



## ***New Zealand Certificate in Skills for Living and Working (Level 1, 75 credits)***

To be read in conjunction with NZQA Qualification Document, Unitec’s Academic Statute, Academic and Programme Management policy, and other relevant policies.

These programme regulations apply to the New Zealand Certificate in Skills for Living and Working (Level 1, 75 credits), which leads to the award of the New Zealand Certificate in Skills for Living for Supported Learners (Level 1) [Ref:2853] (75 credits) with an optional strand in Skills for Working.

These regulations come into effect from **Semester 1, 2018**.

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## **1. Ngā Ture Hei Whakaurunga | Admission Requirements**

### **1.1 Whakaurunga Whānui | General Admission**

This programme has been designed to meet the needs of learners who have learning disabilities, including those with an intellectual disability who are motivated to move into paid employment.

To be admitted to this programme, all applicants must meet the following requirements:

- be aged 18 years or over on the first day of the semester in which he or she commences study.
- be a New Zealand citizen or permanent resident.
- provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification.

### **1.2 Whakaurunga Reo Pākehā | English Language Admission Requirements**

All applicants are required to demonstrate a level of functional communication in English that allows them to participate in the programme.

This programme is not available for International applicants.

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## 2. Paearu Kōwhiri Tukanga | Selection Criteria & Process

### 2.1 Paearu Kōwhiri | Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, preference will be given to those who can demonstrate a commitment to tertiary study and

- a. Demonstrates a positive attitude
- b. Demonstrates ability to function as an independent learner in the Unitec environment.
- c. Wants to develop the independent skills required to go to work
- d. Applicants are required to consent to Police vetting process for the purpose of Work- Based Learning placements. This vetting is a requirement for many work placements and will not be used to exclude an applicant.
- e. Applicants may be required to provide two referees.

Applicants who meet the maximum number of listed criteria will be the preferred candidates.

### 2.2 Tukanga Kōwhiri | Selection Process

- a. Selection will be made by the Supported Learning Committee which has the authority to offer places to applicants.
- b. New applicants to the programme may be required to attend an interview. This is to determine the compatibility of applicant to the programme. The students' whanau, family or support people are welcome to accompany the applicant.
- c. For any student who needs to reenroll to repeat substantial elements of the need to attend a pre-enrolment meeting where his or her specific needs will be considered.

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## 3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Qualification

### 3.1 Whakaemi Tūtukitanga | Credit Accumulation

#### 3.1.1 New Zealand Certificate in Skills for Living and Working (Level 1, 75 credits)

To be awarded the New Zealand Certificate in Skills for Living and Working (Level 1, 75 credits), a student must successfully complete a minimum of 75 credits in the pattern set out in Table 1 from the courses set out in Table 2 and attend a minimum of 80% of all taught sessions and assessment events in the programme unless there are mitigating circumstances approved by the Supported Learning Committee.

**Table 1: Credit Requirements for the New Zealand Certificate in Skills for Living and Working**

Level	Compulsory Credits	Elective Credits	Total Credits
1	75		75
			75

**Table 2: Compulsory Courses for the NZ Certificate in Skills for Living and Working**

Course No	Course Name	Credits	Pre- requisites	Co-requisites
<b>Level 1 – Year 1</b>				
BPED1201	Developing Communication Kaupapa Kōrero Tahi	8		
BPED1202	Managing Everyday Living Kaupapa Kaiao Tahi	8		
BPED1203	Health and Wellbeing Kaupapa Hauora Tahi	8		
BPED1204	Planning for Work Kaupapa Whaimahi Tahi	6		
BPED1205	Responsible Citizenship Kaupapa Raraunga	10		
<b>Level 1 – Year 2</b>				
BPED1206	Communication for Work Kaupapa Kōrero Rua	6		
BPED1207	Health and Wellbeing for Work Kaupapa Hauora Rua	6		
BPED1208	Managing Everyday Living for Work Kaupapa Kaiao Rua	6		
BPED1209	Preparing for Work Kaupapa Whaimahi Rua	5		
BPED1210	Work-Based Learning Tūmahi	12	BPED1201 , BPED1202 , BPED1203	

### 3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

Work-based learning is an integral part of the programme and is managed through a dedicated course FSTU1210 Work-based Learning (12 credits). Work placement is a collaborative process that involves the student and their families or whanau working alongside Unitec staff who manage the process of placement. Work-based learning involves the student being engaged in a placement for up to 160 hours during this course.

### 3.3 Mahi Akoranga I A Wāhanga | Course Load per Semester

- a. The normal full-time course load is 30 credits per semester.

### 3.4 Whakaurunga Takiwā | Enrolment periods

- a. The normal enrolment period is two years (full-time study) or four years (part-time study).
- b. Students who are prevented by ill health, or other cause, from completing the programme requirements within the maximum period of enrolment, the relevant Academic Authority may approve suspension of enrolment for up to a maximum of one year.

- c. The maximum period to complete this qualification, with the approval of the relevant Academic Authority is five years..

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## 4. Tūtukitanga Whakamihi | Credit Recognition

### 4.1 Whakawhiti Tūtukitanga | Cross Credit

- a. Credits will not be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the programme.
- b. A student may be awarded credits or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme.
- c. The credit recognition may be:
  - i. specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or
  - ii. unspecified, where the previous study has taken place in a programme with a similar philosophy but there is no exact match in the programme's courses.

### 4.2 Aromatawai Tōmua | Assessment of Prior Learning (APL)

Assessment of Prior Learning is available for all courses in this programme. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Policy.

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## 5. Waeture Aromatawai | Assessment Regulations

The due dates for all summative assessment work will be notified at the commencement of each course.

### 5.1 Paparahi Aromatawai | Assessment basis

Assessment in this programme is competency based.

Students must achieve all of the outcomes in competency based assessment in order to pass that course.

### 5.2 Ākoranga Taumata | Course grades

Course grades will be determined according to the following criteria. Students must achieve all of the outcomes in order to pass competency based assessment.

**Table 3: Competency based assessment system**

Grade	Meaning	Result
M	Merit Pass	Credits Earned
P	Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

### 5.3 Paearu Taumata | Grade criteria

Students may be awarded one of the following grades for a course as per the criteria described in Table 4:

**Table 4: Grade Criteria**

Grade	Meaning	Criteria
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CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
CTG	Continuing	The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No Credits earned
DEF	Deferred	The student has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, any Deferred Grade remaining on a student's record beyond a duration equal to that of the original course will be changed to the grade to which the Student would otherwise be entitled. No Credits earned.
DNC	Did not Complete	The grade DNC (Did Not Complete) is recorded if a student has either withdrawn after 75% of the scheduled Course duration; or not attempted a compulsory item of Assessment within a Course. No Credits earned.
NGA	No Grade Associated	Course Assessment and reporting of results is carried out by an external agency. No Credits earned
R	Restricted Pass	The student has been awarded a restricted pass subject to Relevant clause in this schedule. Credits earned.
W	Withdrawn	The student withdraws from a Course after 10% of the scheduled Course duration and up to, or at, the date at which 75% of the scheduled Course has passed. No credits earned.
#	Estimated Grade	If any portion of Summative Assessment has been estimated, the final grade will be an estimated grade, and annotated “#” on the Student's Academic Record.

## 5.4 Aromatawai Mahinga | Assessment Procedures

### 5.4.1 Aromatawai I Roto I Te Reo | Assessment in Te Reo

All students have the right to submit any summative assessment task in Te reo Māori. The process for submission of summative assessment work in Te reo Māori is detailed on Programme Moodle pages and other course material.

Assessment in Te Reo Māori is governed by the Unitec Assessment in Te Reo Māori policy.

### 5.4.2 Tāpaetanga Tōmuri | Submission and late submission of work

- Applications for extensions must be made in line with Practice Pathway/Network practice or under the Special Assessment Circumstances policy (see 5.4.4 below).
- Any assessment that is submitted late (and does not have a prior approved extension or Special Assessment Circumstance) will be penalised by a deduction of 10% per day of the student's assignment mark, up to five (5) days, inclusive of weekends.
- No assignments will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the student will receive a 'zero' grade for that assignment. If the assignment is compulsory, then the student will receive a DNC grade for the entire course.

### 5.4.3 Whakamātautau Anō | Resubmission or Reassessment

A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment.

- Students are entitled to a maximum of two resubmissions for each failed assessment event.

- b. All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.
- c. In all cases for resubmission, the original marked assignment will accompany resubmitted assignments. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.
- d. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.

#### **5.4.4 Āhuatanga Aromatawai Motuhake | Special Assessment Circumstances**

Any student whose performance in a summative assessment is affected by factors beyond their control may apply for Special Assessment Circumstances under the following conditions:

- a. The student was unable to complete the summative assessment item; *or*
- b. The students' ability to complete the summative assessment (preparation/performance) was impaired; *or*
- c. The student needs to request extra time to complete the summative assessment (see 5.4.3 above).

#### **5.4.5 Pāhi Rāhui | Restricted passes**

The relevant Academic Authority may award a 'restricted pass' in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance.

Following are the conditions which apply to a restricted pass.

- a. a student may decline the award of a restricted pass by notifying the office of the relevant Dean in writing not later than 20 working days from mailing of the results;
- b. the relevant Academic Authority may, at their discretion, prevent a student from using a restricted pass to meet the prerequisite requirements of another course.

#### **5.4.6 Akoranga Tuaruatanga | Repeating Courses**

Students may enrol and repeat courses that they have failed, up to 2 times. Permission to enrol a third time is governed by 5.4.7 below.

Students who are repeating a course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant Academic Authority, students may not be required to repeat an equivalent assessment item that they had previously passed. This should be negotiated within the first two weeks of the commencement of the course.

#### **5.4.7 Whakakorenga | Exclusions**

No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant Academic Authority.

Any student who, over the period covered by the last four semesters of his or her studies at Unitec, (including, where relevant, study at other institutions) has not achieved a Pass Grade in courses equivalent to at least 50% of the credits in which he or she has been enrolled over that period, shall be excluded from the Programme and shall not be permitted to re-enrol in any programme without the prior permission of the relevant Academic Authority.

## 5.5 Examination Regulations

There are no examinations in the Programme.

## 5.6 Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the relevant section of the Academic and Programme Management Policy.

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## 6. Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

- a) Students who have partially completed the Certificate in Employment Skills (Level 1, 120 credits) prior to Semester 1, 2018 shall be transferred into the New Zealand Certificate in Skills for Living and Working (Level 1, 75 credits) with credits awarded for completed units of study on a case by case basis.
- b) Students who have successfully completed the Certificate in Employment Skills (Level 1, 120 credits) prior to Semester 1, 2018 and who are expecting to continue into the Certificate in Employment and Community Skills (Level 1, 120 credits) shall be eligible to enrol in the Certificate in Employment and Community Skills (Level 1, 120 credits) during 2018 to complete their study.
- c) Students who do not complete the Certificate in Employment and Community Skills (Level 1, 120 credits) prior to Semester 1, 2019 shall be transferred into the New Zealand Certificate in Skills for Living and Working (Level 1, 75 credits) with credits awarded for completed units of study on a case by case basis

## 6.1 Hōtaka Whakarerekē O Ngā Āhuatanga Ako | Modified Programmes of Study

There are no modified programmes of study in this programme.

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## 7. Whakaritenga Whānui | General Provisions

### 7.1 Whakamāramatanga ā-kaupapa | Definition of Terms

In these regulations, unless the context otherwise requires, the following definitions shall apply:

- 'Affected' means influenced in some way. For time-constrained items such as tests, Examinations, and presentations this may include the inability to attend any or all of the Assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.
- 'Factors beyond the control of the Student' means any circumstance or situation, which the Student could not have reasonably prevented, including, but not limited to, sickness or injury to the Student, or bereavement.
- 'Relevant Academic Authority' refers to an individual or role holder, or in some cases a committee, who have been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant academic authority delegations are maintained by the Ako Ahimura Learning & Teaching Committee responsible for the Programme.

### 7.2 Ētahi Atu Whakaritenga | Other provisions not covered elsewhere

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## 8. Kupu Āpiti | Schedules or Appendices

