



developing
people's
potential

Te Whare Rapuara o Horowhenua



2024 PROSPECTUS



When you find the perfect course/service for you



Call us and ask the HLC team how we can help

Freephone 0800 368 1 095



Visit our website and fill in an Expression of Interest form

www.hlc.ac.nz/enrol-now

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Welcome to HLC/LTTM

**"I FOUND MY
PLACE COME
AND FIND
YOURS!"**



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potential

Te Whare Rapuara o Horowhenua

Freephone 0800 368 1095
www.hlc.ac.nz



Te Whare Rapuara o Horowhenua

Horowhenua Learning Centre is a Private Training Establishment situated in Levin, Palmerston North and Kāpiti.

Through LTTM (Life to the Max) we provide social services support to rangatahi in the Horowhenua.

We are NZQA accredited as a Category 1 provider and HLC prides itself in delivering teaching programmes with a strong emphasis on literacy and numeracy support. Don't let fear of words and numbers stop you from enrolling as we have the staff who can support you.

Our programmes include exciting out of classroom site visits, industry guest speakers and work experience. Take a look at the range of programmes we have available, find out how we can support you. Register your interest online.

TE ARONGA | VISION

Te Mahi

Working together

**Whakarauora
Tangāta**

Developing people

**Whakawhanake
ake ngā Oranga**

Transforming lives



Register your interest online at
www.hlc.ac.nz/enrol-now

Our Mission

Ka hangangia e tātōu ngā tāngata matū, arā, ma te ara mahitahi me te nohotahi ngā rātonga me ngā mahi ngungu ka piki ngā pūkenga, matauranga me te māia kia pai ake ngā whaingā o te oranga.

To provide quality programmes leading to higher learning and employment

Nga Ūaratanga: The Values of HLC/LTTM

Tikanga / Values

Kua whakatō mai ngā ahua whakahaere me te ahua whakarata tātōu ia tātōu.
These values are embedded in our behaviour and how we engage with one another.

Manaakitanga / Caring

He roopu kaha manaaki tangata me te whakaū ki te ngakau o te tangata. He wāhi mahana me te kawē kia tika te whakahaere tangata a Te Whare Rapuara o Horowhenua.
At HLC/LTTM we are welcoming and warm, responsive professional, affirming and respectful of all people and their whanau.

Kotahitanga / Unity

Ko te whakahau a Te Whare Rapuara o Horowhenua kia kaha rata ngā kaimahi rātōu kia rātōu.
At HLC/LTTM teamwork is paramount building trust by doing what we say we are going to do.

Whanaungatanga / Strong Relationships

Ka mahi tahi tātōu i roto i te ahua wānanga kia tautoko ake hei painga mo te iwi, hāpori hoki.
Working together to make decisions and act in ways that support the betterment of all people and their whanau.

Tino Rangatiratanga / Self Determination

He kaha no mātōu ki te waihanga he ara kia tupu te rahi o ngā kaiarahi kia piki ake tō rātōu tino rangatiratanga.
Creating leadership among all people that leads to wise self-determination about their present and future direction.

Whakaponu / Integrity

Ko te ahua whakahaere o Te Whare Rapuara o Horowhenua ka ngana ai ngā kaimahi ki te ū, me te pupuru ki te tika me te pono o rātōu mahi katoa.
At HLC/LTTM we show integrity by acting in ways that are fair, honest, ethical and just.

Pukengatanga / Achievement

Ka kaha tautoko ai e mātōu ki ngā mahinga pai me te ahua kokiri atu i ngā paetae kua tutuki.
We support and encourage positive achievement. This achievement is acknowledged and celebrated.

Entry Criteria Guide

PROGRAMMES

ENTRY CRITERIA

LEVEL

1

Foundation Programmes

These programmes are open entry and no entry criteria apply

LEVEL

2

Foundation Programmes

These programmes are open entry and no entry criteria apply

LEVEL

3

Certificate Programmes

NCEA Level 1 or equivalent academic achievement or over 20 years of age with the required skills



Free Transport

We offer free transport to our Levin campus from Foxton, Shannon and the Kāpiti Coast right down to Raumati Beach.

Some programmes may have specific/additional entry requirements.

You may also need to provide other supporting documentation such as a Health Declaration or complete a Police vetting form.

These requirements are listed underneath the relevant programme.



Please visit hlc.ac.nz for the most detailed and up to date entry requirements for the programme you are interested in studying.

HLC Education Programmes



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Te Whare Rapuara o Horowhenua

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www.hlc.ac.nz

Life Skills Course

FEES

Free

Intakes every 5 weeks



Gain confidence reading, writing and working with numbers.



Outline

This programme is designed to support learners who want to gain confidence and upskill in reading, writing, working with numbers and communication.

Students will attend between 80 to 300 hours at an intensity of 5-20 hours per week depending upon their needs.

Upon successful completion learners may be able to go on to enrol in the NZ Certificate in Foundation Skills Level 1 programme which equates to NCEA Level 1.

Future Opportunities

- Employment
- Higher level training

Entry Requirements

Applicants must be eligible to study in New Zealand and:

- Be 16 years of age and above or
- Have an approved Ministry of Education Early Leaving Exemption (ELX)

Programme Content

- Goal setting.
- Health and recreation.
- Budgeting.
- Filling in forms correctly.
- Basic computing.
- Digital technology.
- Basic employment skills.
- Problem solving.
- Self esteem and confidence building.

NZ Certificate in Foundation Skills Level 1

LEVEL

1

FEES

Free

CREDITS

60



Gain credits towards your NCEA Level 1 Literacy & Numeracy

No age limit

Enrol for Semester 1

Freephone 0800 368 1095

www.hlc.ac.nz



- Produce a personal targeted CV (Curriculum Vitae).
- Produce a plan for future directions.
- Describe strategies for managing stress.
- Produce a balanced budget to manage personal finance.
- Write to communicate ideas for a purpose and audience.
- Actively participate in spoken interactions.

Outline

Starting wherever you are in life right now, HLC will support you to go forward. This programme will give you the confidence, knowledge, attributes and skills to prepare you for life after study.

Not only will you gain credits towards NCEA Level 1, you will gain the skills and knowledge in practical topics that can help you enter the workforce or go on to further study.

Upon successful completion you will gain the NZ Certificate in Foundation Skills Level 1.

Entry Requirements

Applicants must be eligible to study in New Zealand.

Programme Content

- Achieve your 10 literacy and 10 numeracy credits for NCEA.
- Produce, implement and reflect on how to improve your own personal wellbeing.
- Demonstrate knowledge of workplace health and safety requirements.
- Be assertive in a range of specified situations.
- Describe basic employment rights and responsibilities.

Future Opportunities

- Employment
- Higher level training



HLC (Horowhenua Learning Centre)



[hlc.nz](https://www.instagram.com/hlc.nz)

NZ Certificate in Foundation Skills Level 2

LEVEL

2

FEEES

Free

CREDITS

60



No age limit

Enrol for Semester 2



Entry Requirements

Applicants must be eligible to study in New Zealand.

Programme Content

- Provide customer service.
- Explore career options and their implications.
- Use the main features and functions of a word processing application for a purpose.
- Use the internet and common digital devices and software to gather information and connect with

other users and devices.

- Demonstrate knowledge of diversity in workplaces.
- Produce a personal targeted CV (Curriculum Vitae).

Outline

Did you leave school without getting your qualifications? Are you now ready to up-skill so you can reach your goals?

Take the first step towards your future career with the Pathways Level 2 qualification. It is intended to assist people to engage or re-engage with learning in order to enter or re-enter the workforce or go on to further education.

It is designed for those that left school without their NCEA Level 2 (or equivalent) qualifications and now want to enter or re-enter the workforce or go on to higher level learning.

If you have the basic capabilities needed to pursue your education or employment goals, then this course may be for you.

Upon completion you will gain the NZ Certificate in Foundation Skills Level 2.

Future Opportunities

- Employment
- Higher level training

NZ Certificate in Primary Industry Skills - Introduction to Horticulture Level 2

LEVEL

2

FEES

Free

CREDITS

60



Enrol for Semester 1



Outline

This programme will provide learners with skills and knowledge to work in the horticulture industry at an entry-level position or to progress to a higher-level study of horticulture.

The level 2 programme is ideal for those students who love to learn in a practical environment.

Future Opportunities

- Entry-level employment
- Prepare for your career in horticulture
- Higher level training - can lead to New Zealand Certificate in Horticulture (Level 3)

Entry Requirements

Applicants must be eligible to study in New Zealand. Applicants must not be enrolled in a secondary school.

Programme Content

- Safe work practices
- Small engines
- Agrichemicals
- Horticulture documentation
- Water systems
- Planting
- Self-management
- Employability skills

NZ Certificate in Hospitality Level 2

LEVEL

2

FEEES

Free



Enrol for Semester 1 + Semester 2

Free hospitality training for youth between 16-24 years



Outline

Did you leave school without getting your qualifications?

This programme aims to help young people who want to find work in cafes or the wider food industry to gain the knowledge and skills ready for employment or further study.

The Level 2 Hospitality programme is ideal for those students who love to learn in a practical environment.

Future Opportunities

- Entry level employment
- Prepare for your career
- Higher level training - can lead on to NZ Certificate in Food and Beverage Level 3

Entry Requirements

Applicants must be 16 - 24 years of age and eligible to study in New Zealand.

Applicants must not be enrolled in a secondary school.

Programme Content

- Barista skills.
- Table service.
- Communication skills.
- Customer service skills.
- Teamwork.
- Problem solving.
- Self-management.
- Food Safety.
- Running your own restaurant for a day.

NZ Certificate in Horticulture Level 3

LEVEL

3

FEE'S

Apply



Register your interest

Fees apply. Ask about Fees Free and StudyLink assistance



Outline

This programme is intended for learners who wish to work in the horticulture industry and who want to develop knowledge and skills of growing systems and practices.

The Level 3 programme would suit graduates of the Introduction to Horticulture Level 2 programme, those currently seeking employment or a learner wishing to upskill to a higher-level role such as Horticulture Assistant or Field Manager.

Career Opportunities

Upon graduation, this may lead to:

- A career in the horticulture industry
- Pre-requisite for further study to upskill on the job

Entry Requirements

NCEA Level 1 or equivalent

Ideal for graduates of the NZ Certificate in Primary Industry Skills – Introduction to Horticulture Level 2

Programme Content

- Horticulture production
- Plant science
- Soil science
- Organic horticulture
- Growing systems
- Growing environments
- Harvesting

NZ Certificate in Security (Foundation) Level 3

LEVEL

3

FEES

Apply



Enrol for Semester 1 + Semester 2

Fees apply. Ask about Fees Free and StudyLink assistance

Train to be work ready for the security industry



- Confidentiality in a security context.
- Personal safety.
- Responding to emergencies and critical situations as a security officer.

Outline

The NZ Certificate in Security (Foundation) Level 3 programme is a nationally recognised qualification.

It is designed for those who wish to be employed in roles within the security or related industries.

The programme also provides a base for higher education. A variety of learning and teaching approaches will be used, including classroom lectures, supervised workshops and scenarios, quizzes, practical hands on work experience and self directed learning.

This programme is suitable for any level of experience - from school leavers to mature students.

Entry Requirements

- Open Entry.
- A Certificate of Approval (COA) is required to work in the security industry. To obtain a COA you will be required to undergo a criminal history check. Not all offences will prohibit gaining a COA.
- Students must be 18 years old to hold a COA.
- A reasonable level of fitness is expected to carry out the practical components of the course.

Programme Content

- How to communicate effectively.
- Professional conduct.
- Operation of security equipment.

Career Opportunities

Upon graduation, this may lead to work in:

- NZ Police and Armed Forces
- Department of Corrections
- Fisheries officers
- Security companies
- Security officers at Parliament or Embassies
- Courts
- Airports
- Personal protection
- Private investigation

NZ Certificate in Construction Trade Skills (Carpentry) Level 3

LEVEL

3

FEES

Apply



Enrol for Semester 1

Fees apply. Ask about Fees Free and StudyLink assistance

Get ready for the trades industry with this practical qualification



- Learn how to make and place concrete.
- Assemble and erect timber and steel wall frames.
- Safely use portable power tools used for construction work.
- Graduate work-ready with transferable skills for a wide range of construction-related trades.

Outline

The New Zealand Certificate in Construction Trade Skills (Carpentry) Level 3 programme is available in response to industry demand for skilled workers in the Horowhenua. With growth projected to continue, now is the time to train to enter the trade workforce.

It is an entry level programme that may lead to apprenticeships in specific trades. This programme will focus on learning practical skills needed in the construction industry. Learning will be a combination of in class plus on site practical learning. You'll enjoy trips to local construction sites and visits from industry experts, and work on a range of exciting projects.

Entry Requirements

Applicants must be 16 years of age or over and eligible to study in New Zealand. They must have NCEA Level 1 or equivalent.

Programme Content

- Practical on site industry training.
- Gain practical competencies and skills in workplace health and safety.
- Trade mathematics, hand tools and project work related to different aspects of the construction industry.

Career Opportunities

Upon graduation this may lead to an apprenticeship for roles such as:

- Builder
- Joiner
- Plasterer
- Roofer
- Painter

NZ Certificate in Health and Wellbeing (Support Worker) Level 3

LEVEL

3

FEEES

Apply



Enrol for Semester 1 + Semester 2

Fees apply. Ask about Fees Free and StudyLink assistance

Are you a person dedicated to the care of others?
Turn your passion into a viable career.



- Recognise and respond to signs of vulnerability and abuse.
- Recognise and respond to changes in clients health.

Outline

Turn your passion for caring for others into a viable career with the NZ Certificate in Health & Wellbeing (Support Worker) Level 3 programme.

This full time qualification is designed to give you the specific skills needed to work as a Support Worker.

The training includes opportunities to gain 150 hours work experience in a health and wellbeing setting.

Access to the clinical environment is at the discretion of the clinical agencies and access may be limited or denied by the health agency.

Entry Requirements

- NCEA Level 1 (including 10 Literacy and 10 Numeracy credits) or equivalent.
- For applicants over 20 years of age there are no minimum academic requirements.
- Acceptance is subject to a background check from the NZ Police Licensing & Vetting Agency.
- Students must complete a Health Declaration form.

Programme Content

- Support a person to meet personal care needs.
- Demonstrate and apply knowledge of professional and ethical behaviour.
- Support people to use assistive equipment and move in health or wellbeing setting.
- Apply effective communication skills.
- Help people preserve their independence.

Career Opportunities

Upon graduation, this may lead to a career in work as:

- Healthcare Assistant
- Acute Care
- Primary Care
- Aged Residential Care
- Community Support Worker



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Te Whare Rapuara o Horowhenua

NZ Certificate in Hospitality Level 3

LEVEL

3

FEES

Apply



Register your interest

Fees apply. Ask about Fees Free and StudyLink assistance

Gain the skills to work in the vibrant hospitality industry.



- Participate in exciting educational trips.
- These programmes will require some after hours work experience.

Outline

Combine your passion for food, wine and great service with the NZ Certificate in Hospitality Level 3 programme. prepare and serve the types of food and beverages offered at cafes and functions with our essential hospitality course.

Develop the professional communication skills to serve customers and deal with any customer service challenges.

Career Opportunities

Upon graduation, this may lead to work in:

- Hotels and Bars
- Restaurants
- Cafes

Entry Requirements

Level 3 - NCEA Level 1 or equivalent.

Programme Content

- Espresso service.
- Real time work experience in our inhouse restaurant.
- Waiting experience in food & beverage service.
- Cocktail mixology.
- Hospitality specific legislation.



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Te Whare Rapuara o Horowhenua

NZ Certificate in Cookery Level 3

LEVEL

3

FEEES

Apply



Enrol for Semester 1 + Semester 2

Fees apply. Ask about Fees Free and StudyLink assistance



Entry Requirements

No entry requirements apply.

Programme Content

- The basic foundations and techniques in cookery
- Kitchen management
- Safe work practices
- Team participation
- Customer service
- Self-management
- Employability skills

Outline

This programme will provide learners with the foundational competencies required for entry into the hospitality industry, gaining insights into career prospects within the industry.

The level 3 programme is ideal for those students who love to learn in a practical environment.

Career Opportunities

- Entry-level employment
- Prepare you for a career in hospitality
- Higher level training - can lead to New Zealand Certificate in Cookery (Level 4)



HLC Employment Programmes



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Te Whare Rapuara o Horowhenua

Freephone 0800 368 1095
www.hlc.ac.nz

Train for Work & Building Futures

FEES

Free

Location: Horowhenua, Kāpiti, Palmerston North and surrounding areas

Free work focused training

Entry Requirements

Applicants must be in receipt of a Work and Income Payment.

Assistance Provided but not Limited to

- CV and cover letter writing.
- Driver licence assistance.
- Job searching.
- Workplace training.
- Interview preparation.
- Work placement.
- Other work related assistance.

Further Details

One on one or group training tailored to suit the individual.

Options to gain some NCEA unit standards.



Employment Services

FEES

Free

Location: Horowhenua, Kāpiti, Palmerston North and surrounding areas

Assisting people with health conditions and disabilities to get into work

Entry Requirements

Applicants must have an interest in finding work.

Assistance Provided but not Limited to

- Overcoming barriers to work.
- Optional group classroom training in a supportive environment.
- CV and cover letter writing assistance.
- Interview skills and practices.
- Connecting with employers.
- Driver Licensing.
- Workplace training opportunities.
- In work support.



Further Details

Work one on one with one of our experienced Employment Consultants.

You will be encouraged and supported to meet your employment goals and aspirations through an individualised Pathway plan.

Tupu Aotearoa

Job Assistance



FEEES

Free

Location: Horowhenua, Kāpiti, Palmerston North and surrounding areas

We will pathway you into your future

Entry Requirements

For Pacific peoples aged 15 and over who are not in employment, education or training.

Must have NZ residency.

Assistance Provided but not Limited to

- Employment Pathway Plan.
- Support with CV and cover letter writing.
- Up-skilling and training.
- Career Advice.
- Driver Licence assistance.
- Interview preparation.
- Finding employment or higher education.



Further Details

Individualised training and support to suit your needs.

Tailored Workplace Training Solutions

FEEES

Free

Location: Anywhere between Kāpiti and Palmerston North. Your workplace or ours.

A well trained workforce is a more productive workforce

Entry Requirements

Employees must be in work or be self employed to access this service.

Training Content

- Effective communication and problem solving skills.
- Understanding of written and verbal instruction.
- Computing.
- Time management skills.
- Understanding health and safety requirements.
- Customer service training.
- Measurements and working with numbers.
- Paperwork and filling out forms.
- Understand NZ culture.
- Working as a team.



Outline

HLC workplace numeracy and literacy is your solution to achieving a high performing workforce. Get business benefits from improving literacy, numeracy and communication skills in your workplace.

HLC offers specialised literacy and numeracy training based on your workplace needs.

Outcomes

- Better business performance.
- Better team performance.
- A higher performing workforce.
- Increased productivity and profitability.
- Enhanced compliance.
- Increased customer satisfaction.



Fill in an Expression of Interest to enquire about our Programmes

Simply fill in the required details and drop it into our reception at 102 Liverpool Street, Levin or fill out online www.hlc.ac.nz/enrol-now and we will contact you as soon as possible.

First Name: _____ Last Name: _____

Email: _____

Date of Birth: _____

Address: _____

City: _____

Postal Code: _____

Country: _____

Phone: _____

Mobile: _____

What Programme are you interested in?: _____

WINZ Client Number (Optional): _____

Additional Comments (Optional): _____

How did you find out about us?

- Newspaper (specify) Website Flyer Social Media (specify below)
 Word of Mouth Family Other (specify below) Event (specify below)

Life to the Max



Freephone 0800 368 1095
www.hlc.ac.nz



LTTM (Life to the Max) Social Services



Our focus is to help young people realise their full potential and support them to create opportunities for their future.

The Youth Service team, made up of youth coaches and social workers support this vision by connecting young people into education and employment.

Youth Engagement

If you're aged between 16-17 years old, haven't quite got NCEA level 1 and/or 2, and would like support to either stay in education or to find a course that will help lead you into a job, our Youth Coaches can help. We can pay for your driver's licence, help you create a CV and get a job - whatever it takes to make your dreams come true come and see us!

NEET (Not in Education, Employment or Training)

- Are you 16 or 17 years old?
- Got dreams of what you want to be doing when you turn 18 but don't know how you're going to get there?
- Haven't quite got NCEA Level 1 and/or 2?
- Would you like some help to either stay in school, get into a course or start preparing for work?

Youth coaches can help put together a plan for you to achieve NCEA level 1 & 2 either at school or in a course. Working with a youth coach means one on one support and regular catch ups to ensure that you're staying on track to achieve your goals.

Youth Payment and Young Parent Payment

YOUTH PAYMENT (YP)

The Youth Payment (or Independent Youth Benefit) is a weekly payment that you may be entitled to if can't live at home. There are certain criteria that you must meet to be eligible. If you're aged 16-20 years old, give us a call and we can talk about eligibility and how to apply.

YOUNG PARENT PAYMENT

The Young Parent Payment is a weekly payment for young parents aged 16-20 years old to help financially support themselves and their baby. The payment is available to both mothers and fathers, there is set criteria that you must meet to be eligible.

The payment cannot begin until the baby is born, but you can start the application before the birth. Give us a call and we can talk you through the process.

ENROL NOW FOR 2024

www.hlc.ac.nz

0800 368 1095

Campus:

102 Liverpool Street, Levin



Te Whare Rapuara o Horowhenua

