



## Fees Free Initiative

### Overview

To further support businesses that have opted to participate in the training subsidy under Phase II of the COVID-19 Economic Recovery Plan, a “fees free” initiative is included to cover the costs of a select number of courses delivered by the Cook Islands Training and Tertiary Institute (CITTI) and the University of the South Pacific, Cook Islands Campus (USP). These CITTI and USP fees free courses are available from June to December 2020. The list of eligible courses is shown in Appendix 1&2.

### Timing and administration

#### Objective

The objective of this measure is to support upskilling of the population, to improve productivity in preparation for economic recovery in the coming months. Training employees can be expensive for businesses, and difficult to access for individuals wishing to undertake further study to improve their job skills. Recognising this, Phase II of the ERP is subsidising the costs of eligible certificate courses and short courses at local tertiary institutions to support training accessibility for the local workforce.

#### About the Fees Free Initiative

Fees free courses under this initiative will be delivered by local tertiary institutions – CITTI and USP. Eligible courses include certificate level courses and short courses in trades at CITTI, and select certificate level courses at USP that have a local delivery component (as some USP courses are completely online, these courses are not eligible).

Fees free courses are on offer between June and December 2020. Some certificate programs may continue on after December 2020, however only courses that begin before December 2020 will qualify for fees free. Course registration must take place before 31 July for employers to be approved for the training subsidy.



A limited number of CITTI fees free courses may also be available to the Pa Enea based on interest and availability of tutors. Interest from the Pa Enea should be registered with CITTI. For USP, fees free certificate courses available online with local tutors in Rarotonga, will also be made available online for the Pa Enea (see Appendix 2). USP Flexi School certificate courses that are fees free are only offered onsite at the USP Cook Islands campus.

If applicants find that the course they wish to enroll in is full, follow-up options should be chosen where possible, and interest can be registered in case additional offerings of the course are made. For medium to large businesses with more employees, in-house training through CITTI's Business Partnership Model is encouraged, rather than enrolment in individual fees free courses. If relevant Fees Free courses remain unavailable, businesses also have the option of pursuing online courses from an approved provider if their intention is to meet the training subsidy requirements (please refer to the Wage and Training Support Initiative Fact Sheet for more information).

### **How to register**

To apply for fees free courses contact CITTI or USP Cook Islands to enquire about course availability and provide necessary information for registration.

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## For further information contact

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## Appendix 1 – CITTI Available Courses

Courses with fees free from June 2020, subject to interest and availability of space for students in each course.



### Cook Islands Tertiary Training Institute

<b>Certificate Courses</b>
Electrical Engineering
Building (BCITO)
Plumbing, Gasfitting, and Drainlaying
Food and Beverage
Culinary Arts
Customer Service
Introduction to Team Leadership
First Line Management
<b>Upskilling Packages</b>
Option 1- Beauty & Spa Services
Option 2- Hospitality & Food Services
Option 3- Workplace Management
<b>Short Courses</b>
Effective Supervisory Management
Communication in the Workplace
Communicating Effectively with Individuals and Groups
Ethical Recruitment and Selection of Staff
Performance Management
Conflict Management in the Workplace
Self-Management and Handling Workplace Stress
Food Safety, Preparation, Storage, Holding and Serving
Kitchen Hygiene
Basic Culinary Skills (pre-requisite Kitchen Hygiene)
The Art of Coffee Making
Food and Beverage Table Service
Introduction to Baking
Teamwork and Team Building
Negotiation Skills
Basic Engineering and Welding
4098 Assessor Training (Assessment Administration)

## Appendix 2 – USP Available Courses

Courses with fees free from June 2020, subject to interest and availability of space for students in each course.



### University of the South Pacific – Cook Islands Campus

<b>Winter Flexi-School Certificate Courses</b>	<b>Course Dates</b>
Confirmed offering from June 2020	(no classes on public holidays)
Accounting	15 June – 31 December
Project Management Practice	15 June – 31 December
Tentative offering (Please register interest)	
Human Resources	TBC
Business Administration	TBC
Small Business Development	TBC
<b>Centre of Excellence in Information Technology (CEIT) Certificate Courses</b>	
Business Computing	28 September – 15 January
Network Security – Cyber Security & Cyber Forensics	2 June – October 23
Advanced Web Technology	December TBC – March TBC
<b>Certificate Courses – Sub Degree</b> (Available to Pa Enuā)	
Social and Community Work	3 August – 4 December
Early Childhood Care & Education	3 August – 4 December
Library/Information Studies	3 August – 4 December
Counselling	3 August – 4 December
Information Technology	3 August – 4 December
<b>Certificate Courses – Undergraduate</b> (Must meet USP entrance requirements. Available to Pa Enuā)	
Justice	3 August – 4 December
Social & Community Work	3 August – 4 December
Non-Formal Education	3 August – 4 December
Policing	3 August – 4 December
Cook Islands Maori (some language necessary for eligibility)	3 August – 4 December
Computing	3 August – 4 December
Information Systems	3 August – 4 December
Management Studies	3 August – 4 December
Teaching (primary)	3 August – 4 December
<b>Summer Flexi-School Certificate Courses</b>	
TBA	28 November – 19 December