

PROGRAMME REGULATIONS

Programme Schedule

Bachelor of Social Practice

To be read in conjunction with the [Bachelors Generic Regulations](#).

1. Programme Schedule

This Programme Schedule applies to the Bachelor of Social Practice (BSocP) level 7 Credits 360 with majors in Counselling, Social Work and Community Development, and including the exit award of the Diploma in Community and Social Work.

2. Programme Specific Admission

2.1 Specific Admission

To be admitted to this programme, all applicants must meet the following requirements in addition to the requirements set out in the Bachelor Generic Regulations:

- Complete a self-declaration of criminal conviction(s) and any medical condition(s) that may prevent full participation in the programme and/or prevent registration with a regulatory authority (as applicable); and
- Sign a consent form allowing a Request and Consent Vetting form. Any applicants with undeclared convictions identified will be referred to the Admissions Committee.
- Be at least 20 years of age by the first day of the semester in which study is to commence; and
- An applicant meeting English Language Requirements with IELTS or TOEFL certification must have an overall IELTS (Academic) band score of at least 6.5 with no band score lower than 6.5 or a TOEFL score of no less than 575 or equivalent; and
- provide names of two independent persons who will provide confidential references for the applicant; and
- provide a curriculum vitae and a personal statement by the applicant indicating their motives for applying for admission to the degree; and

- provide evidence of computer literacy through the achievement of a level 3 computer course or equivalent.

3. Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied

- Criteria group A
 - relevant life and work experience in the social service industry;
 - evidence of maturity , motivation and resilience;
 - evidence of vulnerability awareness;
 - interpersonal understanding;
 - open and non-judgmental attitudes;
 - applicants will have a history appropriate to a career working with vulnerable people. Past criminal convictions may be, but are not necessarily, a factor in determining suitability for admission to the programme.
- Criteria Group B
 - self-confidence;
 - analytical ability;
 - conceptual thinking;
 - academic skills at tertiary level;
 - task orientated;
 - that they meet equity provisions. i.e. applicants representing cultures or sub cultures over represented in social service clientele but under represented in the profession e.g. Disabled, Maori, Pacific Island peoples and other minority groups.

These two groups of criteria are ranked in order of preference. Applicants who meet the greatest number of criteria will be the preferred applicants.

4. Selection Process

- a) Selection will be made by the Programme Leader and/or a subcommittee of the Programme Committee set up for the purpose and with the delegated authority of that committee to offer places to applicants.
- b) Eligible applicants may be interviewed, and/or asked to sit a test, submit written work or undertake small group selection activities.

5. Requirements for the Award of the Qualification

5.1 Bachelor of Social Practice

To be awarded the Bachelor of Social Practice a student must successfully complete 360 credits from the courses set out in Table 1, 2 and 3 having effect as of Semester 1, 2009 and tables 4, 5 and 6 having effect from Semester 1, 2010 (depending on his or her major), according to the pattern set out in these tables and including completion of all prerequisite and co-requisite courses for the major concerned.

Credit Accumulation Tables

Table 1: Credit Accumulation 2010 (Community Development Major)

Course Level	Number of Credits
Level 5	120 credits (Compulsory)
Level 6	105 credits (Compulsory) & 1x 15 credit elective
Level 7	105 credits (Compulsory) & 1x 15 credit elective
Total	360 credits a minimum of 30 credits elective

Table 2: Credit Accumulation 2010 (Social Work Major)

Course Level	Number of Credits
Level 5	120 credits (Compulsory)
Level 6	105 credits (Compulsory) & 1x 15 credit elective
Level 7	105 credits (Compulsory) & 1x 15 credits elective
Total	360 a minimum of 30 credits elective

Table 3: Credit Accumulation 2010 (Counselling Major)

Course Level	Number of Credits
Level 5	120 credits (Compulsory)
Level 6	105 credits (Compulsory)
Level 7	105credits (Compulsory)
Level 5 or 6 or 7	A minimum of 30 credits (Electives)
Total	360

Table 4: Course Details - Bachelor of Social Practice: Community Development Major

To graduate with a Bachelor of Social Practice (Community Development Major) students must have gained a minimum of 360 credits and successfully passed all compulsory courses

Course No	Course Name	Credit	Level	Pre-requisites	Co-requisites	Restrictions
Year 1 Eight Compulsory courses (120 credits) elective is optional						
Semester One						
CSTU5950	Foundations of Social Practice	15	5			CSTU5166
CSTU5911	Whanaungatanga, Gender and Social Practice	15	5			CSTU5165
CSTU5910	Ripene Tahi	15	5			CSTU5167

CSTU5970	Introduction to Sociology & Community Development	15	5			HSDV5140
Semester Two (elective is optional)						
CSTU5920	Discourses of Social Practice	15	5			CSTU6233
CSTU5960	Talanoa Pasifika	15	5			
CSTU5930	Professional Practice	15	5			CSTU6234
CSTU5880	Concepts of Psychology	15	5			HSDV5143
Elective	Choose from the table below	15	5			
Year 2 Five Compulsory courses (105 credits) plus one elective (15 credits).						
Semester One						
CSTU6912	Social Practice in Action	15	6	CSTU 5950		
CSTU6914	Fieldwork Placement	45	6	105 credits at Levels 5 /6		
Semester Two						
CSTU6930	Social Policy, Treaty Relations and Law	15	6	CSTU5910		
CSTU6990	Community Development and Social Change	15	6	CSTU5970		
CSTU6970	Child Protection Studies	15	6			
Elective	Choose from the table below	15	6			
Year 3 - Five compulsory courses (105 credits) plus one elective (15 credits).						
Semester One						
CSTU7970	Advanced Community Development – Theory in Practice (<i>CD major only</i>)	15	7	CSTU6990 and CSTU6914		
CSTU7911	Management and organisational change	15	7			
CSTU7920	Research Methods	15	7		CSTU7970	
Elective	Choose from the table below	15	7			
Semester Two (Elective for PGDip Pathway only)						
CSTU7951	Just Practice	15	7		CSTU7962	
Elective CSTU7352	Introduction to Counselling Practice (<i>new</i>)	15	7	CSTU5920 (or Programme Leader	CSTU7945	

	<i>pathway to PG Dip)</i>			discretion)		
CSTU7962	Community Development Practicum	45	7	CSTU7970		

Table 5: Course Details - Bachelor of Social Practice: Social Work Major

To graduate with a Bachelor of Social Practice (Social Work Major) students must have gained a minimum of 360 credits and successfully passed all compulsory courses.

Course No	Course Name	Credit	Level	Pre-requisites	Co-requisites	Restrictions
Year 1 Eight Compulsory courses (120 credits) elective is optional						
Semester One						
CSTU5950	Foundations of Social Practice	15	5			CSTU5166
CSTU5911	Whanaungatanga, Gender and Social Practice	15	5			CSTU5165
CSTU5910	Ripene Tahī	15	5			CSTU5167
CSTU5970	Introduction to Sociology & Community Development	15	5			HSDV 5140
Semester Two (elective is optional)						
CSTU5920	Discourses of Social Practice	15	5			CSTU6233
CSTU5960	Talanoa Pasifika	15	5			
CSTU5930	Professional Practice	15	5			CSTU6234
CSTU5880	Concepts of Psychology	15	5			HSDV5143
Elective	Choose from the table below	15	5			
Year 2 Five Compulsory courses (105 credits) plus one elective (15 credits).						
Semester One						
CSTU6912	Social Practice in Action	15	6	CSTU 5950		
CSTU6914	Fieldwork Placement	45	6	105 credits at Levels 5 or 6		
Semester Two						
CSTU6930	Social Policy, Treaty Relations and Law	15	6	CSTU5910		
CSTU6990	Community Development and Social Change	15	6	CSTU5970		
CSTU6970	Child Protection Studies	15	6			
Elective	Choose from the table below	15	6			
Year 3 - Five compulsory courses (105 credits) plus one elective (15 credits).						
Semester One						
CSTU7960	Advanced Principles and Theories in Social Work	15	7	CSTU6914		

CSTU7911	Management and organisational change	15	7			
CSTU7920	Research Methods	15	7		CSTU7960	
Elective	Choose from the table below	15	7			



Semester Two (Elective for PGDip Pathway only)						
CSTU7951	Just Practice	15	7			CSTU7981
Elective CSTU7352	Introduction to Counselling Practice (<i>new pathway to PG Dip</i>)	15	7	Restricted entry		
CSTU7981	Social Work Practicum	45	7	CSTU7960		

5.2 Bachelor of Social Practice Transitional Compulsory Courses

The transitional compulsory courses listed below are effective from Sem 1, 2015:

Course No	Course Name	Credit	Level	Pre-requisites	Co-requisites
Transitional Compulsory Courses, effective from Sem 1 2015					
CSTU5164	Working with Migrant and Refugee background Communities and families	15	5		
CSTU5165	Whanau/Family & Social Practice	15	5		
CSTU5166	Foundations of Social Practice	15	5		
CSTU5167	Ripene Tahi	15	5		
CSTU5168	Talanoa Pasifika	15	5		
HSDV5140	Contemporary Issues in Aotearoa NZ Society	15	5		
HSDV5143	Human Development	15	5		
CSTU6233	Discourses of Social Practice	15	6	HSDV5140	
CSTU6234	Professional Practice	15	6		

Refer to section 10.8 regarding these transitional arrangements.

5.3 Bachelor of Social Practice: Electives

Electives – Two electives are required for each major.					
Course No	Course Name	Credit	Level	Pre-requisites	Co-requisites
CSTU5162	Inequality				
CSTU5512	Working with refugee and migrant background communities and families	15	5		
CSTU6910	Creative Social Practice	15	6		
CSTU6960	Family Violence Studies	15	6		
CSTU6950	Negotiated Study	15	5 to 7		
CSTU7945	Counselling in Action	15	7	CSTU6912	
CSTU7352	Introduction to Counselling Practice (Pathway to PGDip)	15	7	Restricted entry	
CSTU7921	Research Practicum	15	7	CSTU7920	
CSTU6230	Disabilities and Mental Health	15	6		
CSTU7946	Special Topic	15	7		

Or other Unitec courses with the consent of the Programme Leader.

6. Exit Qualifications

6.1 Exit Diploma in Community and Social Work

Students who elect to exit before completing the requirements in 5.1 who have been enrolled in the BSocP before December 2005 may be awarded the Diploma in Community and Social Work, level 6, providing they have gained a minimum of 240 credits and passed the required compulsory courses shown in Table 6.

Table 6: Course Details – Diploma in Community and Social Work

Course Level	Number of Credits	Credits
CSTU5970	Intro to Sociology & Community Development	15
CSTU5910	Ripene Tahi	15
CSTU5911	Whanaungatanga, Gender & Social Practice	15
CSTU5930	Professional Practice	15
CSTU5920	Discourses of Social Practice	15
CSTU5960	Talanoa Pasifika	15
CSTU5880	Concepts of Psychology	15
CSTU6912	Social Practice in Action	15
CSTU6914	Fieldwork Placement	15
CSTU6930	Social Policy, Treaty & Law	15

CSTU6990	Community Development & Social Change	15
CSTU7981 or CSTU7962 or CSTU7930	Social Work Practicum or Community Development Practicum or Counselling Practicum	15
TOTAL CREDITS		240

6.2 Milestone award Diploma in Community and Social Work

The Diploma in Community and Social Work may be awarded to those students who have been enrolled in the Bachelor of Social Practice (Counselling) before December 2005 and who also complete CSTU6240 Community Development and Social Change.

7. Credit Recognition and Exemptions

Credit recognition will be determined on a case-by-case basis in accordance with the Regulations for the degree of Bachelor.

8. Assessment of Prior Learning

Assessment of Prior Learning is available for all courses with the exceptions of CSTU6914 Fieldwork Placement, CSTU7981 Social Work Practicum and CSTU7962 Community Development Practicum.

9. Assessment

9.1 Assessment basis

- All assessment except CSTU7981 Social Work Practicum, CSTU6912 Social Practice in Action and CSTU6914 Fieldwork Placement will use an 11-point grading system.
- Assessment for CSTU6912 Social Practice in Action, CSTU7981 Social Work Practicum and CSTU6914 Fieldwork Placement will use the competency based assessment system.
- Fieldwork education will be assessed using competency-based assessment. A merit pass may be awarded at the discretion of the Programme Committee if the student demonstrates excellence in achieving the required outcomes.

9.2 Calculation of course grades

- Course grades will be determined by mathematical aggregation of weighted assessment marks and allocated as follows:

Table 7: Course Grades

Grade	Percentage	Result
A+	90 – 100	Pass
A	85 – 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 – 74	Pass
B-	65 – 69	Pass
C+	60 – 64	Pass
C	55 – 59	Pass
C-	50 – 54	Pass
D	40 – 49	Fail
E	0 - 39	Fail

- b. Students may be awarded one of the following grades for a course if they meet the criteria described.

Grade	Criteria
CR	The student has applied for and been awarded a credit recognition from another qualification
DEF	The course result has been deferred
W	If a student withdraws from a course after the 10% date of the course is completed and up to or at the 75% date of the course. No credits earned.
DNC	A student has either withdrawn after the 75% date of the course has been taught or not attempted a compulsory item of assessment within a course. No Credits earned.

- c. In Courses in which a competency based Assessment (CBA) system is used, results shall be specified as follows:

M	Merit Pass	Credits Earned
P	Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

9.3 Conditions applying to restricted passes

No restricted passes will be awarded for courses in this degree.

9.4 Submission and late submission of work

- Students must submit assignments, and meet due dates prescribed in Course Information. Assignments may be submitted up till midnight on the due date.
- Requests for extensions must be made to the lecturer or course coordinator on or before the due date (See note below*)
- Except in exceptional circumstances, the maximum time granted for extensions will be three working days. This three day grace period will be

given only in valid circumstances at the discretion of the lecturer and/or course coordinator.

- d. If no extension is granted late assignments will incur a late assignment penalty as follows: 10% of total marks available are deducted per day (or part-of), inclusive of weekend days, up to and including 5 days. (Thus, 1 day late = 10% deducted, 2 days late = 20% deducted etc). Assignments handed in more than 5 days late will have 50% of the total marks available deducted from the final mark.

* **NOTE:** This section needs to be read in conjunction with individual Course Information.

9.5 Resits and resubmissions

- a. Resits and resubmissions of failed summative assessment items may be allowed at the discretion of the Programme Committee.
- b. All resits and resubmissions will be carried out in a specified time period from the time the original assessment was returned, or results made available. In all cases, 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. The maximum grade allowable for any reassessed failed assessment event is C-.

9.6 Attendance

Attendance requirements will be noted under the heading of 'Commitment Required' within individual My Course Details documents.

9.7 Assessment Regulations

These Assessment Regulations apply to:

- HSDV 5140 Contemporary Issues in Aotearoa New Zealand
- HSDV 5141 Anatomy and Physiology
- HSDV 5142 Enquiry and Communication
- HSDV 5143 Human Development
- HSDV 5144 Introduction to Practice
- HSDV 6144 Introduction to Research
- HSDV 6240 Law and Ethics
- HSDV 6241 Tauhōkai Waiora: Māori Health and Development

9.7.1 Conditions applying to Restricted Pass

- a. The Programme Committee may award a "restricted pass" in a Course which was narrowly failed and where the Programme Committee considers that marginal failure is compensated by good overall performance.

- b. No more than one restricted pass may be granted to any student for level 5 and level 6 courses.
- c. Restricted passes will not be awarded for level 7 course/s.
- d. A student may decline the award of a restricted pass by notifying the Head of Centre in writing no later than 20 working days from notification of the results.

9.7.2 Submission and late submission of work

- a. Applications for extensions must be made in line with the Special Assessment Circumstances policy.
- b. Any assessment that is submitted late (and does not have a prior approved extension or Special Assessment Circumstance application) will be penalised by a deduction of 10% per day of the student's assignment mark, up to five (5) days, inclusive of weekends.
- c. No assessments will be accepted five (5) days (inclusive of weekends) after the due date and a student will receive a DNC grade thereafter.

9.7.3 Resits and resubmissions

- a. Resits and resubmissions will be defined in the specific course descriptors (as below):
 - 1. Students may request a resubmission for one failed assessment per common semester or shared course.
 - 2. Assessments eligible for a resubmission will be outlined on the Assessment Descriptor.
 - 3. Where an assessment is an e-portfolio, students may resubmit only the failed entry(ies).
 - 4. Assessments that are handed in late or any DNC assessments will not be eligible for resubmission.
 - 5. Requests for a resubmission must be made in writing within five (5) days (inclusive of weekends) upon students receiving their assessment mark and feedback.
 - 6. Students will be notified by the Course Leader (on behalf of the Programme Management Committee) of the outcome of their request and new submission date (if applicable).
 - 7. Any assessment resubmitted is entitled to receive a maximum of a C-grade (50%).
- b. The maximum grade for any resubmission assessment is C- (50%). In all cases the grade achieved on the resit will be the grade used in calculating the overall course grade.

10. Transitional Arrangements / Modified Programmes of Study

10.1 Approval of Study Plans

Students enrolled before 2009 will be required to have a modified plan of study approved by the BSocP Programme Committee. The current restriction table will still apply.

10.2 Transitional Arrangements: BSocP Counselling Major

Students who started the BSocP Degree (Counselling) prior to Semester 1, 2012 will require a transitional arrangement plan to be made in consultation with the Programme Leader as this major is no longer offered.

Students who have graduated with the BSocP Degree (Counselling) will be eligible to Cross Credit 285 credits towards a BSocP Degree (Social Work). They will need to complete CSTU7911 Management and Organisational Change, CSTU7960 Advanced Principles and Theory of Social Work, and CSTU7924 Social Practice Practicum 2. If students who graduated with a BSocP Degree (Counselling) have completed CSTU7911 Management and Organisational Change as an elective course they will be required to complete another 15 credits as negotiated with the Programme Leader. This transition arrangement allows students to enrol into the 360 Credit BSocP Degree in 2015 and 2016. All enrolled students must complete the qualification by the end of 2016. From 2017 returning students will be required to enrol into the 480 Credit BSP degree.

This transition arrangement expires in 2022.

10.3 Transition Table for course changes

Students who were enrolled in the Bachelor of Social Practice prior to 17 July 2006 and have not successfully completed CSTU7310 as at the end of June 2006 will be required to complete CSTU7911.

Students are required to complete courses listed as replacement courses in the Table below:

Original Course	Replacement Course	Effective Date
CSTU 7310	CSTU 7911	Semester 1 2009

10.4 Transitional Arrangement: CSTU6920 Risk Assessment and CSTU 6971 Collaborative Practice in Action

Students enrolled in the BSocP between 2004 and 2012 needed to complete CSTU6920 Risk Assessment and CSTU 6971 Collaborative Practice in Action. From

2013 onwards these courses will be replaced by CSTU 6912 Social practice in Action.

Students who have not successfully completed CSTU 6971 Collaborative Practice in Action, will be required to complete course CSTU 6912 Social practice in Action.

Students who have not successfully completed CSTU6920 Risk Assessment, will be required to complete a course as negotiated with the Programme Leader, to achieve these learning outcomes.

Students who have not successfully completed either of the courses CSTU6920 Risk Assessment and CSTU 6971 Collaborative Practice in Action will need to successfully complete CSTU 6912 Social practice in Action. An additional elective may be required to achieve 360 credits for completion of the degree.

Original Courses			Replacement Courses		
Category Number	Course Name	Credits	Category Number	Course Name	Credits
CSTU6920	Risk Assessment	15	CSTU6912	Social Practice in Action	15
CSTU6971	Collaborative Practice in Action	15	CSTU6912	Social Practice in Action	15

10.5 Transition Arrangement: Fieldwork

Students who have not successfully completed CSTU 6160 Fieldwork Placement or CSTU 7980 Social Work practicum or CSTU 7961 Community Development Practicum at the credit value of 30, will complete CSTU 6914 Fieldwork Placement or CSTU 7981 Social Work practicum or CSTU 7962 Community Development Practicum at the higher credit value of 45.

Original Courses			Replacement Courses		
Category Number	Course Name	Credits	Category Number	Course Name	Credits
CSTU6160	Fieldwork Placement	30	CSTU6914	Fieldwork Placement	45
CSTU7980	Social Work Practicum	30	CSTU7981	Social Work Practicum	45
CSTU7967	Community Development Practicum	30	CSTU7962	Community Development Practicum	45

10.6 Transitional Arrangements effective from Sem 1, 2015

Due to the Bachelor of Social Practice programme's credit value changing from 360 to 480, effective Semester 1, 2015 students are required to complete courses as per sections below to fulfil the completion requirements of the programme.

- 10.6.1** Students enrolled in the 360 credit programme must complete the replacement courses as stated in the table below. This transitional arrangement expires Semester 1, 2024.

Course Number	Has Restriction of Course	
For students who started the programme prior to 2008	Students who started the Programme from 2009 to 2014	Students who started the programme 2015 onwards
CSTU 6211 & CSTU6540	CSTU 5911	CSTU5165
CSTU5150	CSTU5950	CSTU5166
CSTU 5110	CSTU 5910	CSTU5167
CSTU 5511	CSTU 5960	CSTU5168
	CSTU5512	CSTU5164
CSTU 5510	CSTU 5970	HSDV5140
CSTU 6880 & CSTU6520 or CSTU5140	CSTU 5880	HSDV5143

10.6.2 Students enrolled in the 360 credit programme who have not successfully completed CSTU5920 Discourses of Social Practice and/or CSTU5930 Professional Practice will need to complete CSTU6233 Discourses of Social Practice and/or CSTU6234 Professional Practice. This transitional arrangement expires Semester 1, 2024.

10.6.3 Students enrolled in the 360 credit programme who have not successfully completed CSTU6914 Fieldwork Placement will need to complete this course by the end of 2016. After 2016, students will need to successfully complete CSTU7922 Social practice practicum 1.

11. General Provisions

11.1 Fieldwork placements

- It is expected that all agencies' policies will be explained to students as part of their orientation in fieldwork placements. Students should seek to understand this and should not hesitate to approach the field educator over any incident or issue about which they are concerned or unclear.
- Students will not be left on duty without the presence and back up of agency staff. Agency staff should be contacted where appropriate.
- Students will not be expected to be unsupervised on tasks with the potential to involve the student in a dangerous situation. Consideration should be given to outside agency visits being done, at least initially, in pairs.
- All students will have undertaken the police vetting procedure prior to commencing fieldwork placement.
- Students undertaking fieldwork placements are required to have a current full drivers licence (N.Z. licence or acceptable international equivalent, subject to exemption on grounds of disability) before the commencement of the first fieldwork placement in the second year of the programme. Restricted licences may be acceptable in exceptional circumstances.

11.2 Progression from one year to next

The Programme Leader may invite a student to an interview where there is sufficient concern about the student's academic or professional competence to proceed to the next level of study on the programme.

11.3 Re-admission after withdrawal or extended absence from the Programme

Students who withdraw from the programme or take an extended leave of absence for a period of time in excess of one year may be required to apply for re-admission to the programme.

11.4 Certificate of Proficiency (COP)

The total number of credits acquired through COP shall not exceed the equivalent of one year's maximum course load for a full-time student on the Bachelor of Social Practice without the student formally enrolling on the degree programme.

11.5 Ethics

The Department of Community Studies is bound in the first instance to the Unitec Academic Statute and adheres to the New Zealand Association of Social Workers Code of Ethics and Bicultural Code of Practice, and the New Zealand Counsellors Association Code of Ethics, where applicable.

11.6 Exclusion from the Programme

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

12. Commencement

These regulations came into force Semester 2, 2015.