

This document covers the admission requirements for the Certificate in Community Skills

For the full Terms and Conditions of this programme download the following:

[Certificate Generic Regulations](#)

[Programme \(Specific\) Regulations](#)

[Admission Requirements Policy](#)

To be eligible for admission, you must meet two admission requirements:

- Requirements for either general admission, special admission, or discretionary admission
- English language requirements

Most domestic (NZ) students enter through general admission. If you do not meet the requirements for general admission, special admission, or discretionary admission may be available.

General Admission

To apply for this programme, candidates are required to meet all of the below entry requirements.

- All applicants must be at least 16 years of age on the date of the programme's commencement for the semester in which they wish to enrol (or provide a completed Early Release Exemption form)
- All applicants must have a minimum of 4 years secondary education, and a minimum of 12 NCEA credits at Level 1 in each of at least two subjects OR a pass in two subjects in New Zealand School Certificate, OR Unitec Certificate in Foundation Studies: Whitinga (Level 2) in a relevant pathway, OR equivalent;
- Applicants under the age of 20 must attend an interview in which they must:
 - a. provide a personal statement indicating their reasons for applying to the programme; *and*
 - b. demonstrate sufficient competence and maturity to be part of the programme; *and*
 - c. supply the names of two independent persons who will provide confidential references.

Special Admission

Applicants must have:

- d. attained the age of 20 years on or before the first day of the semester in which study for the Certificate is to commence; and
- e. provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification.

Discretionary Admission

In exceptional cases an applicant who does not meet the general admission requirements and who has not reached the age of 20 on or before the first day of the semester in which study for the Certificate is to commence may apply for discretionary admission.

In assessing whether to grant discretionary admission in exceptional cases, the primary focus will be on the applicant's level of preparedness for study at the required level.

English Language Requirements

General English Language requirements

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language entry requirements for international students for whom English is not their first language:

Applicants must have at least ONE of the following:

- a) Gained NCEA level 3 and met New Zealand university entrance requirements;
- b) Clear evidence that they satisfy one of the following criteria for existing English proficiency:
 1. Previous primary and secondary study in English as evidenced by completion of one of the following at schools with English as the language of instruction in countries with a student visa approval rate of at least 80 per cent:
 - i. Completion of all primary education and at least three years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13), or
 - ii. Completion of at least five years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13)
at schools using English as the language of instruction are eligible for enrolment at all levels of the NZQF
 2. Previous tertiary study in English: International students are eligible for enrolment at all levels of the NZQF when they can provide clear evidence of completion of a Bachelor Degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Postgraduate Certificate, Postgraduate Diploma, Master's Degree or Doctoral Degree with English as the language of instruction, from tertiary education providers from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States.
 3. Achievement of the Certificate in English Language Teaching to Adults (CELTA)
- c) Achieved, within the preceding two years, at least one of the English proficiency outcomes listed below:

1. NZ Certificate in English Language (NZCEL) (General / Workplace / Academic) (Level 3)
2. An overall IELTS band score (Academic Format) of 5.5 with no band score lower than 5. The IELTS scores used must be taken from a single IELTS Test Report Form.
3. An overall TOEFL Paper-based test (pBT) score of 530 (essay 4.5 TWE) OR an overall TOEFL Internet-based test (iBT) Score of 46 (writing 20)
4. University of Cambridge English Examinations: FCE or FCE for schools with a score of 162.No less than 154 in each skill
5. Pearson Test of English PToE (Academic) with a score of 42 with no score lower than 36