



Fees Free Initiative

Overview

To further support the upskilling of our population and 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 employees during what may be a slow time for businesses, 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 upskilling packages, regular 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 to December 2020. Some course programs may continue on after December 2020, however, only courses that begin during June to 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, or third-party training from an approved provider if seeking adherence with the Training Subsidy eligibility requirements (please refer to the Training Subsidy Fact Sheet for more information).

How to register

The application process for fees free courses is as follows:

- Contact CITTI or USP Cook Islands to enquire about courses and provide necessary information for registration.

If the course will be used for the purposes of the Training Subsidy the following should be done:

- Provide the employer with proof of registration confirmation. This is needed to apply for the training subsidy.
- When the course is complete, or 80 hours has been completed, provide the employer with a completion certificate or verification of completion for 80 hours of study.

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. For courses without end dates, time and duration is determined based on availability of learners.



Cook Islands Tertiary Training Institute

	CITTI ACCREDITED COURSES 2020 FREE FEES	START Dates		Venue	Total Hours
	TRADES	CYCLE 1	CYCLE 2		
1	BUILDING (BCITO)	Block 1 July 13- July 30 Block 2 Aug 3- Aug 20 Block 3 Aug 24-Sept 10	Block 4 Sept 14- Oct 1 Block 5 Oct 5-Oct 22 Block 6 Oct 27-Nov 12	Arorangi Campus	80 hrs per block
2	ELECTRICAL (SKILLS)	Block 1 July 13- July 30 Block 2 Aug 3- Aug 20 Block 3 Aug 24-Sept 10	Block 4 Sept 14- Oct 1 Block 5 Oct 5-Oct 22 Block 6 Oct 27-Nov 12	Arorangi Campus	80 hrs per block
3	PLUMBING (SKILLS)	Block 1 July 13- July 30 Block 2 Aug 3- Aug 20 Block 3 Aug 24-Sept 10	Block 4 Sept 14- Oct 1 Block 5 Oct 5-Oct 22 Block 6 Oct 27-Nov 12	Arorangi Campus	80 hrs per block
	HOSPITALITY				
4	City and Guilds Food and Beverage Service	03-Aug	FULL	Ngatangia Campus	
5	CITTI Introduction to Food and Beverage Service Level 2	03-Aug	7 hrs per week (6 months)	Ngatangia Campus	140
6	City and Guilds Certificate in Food Preparation and Cooking	03-Aug	FULL	Ngatangia Campus	
7	CITTI Introduction to Cookery	23-Aug	5-8pm	Ngatangia Campus	160
8	CITTI Food Safety	23-Aug	5-8pm	Ngatangia Campus	60
9	CITTI NZ Certificate in Hospitality Level 2	23-Aug	5-8pm	Ngatangia Campus	Full time course
10	City and Guilds Customer Services FOUNDATION	03-Aug	FULL	Ngatangia Campus	
11	CITTI Certificate in Customer Service Level 2	03-Aug	TBC	Ngatangia Campus	120

12	NZ Diploma in Tourism and Travel Management Level 5	Semester 2: Aug 3- Dec 2021	TBC	Arorangi Campus	Part time course Thursday 5-8pm
13	NZ Diploma in Hospitality Management Level 5	Semester 2: Aug 3- Dec 2021	Fees will be covered until Dec 2020 then students will be liable for the remaining fees to complete this course.	Arorangi Campus	Part time course Thursday 5-8pm
	BUSINESS				
14	NZ Certificate in Business (Introduction to Team Leadership) Level 3	03-Aug	Fees will be covered until Dec 2020 then students will be liable for the remaining fees to complete this course.	Arorangi Campus	Part time/ Full time
15	NZ Certificate in Business (First Line Management) Level 4	03-Aug	Fees will be covered until Dec 2020 then students will be liable for the remaining fees to complete this course.	Arorangi Campus	Part time/ Full time
16	NZ Diploma in Business Level 5	Aug 3- Dec 2021	Fees will be covered until Dec 2020 then students will be liable for the remaining fees to complete this course.	Arorangi Campus	Part time course Thursday 5-8pm
17	ASSESSOR TRAINING 4098	03-Aug	4 day course delivery	Arorangi Campus	21
	UPSKILLING PACKAGES				
	Beauty & Spa Packages				
18	CITTI Award in Beauty Care	Block 1 July 13- July 30 Block 2 Aug 3- Aug 20 Block 3 Aug 24-Sept 10	Block 4 Sept 14- Oct 1 Block 5 Oct 5-Oct 22 Block 6 Oct 27-Nov 12	Ngatangiaa Campus	80
19	CITTI Award in Massage	Block 1 July 13- July 30 Block 2 Aug 3- Aug 20 Block 3 Aug 24-Sept 10	Block 4 Sept 14- Oct 1 Block 5 Oct 5-Oct 22 Block 6 Oct 27-Nov 12	Ngatangiaa Campus	80
	Hospitality - Food Service Industry				
20	CITTI Award in Hospitality Foundation Skills	Block 1 July 13- July 30 Block 2 Aug 3- Aug 20 Block 3 Aug 24-Sept 10	Block 4 Sept 14- Oct 1 Block 5 Oct 5-Oct 22 Block 6 Oct 27-Nov 12	Ngatangiaa Campus	80
21	CITTI Award in Food Service Operations	Block 1 July 13- July 30 Block 2 Aug 3- Aug 20 Block 3 Aug 24-Sept 10	Block 4 Sept 14- Oct 1 Block 5 Oct 5-Oct 22 Block 6 Oct 27-Nov 12	Ngatangiaa Campus	80
22	CITTI Award in Baking Foundation Skills	Block 1 July 13- July 30 Block 2 Aug 3- Aug 20 Block 3 Aug 24-Sept 10	Block 4 Sept 14- Oct 1 Block 5 Oct 5-Oct 22 Block 6 Oct 27-Nov 12	Ngatangiaa Campus	80

	Workplace Management				
23	CITTI Award in Workplace Wellbeing	Block 1 July 13- July 30 Block 2 Aug 3- Aug 20 Block 3 Aug 24-Sept 10	Block 4 Sept 14- Oct 1 Block 5 Oct 5-Oct 22 Block 6 Oct 27-Nov 12	Ngatangiaa Campus	80
24	CITTI Award in Workplace Operations	Block 1 July 13- July 30 Block 2 Aug 3- Aug 20 Block 3 Aug 24-Sept 10	Block 4 Sept 14- Oct 1 Block 5 Oct 5-Oct 22 Block 6 Oct 27-Nov 12	Ngatangiaa Campus	80
25	CITTI Award in Customer Services	Block 1 July 13- July 30 Block 2 Aug 3- Aug 20 Block 3 Aug 24-Sept 10	Block 4 Sept 14- Oct 1 Block 5 Oct 5-Oct 22 Block 6 Oct 27-Nov 12	Ngatangiaa Campus	80
	SHORT COURSES				
26	Effective Supervisory Management	14 July- 8 Sept	5-8pm Ngatangiaa	Ngatangiaa Campus	24
26A	Effective Supervisory Management	15 Sept-3Nov	5-8pm Ngatangiaa	Ngatangiaa Campus	24
27	Communication in the Workplace	MONDAY July 20, July 27, Aug 3, Aug 10, Aug 17	One day course 9-4pm	Arorangi Campus	7
28	Communicating Effectively with Individuals and Groups	TUESDAY July 21, July 28, Aug 4, Aug 11, Aug 18	One day course 9-4pm	Arorangi Campus	7
29	Ethical Recruitment and Selection of Staff	WEDNESDAY July 22, July 29, Aug 5, Aug 12, Aug 19	One day course 9-4pm	Arorangi Campus	7
30	Performance Management	THURSDAY July 23, July 30, Aug 6, Aug 13, Aug 20	One day course 9-4pm	Arorangi Campus	7
31	Conflict Management in the Workplace	MONDAY July 20, July 27, Aug 3, Aug 10, Aug 17	One day course 9-4pm	Arorangi Campus	7
32	Self-Management and Handling	TUESDAY July 21, July 28, Aug 4, Aug 11, Aug 18	One day course 9-4pm	Arorangi Campus	7
33	Workplace Stress	WEDNESDAY July 22, July 29, Aug 5, Aug 12, Aug 19	One day course 9-4pm	Arorangi Campus	7
34	Teamwork and Team Building	THURSDAY July 23, July 30, Aug 6, Aug 13, Aug 20	One day course 9-4pm	Arorangi Campus	7
35	Negotiation Skills	THURSDAY July 23, July 30, Aug 6, Aug 13, Aug 20	One day course 9-4pm	Arorangi Campus	7

36	Food Safety Preparation, Storage, Holding and Serving	MONDAY July 20, July 27, Aug 3, Aug 10, Aug 17	One day course 9-4pm	Ngatangiia Campus	7
37	Kitchen Hygiene	TUESDAY July 21, July 28, Aug 4, Aug 11, Aug 18	One day course 9-4pm	Ngatangiia Campus	7
38	Basic Culinary Skills (pre-requisite Kitchen Hygiene)	WEDNESDAY July 22, July 29, Aug 5, Aug 12, Aug 19	One day course 9-4pm	Ngatangiia Campus	7
39	The Art of Coffee Making	THURSDAY July 23, July 30, Aug 6, Aug 13, Aug 20	One day course 9-4pm	Ngatangiia Campus	7
40	Food and Beverage Table Service	THURSDAY July 23, July 30, Aug 6, Aug 13, Aug 20	One day course 9-4pm	Ngatangiia Campus	7
41	Introduction to Baking	Block 1 Aug 27-28 Block 2 Aug 29-30	2 day delivery	Ngatangiia Campus	15
42	Basic Engineering and Welding	Block 1: July 24, July 31, Aug 7 Block 2: Aug 14, Aug 21, Aug 28 Block 3: Sept 4, Sept 11, Sept 18 Block 4: Sept 25, Oct 2, Oct 9 Block 5 Oct 16, Oct 23, Oct 30	9-3pm 3 x sessions Every Friday ARORANGI Campus/ Welding workshop	Arorangi Campus	15
43	New Start Foundations Course	Block 1: Aug 24-26 Block 2: Aug 31- Sept 2nd Block 3: Sept 7-Sept 9 Block 4: Sept 14-16 Block 5 : Sept 21-23	3 day course 8-4pm ARORANGI Campus	Arorangi Campus	20

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

Winter Flexi-School Certificate Courses	Course Dates
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
Centre of Excellence in Information Technology (CEIT) Certificate Courses	
Business Computing	28 September – 15 January
Network Security – Cyber Security & Cyber Forensics	2 June – October 23
Training Stimulus Package Courses (tentative offering, TBC)	
Digital Business Strategies	TBC
Environmental Sustainability & Social Responsibility in Business	TBC
Business Finance	TBC
Information Technology – Intermediate Level MS Office	TBC
Certificate Courses – Sub Degree (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
Certificate Courses – Undergraduate (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
Summer Flexi-School Certificate Courses	
TBC	28 November – 19 December