Photography - Page 8

Social Media for Marketing

NEW!

Utilise social media to grow and expand your business, through a hands on approach. Gain an in-depth understanding at an intermediate level of the most popular platforms of social media, and their uses in context to your business goals. Covers: Facebook, LinkedIn, Twitter, Blogger, Instagram, and YouTube.

Code	School	Day	Time	Duration	Start Date	Price
1089R	Rutherford	Saturday	9:00am - 4:00pm	1 day	12 March	\$99
3089R	Rutherford	Saturday	9:00am - 4:00pm	1 day	3 September	\$99
4089R	Rutherford	Saturday	9:00am - 4:00pm	1 day	19 November	\$99

Windows 10

NEW!

Discover and learn the essential features of Windows 10. Set up your personal Start Screen, organise your documents and photos so they are never lost and get to grips with the new (and improved) Contacts and Calendars applications along with others you download from the Microsoft Store. BYO Laptop with Windows 10.

Code	School	Day	Time	Duration	Start Date	Price
1090R	Rutherford	Tues - Wed	7:00pm - 9:00pm	2 days	22 March	\$50
4090R	Rutherford	Saturday	9:30am - 1:30pm	1 day	26 November	\$50

WordPress - Website in a Weekend

NEW!

Find out how to use this free, Web-based software programme to build and maintain a website or blog. The editing interface is very easy to use and works a lot like simple word-processing software and because the interface is web-based, creating and editing pages can be done from anywhere with an Internet connection. Good computer and internet skills required.

Code	School	Day	Time	Duration	Start Date	Price
1091R	Rutherford	Sat + Sun	9:00am - 4:30pm	2 days	12 March	\$169
3091R	Rutherford	Sat + Sun	9:00am - 4:30pm	2 days	10 September	\$169

How to Teach Adults

NEW!

A two day course for those tutoring (or planning to tutor) adults: www.rutherfordcomed.co.nz

Barista Course with NZQA Credits

Covers the art of making and serving coffee, the history and evolution, technology and recipes. Certificate of Achievement in Barista Skills is available for the coffee enthusiast or trainee Baristas.

Code	School	Day	Time	Duration	Start Date	Price
1092M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	17 February	\$250
2092M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	11 May	\$250
3092M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	3 August	\$250
4092M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	19 October	\$250
1093R	Rutherford	Saturday	9:00am - 1:00pm	3 weeks	5 March	\$250
2093R	Rutherford	Wednesday	5:00pm - 9:00pm	3 weeks	25 May	\$250
3093R	Rutherford	Wednesday	5:00pm - 9:00pm	3 weeks	24 August	\$250



Coffee Lover?

Learn how to roast your own coffee at home with videos and instructions. You can roast coffee in your oven, in a popcorn maker, even in a bread maker.

Green Bean House provides a huge variety of green (unroasted) coffee beans in small quantities for home roasters, plus free advice and training sessions.

Find out more:

-  info@greenbeanhouse.co.nz
-  www.greenbeanhouse.co.nz
-  www.facebook.com/greenbeanhouse
-  www.youtube.com/user/TheGreenbeanhouse



Dental Assistant

NEW!

Designed for people interested in getting future employment in the dental field or those simply interested in knowing more about teeth. Covers the basic dental knowledge and gives you an introduction to working as a dental assistant.

Code	School	Day	Time	Duration	Start Date	Price
1094R	Rutherford	Tuesday	7:00pm - 9:00pm	3 weeks	8 March	\$49
2094R	Rutherford	Tuesday	7:00pm - 9:00pm	3 weeks	7 June	\$49
4094R	Rutherford	Tuesday	7:00pm - 9:00pm	3 weeks	1 November	\$49

ARE YOU OR SOMEONE YOU KNOW A POTENTIAL TUTOR?

We are always interested in proposals for new courses, which will extend the opportunities and service we make to our local and wider community.

Please send a letter with your proposal and a CV to Andrea Cameron at Rutherford College, Kotuku Street, Te Atatu Peninsula, Te Atatu, 0610, or email commed@rutherford.school.nz



Food Hygiene Certificate - Unit 167

The principles of basic food safety: hygiene, sanitation, and storage requirements. A course suitable for anyone handling food at home, at work, when care-giving or socially.

Code	School	Day	Time	Duration	Start Date	Price
1095R	Rutherford	Sunday	9:30am - 3:00pm	2 weeks	13 March	\$199+
3095R	Rutherford	Saturday	9:30am - 3:00pm	2 weeks	3 September	\$199+
4095R	Rutherford	Saturday	9:30am - 3:00pm	2 weeks	19 November	\$199+

Money Matters

NEW!

Covers simple and practical tips and tools to help you control your money. Learn how to draw up a budget, control cashflow, keep expenses in check and how to deal with credit, borrowing and debt.

Code	School	Day	Time	Duration	Start Date	Price
1096R	Rutherford	Monday	7:00pm - 9:00pm	4 weeks	7 March	\$49
2096R	Rutherford	Monday	7:00pm - 9:00pm	4 weeks	30 May	\$49
3096R	Rutherford	Monday	7:00pm - 9:00pm	4 weeks	29 August	\$49

NCEA Credits: Can also be gained in the following courses:

First Aid, Food Hygiene, Day Skipper, Boat Masters and Barista.

NCEA Day Courses

Rutherford College welcomes adult students 19 years of age or older.

For information, contact Jeanette Reid. Phone: 834 3305, or Email: reidj@rutherford.school.nz

NCEA English - Level 1 and 2

Work toward gaining the NCEA (reading and writing) credits required for entry to a tertiary institute: internal assessment; reading homework compulsory; must be fluent in English.

Code	School	Day	Time	Duration	Start Date	Price
1097R	Rutherford	Wednesday	6:00pm - 9:00pm	7 weeks	24 February	\$135+
2097R	Rutherford	Wednesday	6:00pm - 9:00pm	7 weeks	18 May	\$135+
3097R	Rutherford	Wednesday	6:00pm - 9:00pm	7 weeks	10 August	\$135+
4097R	Rutherford	Wednesday	6:00pm - 9:00pm	7 weeks	26 October	\$135+
1098R	Rutherford	Mon - Fri	9:30pm - 2:30pm	5 days	18 Jan' 2016	\$195
1099R	Rutherford	Mon - Fri	9:30pm - 2:30pm	5 days	23 Jan' 2017	\$195

NCEA Mathematics - Level 1 and 2

Improve your math skills and gain credits for entry to a tertiary institute; work based on maths required for everyday living; NCEA Unit Standards (optional) by internal assessment during class.

Code	School	Day	Time	Duration	Start Date	Price
1100R	Rutherford	Monday	6:00pm - 9:00pm	7 weeks	22 February	\$135+
2100R	Rutherford	Monday	6:00pm - 9:00pm	7 weeks	16 May	\$135+
3100R	Rutherford	Monday	6:00pm - 9:00pm	7 weeks	8 August	\$135+
4100R	Rutherford	Monday	6:00pm - 9:00pm	7 weeks	17 October	\$135+

Skills Link

NEW!

Aimed to assist people who are seeking employment or further training opportunities. Covers CV writing, where to find jobs, employer expectations, interview skills and time management.

Code	School	Day	Time	Duration	Start Date	Price
1101R	Rutherford	Tuesday	7:00pm - 9:00pm	4 weeks	1 March	\$49
2101R	Rutherford	Tuesday	7:00pm - 9:00pm	4 weeks	24 May	\$49
3101R	Rutherford	Tuesday	7:00pm - 9:00pm	4 weeks	23 August	\$49
4101R	Rutherford	Tuesday	7:00pm - 9:00pm	4 weeks	8 November	\$49

Sorted - A Kiwi Guide to \$Money

NEW!

Are you wanting to find better ways to manage money? Covers a variety of money topics, such as; Kiwisaver, retirement planning, managing debt, setting goals and making budgets.

Code	School	Day	Time	Duration	Start Date	Price
1102R	Rutherford	Wednesday	7:00pm - 9:00pm	3 weeks	9 March	\$29
2102R	Rutherford	Wednesday	7:00pm - 9:00pm	3 weeks	25 May	\$29
3102R	Rutherford	Wednesday	7:00pm - 9:00pm	3 weeks	7 September	\$29
4102R	Rutherford	Wednesday	7:00pm - 9:00pm	3 weeks	2 November	\$29

Speaking with Confidence

Refer to General Interest - Page 40



Literacy Waitākere 2016 Programme – Choice, Change, Freedom

- Learn in small groups, work towards **your** goals.
- Catch up with learning missed at school.
- Some groups may include unit standards.
- **One to One tuition** may be available for people with specific needs - conditions apply.



Read Write Spell - Reading & understanding, writing & spelling, speaking & listening – learn what you want to learn at your own pace.

Location	Day	Time	Duration	Start Date
New Lynn	Monday	9:30am - 11:45am	Ongoing	15 February
New Lynn	Monday	12:30pm - 2:30pm	Ongoing	15 February
New Lynn	Tuesday	12:30pm - 2:30pm	Ongoing	9 February
New Lynn	Monday	6:00pm - 8:00pm	Ongoing	15 February
New Lynn	Thursday	9:30am - 11:45am	Ongoing	11 February

Pasifika - Reading, writing, listening and speaking with a Pasifika flavour.

Location	Day	Time	Duration	Start Date
Massey	Monday	9:30am - 11:45am	Ongoing	15 February
Massey	Wednesday	9:30am - 11:45am	Ongoing	17 February
New Lynn	Monday	6:00pm - 9:00pm	Ongoing	15 February
New Lynn	Tuesday	9:30am - 2:30pm	Ongoing	9 February

Dollars & Sense - Everyday maths for shopping, budgeting, discounts, interest rates & work skills.

Location	Day	Time	Duration	Start Date
New Lynn	Wednesday	9:30am - 11:45am	Ongoing	10 February
New Lynn	Thursday	12:30pm - 2:30pm	Ongoing	11 February

Computer Skills - Beginner - Basic computer skills supported with reading & writing.

Location	Day	Time	Duration	Start Date
New Lynn	Thursday	12:30pm - 2:30pm	19 weeks	11 February
New Lynn	Thursday	9:30am - 11:45am	18 weeks	28 July

Computer Skills - Intermediate - Focus on computer skills for work.

Location	Day	Time	Duration	Start Date
New Lynn	Thursday	9:30am - 11:45am	19 weeks	11 February
New Lynn	Thursday	12:30pm - 2:30pm	18 weeks	28 July

Job Hunt Skills - Job search, CVs and cover letters, interview skills & more.

Location	Day	Time	Duration	Start Date
New Lynn	Monday	12:30pm - 2:30pm	19 weeks	15 February
New Lynn	Monday	12:30pm - 2:30pm	18 weeks	25 July

Tuition is FREE to learners who meet our conditions.

Phone to make a time to see us - **825 0220** - enrol at any time.

3055 Great North Rd, New Lynn. www.literacywaitakere.org.nz

www.facebook.com/literacywaitakereorg



**All programmes are subject to funding, group numbers and tutor availability.*

Learner Licence - Learn the Rode Code to sit your Learner Licence.

Location	Day / Time	Duration	Start Date
New Lynn	Wed, 12:30pm - 2:30pm & Fri, 10am - 12pm	4 weeks	10/12 February
New Lynn	Wed, 12:30pm - 2:30pm & Fri, 10am - 12pm	4 weeks	4/6 May
New Lynn	Wed, 12:30pm - 2:30pm & Fri, 10am - 12pm	4 weeks	27/29 July
New Lynn	Wed, 12:30pm - 2:30pm & Fri, 10am - 12pm	4 weeks	12/14 October

Kai Time - Fun, tasty, budget cooking with reading, writing & maths in the mix.

Location	Day	Time	Duration	Start Date
New Lynn	Friday	9:30am - 11:45am	Ongoing	12 February

Health Speak - Reading and language about your health.

Location	Day	Time	Duration	Start Date
New Lynn	Friday	12:30pm - 2:30pm	Ongoing	12 February

Whanau Te Reo - Learn the basics of Te Reo Maori, language and tikanga.

Location	Day	Time	Duration	Start Date
New Lynn	Friday	12:30pm - 2:30pm	Ongoing	12 February

Help Children with Homework - Reading, writing, spelling, maths and computing.

Location	Day	Time	Duration	Start Date
New Lynn	Tuesday	9:30am - 11:45am	Ongoing	9 February

Community Groups – Include a customised literacy module as part of your community programme – any ages, school leavers 16+.

Workplace Literacy – up-skill with essential reading, understanding, writing, maths & communication relevant to your workplace.

Employers, ITOs, Unions: Contact us to discuss a customised programme for your workforce.

Phone us on 825-0220 or **email** info@literacywaitakere.org.nz

Literacy Waitākere is a member of Literacy Aotearoa Inc.

FURTHER TRAINING

Introduction to Vocational Training Opportunities

Do you have an interest in a field of study or employment, but have never been able to fulfil this ambition or perhaps you want to take on more responsibility in your current role, but are being held back by lack of knowledge and skills? These targeted module based courses might be just the thing you need to get yourself started. The courses are broken down into evening and weekend modules that are flexible and designed to be completed around your busy life and work schedule.

Graphic Design - an introduction

Learn the principles of design required to take the ideas into final digital concepts, making ready for print, web and multimedia. Explore typography, type, colour and image, page layout, hierarchy, brand and historical design contexts. Take the next step and realise your visual ideas, learn skills in Adobe Photoshop, Illustrator and InDesign.

Building and Construction - an introduction

Learn some of the basic skills required in this fast paced and growing industry. Course components are both practical and digital; you will be introduced to AutoCAD and 3D drawing, you will explore the world of MS Outlook and complete a small workshop project.

Office Administration - an introduction

Don't get left behind, enhance your skill set now; contract, part-time and home-based jobs in these fields are expected to grow as more businesses embrace technology. Increase your keyboard accuracy and speed, grasp the basic concepts of accounting and gain confidence with MS Office and MS Outlook.

Hospitality and Catering - an introduction

New Zealand cafes and restaurants have a growing passion and reputation for consistently high standards of food, service and coffee. Employers in the hospitality industry need staff that have a sound understanding in all areas of business. This fun and innovative series of courses will inspire you. You will have the opportunity to gain your Food Hygiene Certificate, learn about Event Management, Cook with Confidence and experiment with your Barista skills.

Cost: \$199* per course series. Additional material costs apply to some courses.

*Must be 16 years plus, have permanent residency or be a NZ Citizen and hold low or no qualification. Students must commit to a minimum of 80% attendance on all course models with in a series. Students who do not meet the above TEC criteria may be eligible to apply, however additional fees will be incurred.



For a detailed course brochure and application pack please contact us:
Rutherford College - 09 834 4099
commed@rutherford.school.nz - www.rutherfordcomed.co.nz



West Auckland Enterprise, Skills & Training (Formerly Waitakere WEA)

Providing skills, training and support to access employment and develop enterprising communities.

- Training in Driver Education (including HV and Defensive Driving) Everyday NZ English, First Aid, Job Skills, Money Matters, Treaty of Waitangi and other specialist courses.
- West Workready: CV preparation, job search, local training opportunities, support to get job ready, workplace familiarity & computer skills.
- Supporting the development of small business and community initiatives that promote & create a stronger economic community.

Meeting space and office rental available close to Henderson transport hub.

Enquiries: WEST, 9 Henderson Valley Road, Henderson
Phone: 09 8371471 - Email: admin@west.org.nz
www.west.org.nz



GET THE SKILLS TO KICKSTART YOUR CAREER

ZERO FEES
+ Travel Subsidy

COURSES FOR **16-19**
YEAR OLDS **ONLY**



You can obtain multiple qualifications during your youth Guarantee tuition with us.

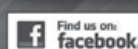
- Automotive Level 2
- Building & Construction L1 & 2
- Employment Skills
- Forces Pre Entry (Army, Air force, Navy and Police)
- Retail L2 & L3
- Security L2 & L3
- Warehouse Distribution
- Level 2&3 plus Forklift Licence



TEC Conditions apply.

Call us on **(09) 818 1257** or on our free phone
or come and visit us at **12 Cartwright Road, Kelston**

CALL 0800 00 0055 TO ENROL NOW



SKILLS UPDATE
TRAINING INSTITUTE

Registered and Accredited with NZQA

NZQA provider rating: Category 1, 'Highly Confident' in both Educational Performance and Capability in Self-Assessment

ZERO FEE QUALIFICATIONS*



16-19 year olds study free - subsidised transport

AUTOMOTIVE - PANEL BEATING - BUILDING - HAIRDRESSING - HOSPITALITY/CUSTOMER SERVICES

FREE LITERACY AND NUMERACY PROGRAMMES FOR ALL AGES ALSO AVAILABLE*

*Conditions apply

START TODAY

NEW LYNN AND ONEHUNGA CAMPUSES • 0800REGENT (784 368) • www.rtc.co.nz



LITERACY WAITAKERE

Te whare pūtahitanga tuhi-a-kōrero pukapuka ō Waitākere

Learning in small groups - A friendly and relaxed atmosphere

***FREE help to improve your:**

Reading - Writing - Spelling - Grammar - Everyday Maths - Learner Licence Workplace Learning - Communication - Study Skills - Computer Skills

Nau mai - Haere Mai

Phone: 825 0220 Email: info@literacywaitakere.org.nz

3055 Great North Road, New Lynn

www.literacywaitakere.org.nz

Literacy Waitakere is a member of Literacy Aotearoa.

*Conditions Apply

2016 Courses Term 1 – Term 4

English for Beginners & Conversation (ESOL)

IELTS / Te Reo Maori

Painting for Beginners / Start Your Own Business

Computer & Technology Beginners / 45plus Job Assist



Whau Ace Adult & Community Education

3072 Great North Rd, New Lynn (09)827 6748; admin@whauace.co.nz; www.whauace.co.nz

ENGLISH LANGUAGE CLASSES (ESOL)

Rutherford College courses are recognised by The English for Migrants Programme and WINZ. Full-time students may be eligible for a STUDENT VISA. Fees for non-NZ residents have a surcharge. Text books not included in registration fee. Contact us for Working Visa special discount rates.

English for Beginners - for those with little or no English

Code	School	Day	Time	Duration	Start Date	Price	N/Res
1103R	Rutherford	Mon - Wed	9:00am - 11:30am	7 weeks	15 February	\$180	\$360
2103R	Rutherford	Mon - Wed	9:00am - 11:30am	7 weeks	9 May	\$180	\$360
3103R	Rutherford	Mon - Wed	9:00am - 11:30am	7 weeks	1 August	\$180	\$360
4103R	Rutherford	Mon - Wed	9:00am - 11:30am	7 weeks	17 October	\$180	\$360

English in Action - Daytime Classes

Improve your speaking, listening, reading and writing of English in supportive classes ranging from complete beginners through to advanced. All classes are 4 days per week and if places are available, students can start at any time through the course. Students must complete a level placement test on enrolment.

Code	School	Day	Time	Duration	Start Date	Price	N/Res
Part 1							
1104R	Rutherford	Mon - Thurs	9:00am - 11:30am	7 weeks	15 February	\$250	\$500
2104R	Rutherford	Mon - Thurs	9:00am - 11:30am	7 weeks	9 May	\$250	\$500
3104R	Rutherford	Mon - Thurs	9:00am - 11:30am	7 weeks	1 August	\$250	\$500
4104R	Rutherford	Mon - Thurs	9:00am - 11:30am	7 weeks	17 October	\$250	\$500
Part 2							
1105R	Rutherford	Mon - Thurs	12:00pm - 2:30pm	7 weeks	15 February	\$250	\$500
2105R	Rutherford	Mon - Thurs	12:00pm - 2:30pm	7 weeks	9 May	\$250	\$500
3105R	Rutherford	Mon - Thurs	12:00pm - 2:30pm	7 weeks	1 August	\$250	\$500
4105R	Rutherford	Mon - Thurs	12:00pm - 2:30pm	7 weeks	17 October	\$250	\$500
Full Time							
1106R	Rutherford	Mon - Thurs	9:00am - 2:30pm	7 weeks	15 February	\$500	\$1000
2106R	Rutherford	Mon - Thurs	9:00am - 2:30pm	7 weeks	9 May	\$500	\$1000
3106R	Rutherford	Mon - Thurs	9:00am - 2:30pm	7 weeks	1 August	\$500	\$1000
4106R	Rutherford	Mon - Thurs	9:00am - 2:30pm	7 weeks	17 October	\$500	\$1000

Let's Talk English - Communication Workshop

For those who need more confidence speaking the English Language. A great chance to meet other people in your local community, find your voice and discuss current events and topics relevant to everyday life.

Code	School	Day	Time	Duration	Start Date	Price	N/Res
2107R	Rutherford	Mon - Thurs	10:30am - 12:00pm	2 weeks	11 July	\$50	\$100
3107R	Rutherford	Mon - Thurs	10:30am - 12:00pm	2 weeks	26 September	\$50	\$100

Everyday NZ English - Daytime Classes in Henderson

Improve your speaking, writing, reading and listening skills. Focus is on everyday topics and situations. Small classes. If there are enough students, separate classes may be offered.

Code	School	Day	Time	Duration	Start Date	Price	N/Res
Beginners/Elementary							
1108W	WEST Henderson	Tues + Thur	9:30am - 11:30am	8 weeks	16 February	\$125	
2108W	WEST Henderson	Tues + Thur	9:30am - 11:30am	8 weeks	10 May	\$125	
3108W	WEST Henderson	Tues + Thur	9:30am - 11:30am	8 weeks	2 August	\$125	
4108W	WEST Henderson	Tues + Thur	9:30am - 11:30am	8 weeks	18 October	\$125	
Intermediate							
1109W	WEST Henderson	Mon + Wed	9:30am - 11:30am	8 weeks	15 February	\$125	
2109W	WEST Henderson	Mon + Wed	9:30am - 11:30am	8 weeks	9 May	\$125	
3109W	WEST Henderson	Mon + Wed	9:30am - 11:30am	8 weeks	1 August	\$125	
4109W	WEST Henderson	Mon + Wed	9:30am - 11:30am	8 weeks	17 October	\$125	

Everyday NZ English - Night Time Classes

Improve your speaking, writing, reading and listening skills. Focus is on everyday topics and situations.

Code	School	Day	Time	Duration	Start Date	Price	N/Res
Beginners/Elementary							
1110R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	15 February	\$75	\$150
2110R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	9 May	\$75	\$150
3110R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	1 August	\$75	\$150
4110R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	17 October	\$75	\$150
Pre-Intermediate							
1111R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	15 February	\$75	\$150
2111R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	9 May	\$75	\$150
3111R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	1 August	\$75	\$150
4111R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	17 October	\$75	\$150
Intermediate/Advanced							
1112R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	15 February	\$75	\$150
2112R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	9 May	\$75	\$150
3112R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	1 August	\$75	\$150
4112R	Rutherford	Mon + Wed	7:00pm - 9:00pm	7 weeks	17 October	\$75	\$150

IELTS - Preparation

Prepare yourself with skills and strategies needed to undertake the IELTS test with confidence. Course covers vocabulary, language skills and exam requirements.

Code	School	Day	Time	Duration	Start Date	Price	N/Res
1113R	Rutherford	Mon + Wed	7:00pm - 9:00pm	6 weeks	15 February	\$100	\$200
2113R	Rutherford	Mon + Wed	7:00pm - 9:00pm	6 weeks	16 May	\$100	\$200

Business English

NEW!

Gain advanced writing and grammar skills for more effective interaction in the NZ workplace. Covers business emails, including formal and informal writing, proof reading and coping with workplace demands. (Ask your workplace for support as part of your professional development).

Code	School	Day	Time	Duration	Start Date	Price	N/Res
1114R	Rutherford	Tuesday	7:00pm - 9:00pm	5 weeks	1 March	\$50	\$100
2114R	Rutherford	Tuesday	7:00pm - 9:00pm	5 weeks	24 May	\$50	\$100
3114R	Rutherford	Tuesday	7:00pm - 9:00pm	5 weeks	16 August	\$50	\$100
4114R	Rutherford	Tuesday	7:00pm - 9:00pm	5 weeks	1 November	\$50	\$100

Creating your New Zealand CV

NEW!

Learn what most employers and recruiters prefer to see on a CV (curriculum vitae or resumé). Learn tips to make your CV as memorable and easy to follow as possible – also touches on interview skills.

Code	School	Day	Time	Duration	Start Date	Price	N/Res
1115R	Rutherford	Saturday	9:30am - 3:30pm	1 day	19 March	\$25	\$50
3115R	Rutherford	Saturday	9:30am - 3:30pm	1 day	10 September	\$25	\$50
4115R	Rutherford	Saturday	9:30am - 3:30pm	1 day	19 November	\$25	\$50

Pre-Employment Preparation for ESOL

NEW!

Gain skills you need to enter or re-enter the NZ workforce. Focus is on employment search techniques, interview skills, self-confidence, employability, and knowledge of New Zealand workplace culture.

Code	School	Day	Time	Duration	Start Date	Price	N/Res
1116R	Rutherford	Mon + Wed	7:00pm - 9:00pm	3 weeks	7 March	\$39	\$79
2116R	Rutherford	Mon + Wed	7:00pm - 9:00pm	3 weeks	30 May	\$39	\$79
3116R	Rutherford	Mon + Wed	7:00pm - 9:00pm	3 weeks	22 August	\$39	\$79
4116R	Rutherford	Mon + Wed	7:00pm - 9:00pm	3 weeks	14 November	\$39	\$79

Pronunciation / Accent Improvement - Intermediate

To perform at your best in the workplace and in the community, you need to communicate easily and effectively with other people. Improve your listening skills while you practice the sound system and stress and intonation patterns.

Code	School	Day	Time	Duration	Start Date	Price	N/Res
1117R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	16 February	\$50	\$100
2117R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	10 May	\$50	\$100
3117R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	2 August	\$50	\$100
4117R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	18 October	\$50	\$100

"I gained knowledge in this course that was really good for my job in customer services."

Everyday NZ English

Candle Making with Soy Wax

A hands-on, interactive class using natural based products. Learn to prepare, fragrance, pour and look after your own Soy wax candles, using recycled containers, teacups, glasses, jars, etc.

Code	School	Day	Time	Duration	Start Date	Price
1118R	Rutherford	Monday	5:00pm - 9:00pm	1 evening	11 April	\$79+
2118R	Rutherford	Monday	5:00pm - 9:00pm	1 evening	4 July	\$79+
3118R	Rutherford	Saturday	10:00am - 2:00pm	1 day	3 September	\$79+
4118R	Rutherford	Sunday	10:00am - 2:00pm	1 day	20 November	\$79+

Capsule Wardrobe Creation

Most people wear 20% of their clothes 80% of the time! Learn the rules to create a capsule wardrobe to make life easy, saving time and stress while always looking good. Learn how 12 garments can create over 40 different outfits. www.silhouettes.co.nz.

Code	School	Day	Time	Duration	Start Date	Price
1119R	Rutherford	Tuesday	7:30pm - 9:00pm	1 evening	8 March	\$20
2119R	Rutherford	Tuesday	7:30pm - 9:00pm	1 evening	31 May	\$20
4119R	Rutherford	Saturday	9:30am - 11:00am	1 morning	19 November	\$20

Dog Obedience

Educate and socialise your pet with this enjoyable, effective course. Dogs must be 6 months and older and fully vaccinated. Fee covers one dog.

Code	School	Day	Time	Duration	Start Date	Price
1120R	Rutherford	Saturday	10:00am - 11:30am	6 weeks	12 March	\$89
3120R	Rutherford	Saturday	10:00am - 11:30am	6 weeks	10 September	\$89
1121R	Rutherford	Tuesday	6:30pm - 8:00pm	6 weeks	23 February	\$89
4121R	Rutherford	Tuesday	6:30pm - 8:00pm	6 weeks	25 October	\$89

Event Management

Have you ever considered a career in event management, or do you need some tips on how to run events successfully? This course is designed to give some insights into coordinating great events, big or small, and will guide you through the process from concept to implementation.

Code	School	Day	Time	Duration	Start Date	Price
1122R	Rutherford	Wednesday	7:00pm - 9:00pm	5 weeks	2 March	\$89
2122R	Rutherford	Wednesday	7:00pm - 9:00pm	5 weeks	1 June	\$89

To view courses in the greater Auckland region, visit www.xtend.co.nz

Effective Presentation Techniques

NEW!

Refer to Business and Finance - Page 17

Family History on the Internet

You've seen the TV commercials - now try for yourself! Jan Gow will guide you through using free and pay-to-view sites to Find Your Family and discover those you have made you who you are. Enrol early so forms can be sent to you in advance so you are ready to start searching.

Code	School	Day	Time	Duration	Start Date	Price
1123R	Rutherford	Saturday	9:30am - 3:00pm	1 day	12 March	\$69
3123R	Rutherford	Saturday	9:30am - 3:00pm	1 day	3 September	\$69

Golf for Beginners

Refer to Recreation and Health - Page 57

Hairdressing

All aspects of hairdressing covered; salon technology, clipper cutting, styling, long hair, colouring and highlights. For men and women. Models required from the second week.

Code	School	Day	Time	Duration	Start Date	Price
1124M	Massey High	Tuesday	7:00pm - 9:00pm	7 weeks	16 February	\$99+
4124M	Massey High	Tuesday	7:00pm - 9:00pm	7 weeks	18 October	\$99+

How to Dress for Your Body Shape

NEW!

A fun 6 week course for ladies 15 years and over. Run by stylist, Jess Wilson. This workshop will teach you everything you need to know to look great and dress your best. You can also find out about Jess from Style Steps at <http://stylesteps.co.nz/about/>

Code	School	Day	Time	Duration	Start Date	Price
1125M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	17 February	\$75
2125M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	11 May	\$75
3125M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	3 August	\$75
4125M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	19 October	\$75

Look Fabulous After 40

Style & beauty for the mature lady. Clever and practical tips to keep you looking and feeling fantastic. Lisa Koegler will help you find or uplift your X-factor which may have dwindled a little over the years.

Code	School	Day	Time	Duration	Start Date	Price
1126R	Rutherford	Saturday	9:30am - 11:00am	1 morning	19 March	\$20
2126R	Rutherford	Tuesday	7:30pm - 9:00pm	1 evening	21 June	\$20
4126R	Rutherford	Tuesday	7:30pm - 9:00pm	1 evening	8 November	\$20

Makeup Artistry for Personal and Professional Application

Learn how to do your own make-up with confidence and style. Our expert Make-up Artist will show you how to achieve a perfect day make-up and a glamorous evening look quickly and with a professional finish.

Code	School	Day	Time	Duration	Start Date	Price
1127R	Rutherford	Saturday	10:00am - 3:00pm	1 day	19 March	\$59+
3127R	Rutherford	Saturday	10:00am - 3:00pm	1 day	3 September	\$59+
4127R	Rutherford	Saturday	10:00am - 3:00pm	1 day	19 November	\$59+

Soap Making

Explore methods and techniques of soap making. Includes: making soap from scratch, using a soap base, melt and pour soap, ingredients used in soap making and decorating and designing your soap.

Code	School	Day	Time	Duration	Start Date	Price
1128R	Rutherford	Saturday	10:00am - 3:00pm	1 day	5 March	\$49+
3128R	Rutherford	Sunday	10:00am - 3:00pm	1 day	11 September	\$49+
4128R	Rutherford	Sunday	10:00am - 3:00pm	1 day	27 November	\$49+

Speaking with Confidence

Fear of public speaking is extremely common but the skills required can be learned and practiced: managing nerves; building rapport; body language; vocal technique; content and structure; etc.

Code	School	Day	Time	Duration	Start Date	Price
1129R	Rutherford	Wednesday	7:00pm - 9:00pm	5 weeks	2 March	\$75
2129R	Rutherford	Wednesday	7:00pm - 9:00pm	5 weeks	25 May	\$75
4129R	Rutherford	Wednesday	7:00pm - 9:00pm	5 weeks	26 October	\$75

Style on a Shoestring

Learn tips and tricks for looking great everyday without breaking your budget. Lisa will show you creative and practical ideas to make every dollar, clothes and accessories go further.

Code	School	Day	Time	Duration	Start Date	Price
1130R	Rutherford	Tuesday	7:30pm - 9:00pm	1 evening	5 April	\$20
2130R	Rutherford	Tuesday	7:30pm - 9:00pm	1 evening	10 May	\$20
4130R	Rutherford	Saturday	9:30am - 11:00am	1 morning	19 November	\$20

The 'Renting' Law – Responsibilities of Landlords and Tenants **NEW!**

An interactive seminar covering the important practical aspects of the law in NZ. Covering rights and responsibilities with practical tips and highlighting what to look out for when renting a home.

Code	School	Day	Time	Duration	Start Date	Price
1131R	Rutherford	Wednesday	6:30pm - 9:00pm	1 evening	16 March	\$27
2131R	Rutherford	Wednesday	6:30pm - 9:00pm	1 evening	15 June	\$27
3131R	Rutherford	Saturday	9:30am - 12:00pm	1 day	3 September	\$27
4131R	Rutherford	Wednesday	6:30pm - 9:00pm	1 evening	9 November	\$27

Treaty Of Waitangi Workshop

Learn more about the Treaty in a friendly non-threatening environment. Course covers historical background, Maori and English versions, and implications for community groups and organisations.

Code	School	Day	Time	Duration	Start Date	Price
1132W	WEST Henderson	Monday	9:00am - 4:00pm	1 day	29 February	\$60

Write and Publish an E-book

Whether you write novels, how-to guides or are finishing your family history, publishing an e-book is a great way to get your words out into the world.

Code	School	Day	Time	Duration	Start Date	Price
3133R	Rutherford	Saturday	9:30am - 4:30pm	1 day	3 September	\$99

Writing Your First Novel

Have you always wanted to write a novel, but didn't know where to start? Discover everything you need to know to start... and finish... your first novel. Learn how to plot and pace the action, how to create characters readers can route for, and how to get a publisher interested or self-publish yourself.

Code	School	Day	Time	Duration	Start Date	Price
3134R	Rutherford	Saturday	9:30am - 4:30pm	1 day	10 September	\$99



"Thank you so Much!! My dog has changed totally. Great trainer, very easy to approach and lots of great advice to share."
Dog Obedience

Basic Car Maintenance

Learn the basic workings of the automobile; includes, breaks, oil changes, electrics, rims, tyres and what to look for in the event of a breakdown.

Code	School	Day	Time	Duration	Start Date	Price
1135R	Rutherford	Wednesday	6:00pm - 7:30pm	5 weeks	2 March	\$99
2135R	Rutherford	Wednesday	6:00pm - 7:30pm	5 weeks	25 May	\$99

Candle Making with Soy Wax

Refer to General Interest - Page 38

Interior Design

NEW!

The approach of the course is creative, artistic, and intuitive and is aimed at those who want to know more about Interior Design and will provide some basic knowledge on the overall aspects of this discipline.

Code	School	Day	Time	Duration	Start Date	Price
1136M	Massey High	Wednesday	7:00pm - 9:00pm	5 weeks	2 March	\$65
2136M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	11 May	\$75
3136M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	3 August	\$75
4136M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	19 October	\$75
1137R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	29 February	\$75
2137R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	23 May	\$75
3137R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	15 August	\$75
4137R	Rutherford	Monday	7:00pm - 9:00pm	6 weeks	31 October	\$75

Landscaping

An introduction to basic landscape Design, construction and planting. You're welcome to use a project of your choice. Tutor Chris Skinner, Project Manager for the Mucking In TV show.

Code	School	Day	Time	Duration	Start Date	Price
1138M	Massey High	Wednesday	6:30pm - 9:00pm	6 weeks	17 February	\$145+
2138M	Massey High	Wednesday	6:30pm - 9:00pm	6 weeks	11 May	\$145+
3138M	Massey High	Wednesday	6:30pm - 9:00pm	6 weeks	3 August	\$145+
4138M	Massey High	Wednesday	6:30pm - 9:00pm	6 weeks	19 October	\$145+



Organic Gardening - Principles and Practices

Explore some of the trends in sustainable growing with the aim to build ecosystems, promote biodiversity, increase soil and plant health, instead of relying on artificial fertilisers and sprays. Covers composting techniques, worm-farming, liquid manures, companion planting and crop rotation.

Code	School	Day	Time	Duration	Start Date	Price
1139R	Rutherford	Wednesday	7:00pm - 9:00pm	4 weeks	2 March	\$65

Pruning - Ornamental Trees and Shrubs

If you own a garden with trees, sooner or later you'll be forced to dig out your tools and do a little pruning. Come along to learn practical instructions for Auckland conditions - when, how and what to prune.

Code	School	Day	Time	Duration	Start Date	Price
3140R	Rutherford	Saturday	9:30am - 12:30pm	1 day	3 September	\$25

Small Engine Repairs

Learn the fundamentals of small engine repair and servicing in this hands-on practical course. Learn what makes two-stroke and four-stroke engines work, explore the tools and parts involved in successful repairs and identify performance measurement and preventative maintenance.

Code	School	Day	Time	Duration	Start Date	Price
1141R	Rutherford	Saturday	9:30am - 4:00pm	1 day	19 March	\$75
3141R	Rutherford	Saturday	9:30am - 4:00pm	1 day	3 September	\$75
4141R	Rutherford	Saturday	9:30am - 4:00pm	1 day	26 November	\$75

Soap Making

Refer to General Interest - Page 40

The Edible Garden - Vegies and Fruit

Would you like to grow fruit and vegetables, but not sure where to start? Learn how to assess for planting, prepare the soil and choose the best crops to grow. Full of time saving tips and advice ideal for anyone in any space – ranging from the city garden to the country dwelling.

Code	School	Day	Time	Duration	Start Date	Price
4142R	Rutherford	Wednesday	7:00pm - 9:00pm	4 weeks	26 October	\$65

Upholstery Workshop

NEW!

An intensive weekend workshop where you'll learn the basics of upholstery and rejuvenate a piece of furniture. *Includes an evening briefing on Friday 26th of February, 6pm -7pm.

Code	School	Day	Time	Duration	Start Date	Price
1143R	Rutherford	Sat + Sun	9:00am - 4:00pm	2 days + 1*	12/13 March	\$295

Woodwork

Beginners A step-by-step class where you will learn to draw, measure and assemble a simple project. Gain confidence in using different types of machinery and learn techniques in cutting, joining and assembling. Materials additional.

Code	School	Day	Time	Duration	Start Date	Price
1144R	Rutherford	Tuesday	6:30pm - 9:00pm	5 weeks	1 March	\$99+
2144R	Rutherford	Tuesday	6:30pm - 9:00pm	5 weeks	24 May	\$99+
3144R	Rutherford	Tuesday	6:30pm - 9:00pm	5 weeks	16 August	\$99+
4144R	Rutherford	Tuesday	6:30pm - 9:00pm	5 weeks	25 October	\$99+

Beyond Beginners Gain further skills and knowledge while working on a project of your own choice. Projects must be portable as there is no storage on site. Sorry, no recycled timber permitted. Students to bring their timber on the first night.

Code	School	Day	Time	Duration	Start Date	Price
1145R	Rutherford	Monday	6:30pm - 9:00pm	7 weeks	22 February	\$145+
2145R	Rutherford	Monday	6:30pm - 9:00pm	7 weeks	16 May	\$145+
3145R	Rutherford	Monday	6:30pm - 9:00pm	7 weeks	8 August	\$145+

Barista Course with NZQA Credits

Refer to Employment, NCEA, Literacy & Numeracy - Page 27

Café Style Cooking

Scrumptious, stylish food focusing on yummy seasonal ingredients. Create fabulous dishes for home, family and friends.

Code	School	Day	Time	Duration	Start Date	Price
1146M	Massey High	Tuesday	7:00pm - 9:00pm	6 weeks	16 February	\$75+
2146M	Massey High	Tuesday	7:00pm - 9:00pm	6 weeks	10 May	\$75+
3146M	Massey High	Tuesday	7:00pm - 9:00pm	6 weeks	2 August	\$75+
4146M	Massey High	Tuesday	7:00pm - 9:00pm	6 weeks	18 October	\$75+

Cake Decorating

Covers piping, moulding, coating and more. Come to learn some basic skills or bring your cake and decorate it for a special occasion. Suitable for all levels.

Code	School	Day	Time	Duration	Start Date	Price
1147R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	23 February	\$99+
2147R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	17 May	\$99+
3147R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	9 August	\$99+
4147R	Rutherford	Tuesday	7:00pm - 9:00pm	6 weeks	25 October	\$99+
1148C	Sturges West C.H.	Monday	7:30pm - 9:00pm	6 weeks	15 February	\$75+
2148C	Sturges West C.H.	Monday	7:30pm - 9:00pm	6 weeks	9 May	\$75+
3148C	Sturges West C.H.	Monday	7:30pm - 9:00pm	6 weeks	1 August	\$75+
4148C	Sturges West C.H.	Monday	7:30pm - 9:00pm	6 weeks	17 October	\$75+

Cheesemaking

Learn how to make a variety of fresh cheeses such as Feta, Halloumi, Mozzarella, Ricotta and mascarpone, it's easy and fun when you know how. Ingredients included.

Code	School	Day	Time	Duration	Start Date	Price
1149R	Rutherford	Sunday	10:00am - 3:00pm	1 day	20 March	\$109

"I have enjoyed the course and would highly recommend to others.
I am keen to continue learning."

Cake Decorating

Value Flooring

Floor preparation and vinyl laying

Darren Ohms
021 209 1943
valueflooringnz@gmail.com

 Free measure and quotes



Mention this booklet for a 10% discount. * Terms and conditions apply

Chinese Cooking

Using a variety of seasonal vegetables, meat and seafood learn to prepare and cook popular authentic dishes with traditional Chinese flavours. Delicious, economical and healthy.

Code	School	Day	Time	Duration	Start Date	Price
1150R	Rutherford	Tuesday	6:30pm - 8:30pm	4 weeks	8 March	\$59+
2150R	Rutherford	Tuesday	6:30pm - 8:30pm	4 weeks	31 May	\$59+
3150R	Rutherford	Tuesday	6:30pm - 8:30pm	4 weeks	16 August	\$59+

Chocolate Lover's Delight

NEW!

The name says it all! Our award winning Chocolate Artistic and Chocolatier, will teach you how to make heavenly chocolate cakes, yummy chocolate mousse, layered chocolate, amazing chocolate garnishes and lots more. You will even create your own flavoured truffles and bonbon.

Code	School	Day	Time	Duration	Start Date	Price
3151R	Rutherford	Sunday	9:30am - 2:30pm	1 day	11 September	\$69+
4151R	Rutherford	Sunday	9:30am - 2:30pm	1 day	27 November	\$69+

Cooking with Confidence - No experience needed!

Designed for enthusiastic amateurs and ideal for those new to cooking. Learn some essential cooking techniques and open up a world of possibilities, including simple dinners, ideas for entertaining and a little baking, this course will help turn novices into confident cooks.

Code	School	Day	Time	Duration	Start Date	Price
1152R	Rutherford	Wednesday	6:30pm - 8:30pm	5 weeks	24 February	\$79+
2152R	Rutherford	Wednesday	6:30pm - 8:30pm	5 weeks	18 May	\$79+

Deko Bento Box

NEW!

Love sushi and other Japanese delights? Learn simple secrets of sushi, teriyaki, fun-bento boxes (including cute animal shaped rice balls) and other Japanese cuisine. Using fresh, seasonal ingredients and our advice, reproduce some classic Japanese dishes and create some fun lunch box items too.

Code	School	Day	Time	Duration	Start Date	Price
1153M	Massey High	Wednesday	7:00pm - 9:00pm	3 weeks	17 February	\$45
2153M	Massey High	Wednesday	7:00pm - 9:00pm	3 weeks	11 May	\$45
3153M	Massey High	Wednesday	7:00pm - 9:00pm	3 weeks	3 August	\$45
4153M	Massey High	Wednesday	7:00pm - 9:00pm	3 weeks	19 October	\$45

Entertaining Made Easy

Stuck in the kitchen while others have fun? Learn from a Professional Chef and take the stress out of entertaining. Create quick and easy – but oh so impressive – party finger foods and light meals.

Code	School	Day	Time	Duration	Start Date	Price
3154R	Rutherford	Wednesday	6:30pm - 8:30pm	4 weeks	24 August	\$59+
4154R	Rutherford	Wednesday	6:30pm - 8:30pm	4 weeks	9 November	\$59+

Food Hygiene Certificate - Unit 167

Refer to Employment, NCEA, Literacy & Numeracy - Page 28

Food Safety Plans for Business - an Introduction

NEW!

Refer to Business and Finance - Page 17

French Pastries

An introductory course into the world of delectable French pastries, covering pate choux pastry cream, caramels and more.

Code	School	Day	Time	Duration	Start Date	Price
1155M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	17 February	\$75+
2155M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	11 May	\$75+
3155M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	3 August	\$75+
4155M	Massey High	Wednesday	7:00pm - 9:00pm	6 weeks	19 October	\$75+

High Tea

NEW!

Discover how to create fancy one bite sweets to impress your guests. Covers choux pastry, exquisite little cakes with different flavours: honey, lemon, orange, cherry, etc and you will also discover how to create flavourful creams.

Code	School	Day	Time	Duration	Start Date	Price
3156R	Rutherford	Monday	6:30pm - 8:30pm	4 weeks	15 August	\$59+

Indian Cooking

Learn to cook authentic Indian cuisine. Which spices to use, how to use them and where to buy them.

Code	School	Day	Time	Duration	Start Date	Price
1157C	Sturges West C.H.	Tuesday	7:30pm - 9:00pm	7 weeks	9 February	\$85+
2157C	Sturges West C.H.	Tuesday	7:30pm - 9:00pm	7 weeks	10 May	\$85+
3157C	Sturges West C.H.	Tuesday	7:30pm - 9:00pm	7 weeks	2 August	\$85+
4157C	Sturges West C.H.	Tuesday	7:30pm - 9:00pm	7 weeks	18 October	\$85+



Japanese Sushi

Join two Japanese-trained tutors on a culinary tour of sushi. Recipes and ingredients provided.

Code	School	Day	Time	Duration	Start Date	Price
1158R	Rutherford	Saturday	9:30am - 2:30pm	1 day	19 March	\$65

Italian Cooking

Experience the sensational flavours of classical Italian cuisine, including fresh pasta meals with homemade sauces. Healthy, satisfying and great for the whole family.

Code	School	Day	Time	Duration	Start Date	Price
2159R	Rutherford	Monday	6:30pm - 8:30pm	5 weeks	23 May	\$79+
3159R	Rutherford	Monday	6:30pm - 8:30pm	5 weeks	15 August	\$79+

Mediterranean Cuisine

Travel around the Mediterranean as you prepare classic dishes from Italy, France, Spain, Greece, Turkey and Egypt. If you are looking for healthy and tasty food from around the Mediterranean Sea, then this course is for you. Learn different methods of cooking and different flavours.

Code	School	Day	Time	Duration	Start Date	Price
1160R	Rutherford	Monday	6:30pm - 8:30pm	5 weeks	22 February	\$79+
4160R	Rutherford	Monday	6:30pm - 8:30pm	5 weeks	31 October	\$79+

Modern and Traditional French Tarts NEW!

Learn how to make beautiful and tasty tarts. Starting with the sweet pastry dough, and covering all kind of yummy fillings. Lemon curd, frangipane, seasonal fruit tarts, and much more.

Code	School	Day	Time	Duration	Start Date	Price
1161R	Rutherford	Monday	6:30pm - 8:30pm	6 weeks	22 February	\$99+

Pasta Workshop NEW!

Our fresh pasta cooking class isn't just about making pasta; it's about making great pasta that can be replicated time and again at home. You'll create your very own batch of pasta, discover the little secrets and explore the many different ways to use this product, from lasagne to ravioli and even as a dessert ingredient. Ingredients included.

Code	School	Day	Time	Duration	Start Date	Price
3162R	Rutherford	Sunday	10:00am - 2:00pm	1 day	4 September	\$59
4162R	Rutherford	Saturday	10:00am - 2:00pm	1 day	26 November	\$59



Preserves and Pickling

NEW!

Learn how easy it is to produce your own fresh and tasty flavoured oils, make chilli jam and create tasty garden pickles, relishes and lemon honey. A great way to keep the taste and goodness of the season for you to enjoy later and eat healthy.

Code	School	Day	Time	Duration	Start Date	Price
1163R	Rutherford	Sunday	9:30am - 1:30pm	1 day	13 March	\$49+
4163R	Rutherford	Saturday	9:30am - 1:30pm	1 day	19 November	\$49+

Sugar Flowers

Let your sugar skills "blossom" and bring beautiful flowers to life. Gain the skills and experience needed to be able to work with the sugar crafter's key area – sugar flowers. Ideal cake decorations that can be adapted to all occasions.

Code	School	Day	Time	Duration	Start Date	Price
1164R	Rutherford	Saturday	10:00am - 2:00pm	1 day	19 March	\$65+
3164R	Rutherford	Saturday	10:00am - 2:00pm	1 day	10 September	\$65+

Sweet Making NEW!

Your kids will love you for making these tasty candy without all the chemical products. Learn how to create lollipops, chocolate truffles, jelly fruit, meringues and marshmallow. Learn how easy it is to create your flavours and texture.

Code	School	Day	Time	Duration	Start Date	Price
4165R	Rutherford	Wednesday	6:30pm - 8:30pm	3 weeks	26 October	\$45+

Tea Time Treats NEW!

Learn how to make healthy biscuits and snacks, to carry with you, for your kids or to share with friends. Covers tasty treats such as cookies, granola and chocolate bars, friends, hazelnut fruit cake and even how to customise your own shortbread.

Code	School	Day	Time	Duration	Start Date	Price
2166R	Rutherford	Monday	6:30pm - 8:30pm	6 weeks	16 May	\$99+

Thai Cuisine - "A Taste of Thailand"

Discover fresh flavours, herbs and spices as you prepare authentic Thai dishes. Learn to plan menus, recognise ingredients and discover where to source them.

Code	School	Day	Time	Duration	Start Date	Price
1167R	Rutherford	Saturday	9:30am - 2:30pm	1 day	12 March	\$65+
3167R	Rutherford	Saturday	9:30am - 2:30pm	1 day	10 September	\$65+
1168C	Sturges West C.H.	Thursday	7:00pm - 8:30pm	7 weeks	11 February	\$85+
2168C	Sturges West C.H.	Thursday	7:00pm - 8:30pm	7 weeks	12 May	\$85+
3168C	Sturges West C.H.	Thursday	7:00pm - 8:30pm	7 weeks	4 August	\$85+
4168C	Sturges West C.H.	Thursday	7:00pm - 8:30pm	7 weeks	20 October	\$85+

Chinese Mandarin

Learn everyday Chinese language and culture and develop your practical oral skills in Mandarin.

Code	School	Day	Time	Duration	Start Date	Price
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Stage 1

1169R	Rutherford	Tuesday	6:30pm - 8:00pm	7 weeks	23 February	\$85
2169R	Rutherford	Tuesday	6:30pm - 8:00pm	7 weeks	17 May	\$85
3169R	Rutherford	Tuesday	6:30pm - 8:00pm	7 weeks	9 August	\$85
4169R	Rutherford	Tuesday	6:30pm - 8:00pm	7 weeks	25 October	\$85

Stage 2

2170R	Rutherford	Monday	6:30pm - 8:00pm	6 weeks	23 May	\$79
3170R	Rutherford	Monday	6:30pm - 8:00pm	6 weeks	15 August	\$79

French

Learn the language for travel or business, and develop an appreciation of French culture.

Code	School	Day	Time	Duration	Start Date	Price
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1171R	Rutherford	Monday	7:30pm - 9:00pm	7 weeks	22 February	\$85
2171R	Rutherford	Monday	7:30pm - 9:00pm	7 weeks	16 May	\$85
3171R	Rutherford	Monday	7:30pm - 9:00pm	7 weeks	8 August	\$85



Italian

Learn the basics of Italian language and culture in a fun and relaxed environment. For your next overseas trip or just for the love of it!

Code	School	Day	Time	Duration	Start Date	Price
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Stage 1

1172R	Rutherford	Monday	7:00pm - 8:30pm	7 weeks	22 February	\$85
2172R	Rutherford	Monday	7:00pm - 8:30pm	7 weeks	16 May	\$85
4172R	Rutherford	Monday	7:00pm - 8:30pm	7 weeks	31 October	\$85

Stage 2

1173R	Rutherford	Wednesday	7:00pm - 8:30pm	6 weeks	2 March	\$79
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Japanese

A great skill for business, or just for personal interest or travel. Different topics are offered in each term.

Code	School	Day	Time	Duration	Start Date	Price
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1174M	Massey High	Wednesday	7:00pm - 8:30pm	6 weeks	17 February	\$80
2174M	Massey High	Wednesday	7:00pm - 8:30pm	6 weeks	11 May	\$80
3174M	Massey High	Wednesday	7:00pm - 8:30pm	6 weeks	3 August	\$80
4174M	Massey High	Wednesday	7:00pm - 8:30pm	6 weeks	19 October	\$80
1175R	Rutherford	Tuesday	7:30pm - 9:00pm	7 weeks	23 February	\$85
2175R	Rutherford	Tuesday	7:30pm - 9:00pm	7 weeks	24 May	\$85

Korean

Learn to speak and read basic Korean, and understand the culture of Koreans in your community.

Code	School	Day	Time	Duration	Start Date	Price
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1176R	Rutherford	Wednesday	7:30pm - 9:00pm	7 weeks	2 March	\$85
3176R	Rutherford	Wednesday	7:30pm - 9:00pm	7 weeks	17 August	\$85

New Zealand Sign Language

The most frequently used 'natural' language of the NZ deaf community. No classes during school holidays. Contact Te Atatu Peninsula Community House to register your interest in daytime classes.

Code	School	Day	Time	Duration	Start Date	Price
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Level 1 A & B

1177R	Rutherford	Tuesday	7:00pm - 9:00pm	14 weeks	1 March	\$125
3177R	Rutherford	Tuesday	7:00pm - 9:00pm	14 weeks	16 August	\$125

Level 1 C & D

1178R	Rutherford	Wednesday	7:00pm - 9:00pm	14 weeks	2 March	\$125
3178R	Rutherford	Wednesday	7:00pm - 9:00pm	14 weeks	17 August	\$125

Level 2 A

1179R	Rutherford	Monday	7:00pm - 9:00pm	7 weeks	22 February	\$75
3179R	Rutherford	Monday	7:00pm - 9:00pm	7 weeks	8 August	\$75

Samoan

A practical and enjoyable way to learn about Samoan language and culture.
Aoaoina ole gagana Samoa ina ia mafai ona e faaogaina i taimi uma.

Code	School	Day	Time	Duration	Start Date	Price
1180R	Rutherford	Tuesday	7:30pm - 9:00pm	7 weeks	23 February	\$75
2180R	Rutherford	Tuesday	7:30pm - 9:00pm	7 weeks	17 May	\$75

Spanish MASSEY HIGH ONLY

This course covers the basics of grammar, pronunciation and conversation, using different scenarios, eg. ordering food and drink, buying tickets, asking for directions, booking a room, etc.

Code	School	Day	Time	Duration	Start Date	Price
1181M	Massey High	Wednesday	7:00pm - 8:30pm	6 weeks	17 February	\$80
2181M	Massey High	Wednesday	7:00pm - 8:30pm	6 weeks	11 May	\$80
3181M	Massey High	Wednesday	7:00pm - 8:30pm	6 weeks	3 August	\$80
4181M	Massey High	Wednesday	7:00pm - 8:30pm	6 weeks	19 October	\$80
1182R	Rutherford	Monday	7:00pm - 8:30pm	7 weeks	22 February	\$85
2182R	Rutherford	Monday	7:00pm - 8:30pm	7 weeks	16 May	\$85
3182R	Rutherford	Monday	7:00pm - 8:30pm	7 weeks	8 August	\$85
4182R	Rutherford	Monday	7:00pm - 8:30pm	7 weeks	31 October	\$85
1183C	Sturges West C.H.	Thursday	7:00pm - 8:30pm	7 weeks	11 February	\$85
2183C	Sturges West C.H.	Thursday	7:00pm - 8:30pm	7 weeks	12 May	\$85
3183C	Sturges West C.H.	Thursday	7:00pm - 8:30pm	7 weeks	4 August	\$85
4183C	Sturges West C.H.	Thursday	7:00pm - 8:30pm	7 weeks	20 October	\$85

Te Reo Maori - Beginners

Conversational Maori in an interactive class: express yourself in everyday situations; includes aspects of tikanga and culture. Daytime classes held offsite at Te Atatu Peninsula Community House.

Code	School	Day	Time	Duration	Start Date	Price
1184R	Rutherford	Wednesday	7:00pm - 9:00pm	7 weeks	24 February	\$75
2183R	Rutherford	Monday	7:00pm - 9:00pm	7 weeks	16 May	\$75
3184R	Rutherford	Wednesday	7:00pm - 9:00pm	7 weeks	10 August	\$75
4183R	Rutherford	Monday	7:00pm - 9:00pm	7 weeks	31 October	\$75

"A lovely environment and really supportive learning place.
Will recommend to others in my profession."

Te Reo Maori

MUSIC AND DANCE

Ballroom & Latin Dancing for Beginners

Learn to Waltz, Quickstep, Jive (Rock'n'Roll), Cha cha cha, Rumba & Argentine Tango with this experienced teacher. \$60 per person or two for \$100. Ladies, no high heels please.

Code	School	Day	Time	Duration	Start Date	Price
1184M	Massey High	Tuesday	7:30pm - 9:00pm	6 weeks	16 February	\$60
3184M	Massey High	Tuesday	7:30pm - 9:00pm	6 weeks	2 August	\$60

Belly Dancing

A unique and very popular style of Middle Eastern dance, which involves both lower and upper body. Suitable for all shapes and sizes. Makes getting fit & keeping fit, fun!

Code	School	Day	Time	Duration	Start Date	Price
1185C	Sturges West C.H.	Thursday	7:00pm - 8:00pm	8 weeks	11 February	\$85
2185C	Sturges West C.H.	Thursday	7:00pm - 8:00pm	8 weeks	5 May	\$85
3185C	Sturges West C.H.	Thursday	7:00pm - 8:00pm	8 weeks	28 July	\$85
4185C	Sturges West C.H.	Thursday	7:00pm - 8:00pm	8 weeks	13 October	\$85

Guitar - Acoustic

An introduction to all styles of guitar playing - strumming and finger-picking, rock, blues, country, and classical. No experience necessary. BYO guitar.

Code	School	Day	Time	Duration	Start Date	Price
1186R	Rutherford	Tuesday	7:00pm - 8:30pm	7 weeks	23 February	\$95
2186R	Rutherford	Tuesday	7:00pm - 8:30pm	7 weeks	17 May	\$95
3186R	Rutherford	Tuesday	7:00pm - 8:30pm	7 weeks	9 August	\$95
4186R	Rutherford	Tuesday	7:00pm - 8:30pm	7 weeks	25 October	\$95

Intermediate and one-on-one class options available on request. Contact our office to register your interest.





My Life, My Music - Song Writing and Audio Production **NEW!**

A long established, adaptable, fun focused course provided by accomplished Songwriter, Singer, Tutor Anji Kreft. It provides you with the necessary skills & confidence to compose, record & complete at least one song. Previously identified by participants as providing a beneficial, therapeutic outlet. No previous experience is necessary.

Code	School	Day	Time	Duration	Start Date	Price
1187M	Massey High	Wednesday	5:45pm - 7:15pm	6 weeks	17 February	\$110
2187M	Massey High	Wednesday	5:45pm - 7:15pm	6 weeks	11 May	\$110
3187M	Massey High	Wednesday	5:45pm - 7:15pm	6 weeks	3 August	\$110
4187M	Massey High	Wednesday	5:45pm - 7:15pm	6 weeks	19 October	\$110
1188M	Massey High	Wednesday	7:30pm - 9:00pm	6 weeks	17 February	\$110
2188M	Massey High	Wednesday	7:30pm - 9:00pm	6 weeks	11 May	\$110
3188M	Massey High	Wednesday	7:30pm - 9:00pm	6 weeks	3 August	\$110
4188M	Massey High	Wednesday	7:30pm - 9:00pm	6 weeks	19 October	\$110
1189R	Rutherford	Saturday	10:00am - 4:00pm	2 weeks	12 March	\$110
3189R	Rutherford	Saturday	10:00am - 4:00pm	2 weeks	3 September	\$110
4189R	Rutherford	Saturday	10:00am - 4:00pm	2 weeks	19 November	\$110



Rock'n'Roll and Jive - Introduction

NEW!

Enjoy dance moves with clear demonstration of dance steps and movements. Experienced and enthusiastic teacher. Covers the basic sequence, the spin, the windmill, whip, and much more. Come along and have some fun. \$60 per person or two for \$100. Ladies, no high heels please.

Code	School	Day	Time	Duration	Start Date	Price
4190R	Rutherford	Wednesday	7:30pm - 9:00pm	6 weeks	26 October	\$60

Salsa, Bachata and Merengue - Introduction

NEW!

The salsa, merengue and bachata are all unique Latin dances that each have their own rhythm and style. Learn to dance in each of these styles with advice from an experienced dance instructor. It's fun and its easy to learn. \$60 per person or two for \$100. Ladies, no high heels please.

Code	School	Day	Time	Duration	Start Date	Price
2191R	Rutherford	Wednesday	7:30pm - 9:00pm	6 weeks	25 May	\$60

Ukulele

Easy to learn and fun to play! Learn basic chord shapes, and strumming techniques, all to a wide selection of music genres. BYO Ukulele.

Code	School	Day	Time	Duration	Start Date	Price
1192R	Rutherford	Wednesday	7:00pm - 8:30pm	6 weeks	2 March	\$89
2192R	Rutherford	Wednesday	7:00pm - 8:30pm	6 weeks	25 May	\$89

Waitemata Scottish Country Dance Club

Meet every Tuesday night - March to end of November

At Kelston Community Club - Corner of Awaroa Road and Great North Road.

Beginner Course: 7:00pm to 8:00pm - Regular Dance: 8:00pm to 10:00pm.

First night FREE. Annual fee \$50.00. For more details phone 838-7263.



Empower Yourself to Live More Fully

NEW!

Do others take our power from us or do we give it away? This course will help you understand and empower yourself through self-awareness, mindfulness and energy care tools. Poor choices and unhelpful habits can lead to unhappiness, energy depletion and ill health, this practical and holistic course will help you to be more balanced in your life and so access inner wisdom.

Code	School	Day	Time	Duration	Start Date	Price
4193M	Massey High	Tuesday	7:00pm - 9:00pm	4 weeks	18 October	\$60

First Aid for Home and Workplace - Certificate Course

Workplace First Aid Express is an 8 hour certificated course. The minimum qualification recommended by Work Safe NZ for First Aiders in a work Environment. NZQA credits 26551 & 26552.

Code	School	Day	Time	Duration	Start Date	Price
1194C	Te Atatu Pen' C.H.	Saturday	8:00am - 5:00pm	1 day	11 April	\$120
2194C	Te Atatu Pen' C.H.	Saturday	8:00am - 5:00pm	1 day	13 June	\$120
1195W	WEST Henderson	Monday	8:00am - 5:00pm	1 day	7 March	\$120
2195W	WEST Henderson	Saturday	8:00am - 5:00pm	1 day	2 July	\$120
3195W	WEST Henderson	Monday	8:00am - 5:00pm	1 day	8 August	\$120
4195W	WEST Henderson	Saturday	8:00am - 5:00pm	1 day	12 November	\$120

First Aid for Workplace – Comprehensive

A certificated course. Subjects include steps of; First Aid, CPR, Heart Problems, Shock, Wounds & Bleeding, Diabetes, Seizures, Stroke, Breathing Problems, Soft Tissue, Fractures & Burns. Department of Labour accepted Workplace First Aid qualification. NZQA units 26551 & 26552.

Code	School	Day	Time	Duration	Start Date	Price
1196C	Glen Eden C.H.	Saturday	8:30am - 5:30pm	1 day	12 March	\$110
3196C	Glen Eden C.H.	Saturday	8:30am - 5:30pm	1 day	27 August	\$110

First Aid Refresher

Renew your certificate. For those who have completed the Workplace First Aid course, no more than 27 months ago. Ring Provider for full details.

Code	School	Day	Time	Duration	Start Date	Price
2197C	Glen Eden C.H.	Saturday	8:30am - 3:15pm	1 day	11 June	\$90
4197C	Glen Eden C.H.	Saturday	8:30am - 3:15pm	1 day	19 November	\$90

Golf for Beginners

Gain skills and enjoy the game with personalised tuition: grip, stance, swing and a variety of shots; putting; golf gear, score cards and handicaps; play 9 holes. BYO golf clubs if possible.

Code	School	Day	Time	Duration	Start Date	Price
1198R	Rutherford	Tuesday	5:30pm - 7:00pm	6 weeks	1 March	\$99+
4198R	Rutherford	Tuesday	5:30pm - 7:00pm	6 weeks	1 November	\$99+

Massage and Aromatherapy

Learn basic massage techniques and the safe use of aromatherapy oils. Bring a towel.

Code	School	Day	Time	Duration	Start Date	Price
1199M	Massey High	Tuesday	7:00pm - 9:00pm	7 weeks	16 February	\$99
2199M	Massey High	Tuesday	7:00pm - 9:00pm	7 weeks	10 May	\$99
3199M	Massey High	Tuesday	7:00pm - 9:00pm	7 weeks	2 August	\$99
4199M	Massey High	Tuesday	7:00pm - 9:00pm	7 weeks	18 October	\$99

Meditation & Mindfulness

Meditation and Mindfulness are both ways to find inner peace and to make the most of every moment. They help you to stay centred and balanced, to improve your focus and feel more "in charge" of your self. A \$25 workbook to be purchased from the tutor once the course commences.

Code	School	Day	Time	Duration	Start Date	Price
1200M	Massey High	Tuesday	7:00pm - 8:45pm	4 weeks	16 February	\$75+
3200M	Massey High	Tuesday	7:00pm - 8:45pm	4 weeks	2 August	\$75+

Nordic Walking

Using specially designed poles that enhance regular fitness walking, Nordic Walking incorporates the upper body muscles for a smart and effective total body workout. Pole hire \$12.

Code	School	Day	Time	Duration	Start Date	Price
1201M	Massey High	Wednesday	6:30pm - 7:45pm	4 weeks	17 February	\$55
4201M	Massey High	Wednesday	6:30pm - 7:45pm	4 weeks	19 October	\$55



Pilates

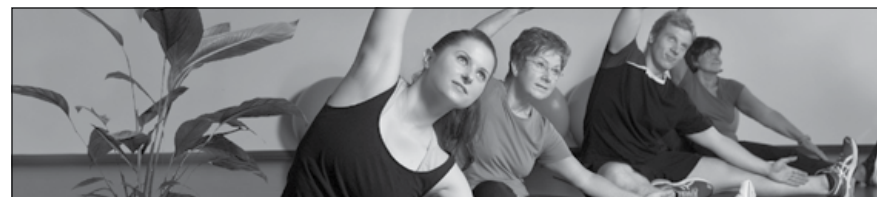
Code	School	Day	Time	Duration	Start Date	Price
<i>Beginners - Perfect for new students interested in learning the foundation skills of Pilates; a non-impact method of muscle conditioning which emphasizes controlled movements and stretches to develop strong and flexible muscles.</i>						
1202R	Rutherford	Tuesday	6:00pm - 7:00pm	7 weeks	23 February	\$75
2202R	Rutherford	Tuesday	6:00pm - 7:00pm	7 weeks	17 May	\$75
3202R	Rutherford	Tuesday	6:00pm - 7:00pm	7 weeks	9 August	\$75
4202R	Rutherford	Tuesday	6:00pm - 7:00pm	7 weeks	25 October	\$75

***Beyond Beginners** - Suitable for students who have an understanding of the fundamental principles of Pilates and wish to consolidate and continue to put these skills into practise.*

1203R	Rutherford	Tuesday	7:00pm - 8:00pm	7 weeks	23 February	\$75
2203R	Rutherford	Tuesday	7:00pm - 8:00pm	7 weeks	17 May	\$75
3203R	Rutherford	Tuesday	7:00pm - 8:00pm	7 weeks	9 August	\$75
4203R	Rutherford	Tuesday	7:00pm - 8:00pm	7 weeks	25 October	\$75

"Great class where everyone is encouraged to do their best."

Pilates



Reflexology

For those interested in learning how reflexology can work to encourage the body's own natural defence, repair and maintenance systems, to overcome acute and chronic conditions.

Code	School	Day	Time	Duration	Start Date	Price
1204M	Massey High	Wednesday	7:00pm - 9:00pm	7 weeks	17 February	\$89
2204M	Massey High	Wednesday	7:00pm - 9:00pm	7 weeks	11 May	\$89
3204M	Massey High	Wednesday	7:00pm - 9:00pm	7 weeks	3 August	\$89
4204M	Massey High	Wednesday	7:00pm - 9:00pm	7 weeks	19 October	\$89

Spiritual Awareness - Introduction

Learn about auras, crystals and healing; develop intuition. Come along and see why this is one of our most popular classes. Tutor: Annette Gough. Ask about advanced course for dates and times.

Code	School	Day	Time	Duration	Start Date	Price
1205M	Massey High	Wednesday	7:00pm - 9:00pm	7 weeks	17 February	\$99
2205M	Massey High	Wednesday	7:00pm - 9:00pm	7 weeks	11 May	\$99
3205M	Massey High	Wednesday	7:00pm - 9:00pm	7 weeks	3 August	\$99
4205M	Massey High	Wednesday	7:00pm - 9:00pm	7 weeks	19 October	\$99

Tai Chi

A sequence of slow motion exercises originating in China. The aim is to promote relaxation, harmony of body, mind and spirit and increase well being over a period of time.

Code	School	Day	Time	Duration	Start Date	Price
1206M	Massey High	Tuesday	7:00pm - 8:30pm	6 weeks	16 February	\$60
2206M	Massey High	Tuesday	7:00pm - 8:30pm	7 weeks	10 May	\$60
3206M	Massey High	Tuesday	7:00pm - 8:30pm	7 weeks	2 August	\$60
4206M	Massey High	Tuesday	7:00pm - 8:30pm	7 weeks	18 October	\$60

Using your Mind Power to grow your Business **NEW!**

This course will help those who are self-employed or wishing to start their own business. It will look at how to keep your balance, use your creativity and positivity to move through problems and enhance your work life. Mindfulness and energy tools will be taught along with ways to keep your work and personal life in balance and grow yourself along with your business.

Code	School	Day	Time	Duration	Start Date	Price
2207M	Massey High	Tuesday	7:00pm - 9:00pm	4 weeks	10 May	\$60

Westgate

MEDICAL CENTRE 

Family Doctors + A&M Clinic (ACC Accredited)

Staffed by permanent GPs - Immigration Medicals

Xray on premises

OPEN 7 DAYS

Weekdays 8am - 8pm. Weekends/Public Holidays 9am - 6pm. Christmas Day - Closed

Children under 6 Free - 8am - 8pm weekdays

Children under 13 free with ACC

In the Westgate Shopping Centre

Appointments not essential - New patients welcome

www.wgmc.co.nz - Phone: 833 3134

GENERAL INFORMATION

ALL STUDENTS - Not all providers confirm enrolments. If you do not hear from your provider, then assume that your class will start on the advertised date.

*Discounts are available for Gold Card and Community Services Card holders**

*Discount not offered at Community houses or W.E.A.

First class

Report to the Community Education Office, School Hall, or the advertised off-site venue.

Enrolment

Enrolments may be made by post, phone, in person or online. Please use our new secure website to select, register and pay for your course. A minimum number of enrolments is required before classes can proceed.

Fees

Non-residents may incur a surcharge for some courses. Fees must be paid in full at the time of enrolment; fees not marked (+) include all course materials; fees are GST inclusive.

Subsidies and Assistance

Those receiving a benefit administered by WINZ may be entitled to a Training Incentive Allowance: contact your Income Support Office. If you have special needs please contact us for assistance.

Waiting lists and transfers

Waiting lists operate for classes filled to capacity. Transfers may be arranged so that students study at an appropriate level. All transfers must be discussed with the co-ordinator.

Course Cancellations

We may be obliged to cancel a course if there are insufficient participants. If this situation occurs, all fees will be refunded. We attempt to notify students of course cancellations at least 2 full days prior to start date.

Refunds

If you withdraw from a course before it begins and have given 5 working days notice, you may be eligible for a full refund. Refunds or withdrawals after a course has started will be determined on a case-by-case basis and an administration fee may be charged.

Receipts

Receipts are issued only if requested. Please provide a self-addressed envelope if you want your receipt mailed to you.

School Policies

Schools implement, as part of their charters, policies on sexual harassment, smoking, drugs and alcohol. All schools are SMOKE FREE. Schools take every precaution to comply with the Health and Safety in Employment Act and the Privacy Act.

Certificates

Attendance Certificates can be provided on request if the student has been present for 80% of the course. A \$5.00 administration fee may be charged.

Programme Alterations

In unforeseen circumstances we reserve the right to change the advertised programme and/or tutor. Every effort will be made to inform enrollees.

Publicity

Photographs taken of classes in progress are intended for publicity purposes only.

We are thankful to the Western Joint Funding Subcommittee for the financial support towards the distribution of this educational publication.



HOW TO USE THIS BOOK

Name of the course.

Information or description of the course, and what it involves.

Children 13 years + can participate with an adult in class during that term.*

Indicates that the course is new this year.

Cooking with Confidence - No experience needed! NEW!

Designed for enthusiastic amateurs and ideal for those new to cooking. Learn some essential cooking techniques and open up a world of possibilities, including simple dinners, ideas for entertaining and a little baking, this course will help turn novices into confident cooks.

Code	School	Day	Time	Duration	Start Date	Price
1168R	Rutherford	Wednesday	6:30pm - 8:30pm	5 weeks	24 February	\$79+
3168R	Rutherford	Wednesday	6:30pm - 8:30pm	5 weeks	18 May	\$79+

Giving this number with your enrolment ensures that the organisation knows exactly which course you'd like to enrol in.

The provider offering the course. Please contact this provider for enrolment or any questions about the course.

The course will start on the day and date shown, run between the times shown, and for the number of weeks or days shown.

A '+' beside the price indicates that there may be additional costs. For example: cooking ingredients, optional exams, etc.

5 EASY WAYS TO ENROL

NOTE: Enrolments will only be processed when fees are paid



Online Choose your course and pay by credit card. www.westaucklandcomed.co.nz (Massey and Rutherford courses only).



Email with course details and credit card details.



Post your completed form with payment to the correct school/organisation.



Phone with course details and credit card details.



Walk In with enrolment form to Community Education office. EFTPOS available.

Addresses and contact details: Pages 2-3
Please send fee to correct school/organisation

Please make cheques payable to: the school or organisation offering the course.
Please note: Cards not accepted at Community Houses or WEST.



A COMMUNITY OF LEARNING LIKE NO OTHER

FLEXIBLE TERTIARY STUDY OPTIONS

We offer flexible day and night programmes online and on campus to best suit your needs. Campuses located West and South. You can study and have a life.

BEST CAREERS AND EMPLOYMENT SERVICES

BEST offers employment placement and career support every step of the way.

NO FEES NCEA

We also offer NCEA L1-3 and Tertiary qualifications for 16-19yr olds free of charge to support young people into higher study and employment. Campuses located West and South.

Please contact Li 'lolahia for more information at community@best.ac.nz or call 0800 425 624

0800 425 624 X WWW.BEST.AC.NZ



PREPARING FOR A CAREER IN LAW ENFORCEMENT OR THE FORCE?

POLICE | DEFENCE FORCE | FIRE SERVICE | DPT OF CORRECTIONS



WE PREPARE YOU WITH THE SKILLS YOU NEED TO PASS THE TESTS

- FREE COURSE*
- Pre entry testing
- 17 week evening course
- 2 nights per week 6pm-9pm
- Limited places

Admin fee of \$50. Refundable bond. Conditions apply.

edvance
WORKPLACE EDUCATION

FREEPHONE: 0800 773 368
or visit www.edvance.co.nz

ENROLMENT FORM

5 Easy Ways To Enrol...

NOTE: Enrolments will only be processed when fees are paid

Online Choose your course and pay by credit card. www.westaucklandonline.co.nz (Massey and Rutherford courses only).

Email with course details and credit card details.

Phone/Fax with course details and credit card details.

Post your completed form with payment to the correct school/organisation.

Walk In with enrolment form to Community Education office. EHPDS available.

Addresses and contact details: Pages 2-3
Please send fee to correct school/organisation
Please note: Cards not accepted at Community Houses or WEST. Please make cheques payable to: the school or organisation offering the course.

West Auckland Community Education | Enrolment Form

Please send with fee to correct school / organisation

First Name:

Surname:

Address:

Home Phone:

Work Phone:

Mobile:

Postcode:

Email:

Code Date

Course Name

Fee

Information/Statistics for Government purposes:

Female Male

Are you a NZ resident? Yes No

Age Group: 13-15 16-19 20-29 30-39 40-49 50-59 60 plus

Ethnicity: Maori NZ European Pacific Peoples Asian Other

Card Number

Card Name:

Expiry Date:

Security Code:

I got my booklet from:

- Library School The Post Supermarket C.A.B. Other: _____





Te Ope Whakaora

Education & Employment

Lives Transformed



ZERO FEES



Youth Guarantee Programmes (16-19 yrs)

- Business Admin & Computing
- Service Sector (Hospitality & Tourism)
- ✓ NCEA Level 1 & 2
- ✓ National Qualifications at Level 1 & 2
- ✓ Literacy and Numeracy
- ✓ Units towards Hospitality & Tourism

Licence 4 Work

(18 & over)

• 13-week Training for Work Courses

Work and Income referral only

- ✓ EMPLOYMENT SKILLS
- ✓ Reading, Writing, Speaking Skills
- ✓ Confidence building
- ✓ Computer skills
- ✓ Driver Licence (theory and practical)

ESOL Courses (16 & over)

- 20-week English Courses
- ESOL For Work and Study
- ESOL For Everyday Life in New Zealand
- ✓ Reading
- ✓ Writing
- ✓ Listening
- ✓ Speaking
- ✓ Work preparation
- ✓ Pronunciation
- ✓ Grammar
- ✓ Vocabulary
- ✓ Study Skills

www.EducationandEmployment.org.nz 09 838 0991 0800 437 587

f SalvationArmyEE 38A Bruce McLaren Rd, Henderson Leah_Infante@nzf.salvationarmy.org

Tohea - to strive for personal excellence

Rutherford College is a school that has a strong sense of community.

One of our strengths is our size: we are...

Big enough to offer Choices, Small enough to Care



Rutherford College

www.rutherford.school.nz