

PROGRAMME REGULATIONS

Programme Schedule

Certificate in Community Skills

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

1. Programme Schedule

This schedule applies to the Certificate in Community Skills (Cert CommSk) (Level 4, 60 credits).

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 Certificate Generic Regulations:

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.

3. Selection Criteria

When the number of applications for admission exceeds the number of places available, students will be selected on a first-come first-serve basis.

4. Selection Process

Selection will be made by a subcommittee of the Programme Committee set up for the purpose and with the delegated authority of that committee to offer places to applicants.

5. Requirements for the Award of the Qualification

5.1 Certificate in Community Skills

To be awarded the Certificate in Community Skills a student must complete the credits and course requirements in clause 5.2 of these regulations within 3 years of first enrolment, and must maintain an overall attendance level of at least 80% in each course.

5.2 Credits and courses

5.2.1 Students must complete the two compulsory courses listed in Table 1 below and successfully complete either:

- a. two elective courses listed in Table 1, or
- b. one elective course listed in Table 1 and one 15 credit course from another programme. Students taking this option must have gained the Programme Leader's approval of a study plan that aligns with the overall aims of the Certificate and the learning needs of the student.

Table 1: Course Details: Compulsory and Elective Courses

Compulsory courses in **bold**.

Elective courses in *italics*.

Course Code	Title	Level	Credits
Compulsory Courses			
CSTU4715	Identity and Communication	4	15
CSTU4712	Culture and Community	4	15
Elective Courses			
<i>CSTU4721</i>	<i>Introduction to Counselling</i>	<i>4</i>	<i>15</i>
<i>CSTU4722</i>	<i>Youth Studies</i>	<i>4</i>	<i>15</i>
<i>CSTU4723</i>	<i>Disability Studies</i>	<i>4</i>	<i>15</i>
<i>CSTU4724</i>	<i>Abuse and Trauma Studies</i>	<i>4</i>	<i>15</i>
<i>CSTU4714</i>	<i>Special Topic</i>	<i>4</i>	<i>15</i>

6. Assessment

6.1 Assessment basis

Assessment is competency based.

6.2 Calculation of course grades

- a. Course grades will be reported according to the following criteria:

Table 2: Course Grades

Grade	Status
M	Merit Pass

Grade	Status
P	Pass
NC	Not Yet Competent

- b. To pass a course, students must gain at least a P for all assessment events.
- c. To be awarded M, students must have gained an M in more than half of the total course assessment.
- d. Students may be awarded one of the following grades for a course if they meet the criteria described.

Table 3: Grade Criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
DEF	Deferred	The course result has been deferred
W	Withdrawn	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	Did not complete	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.

6.3 Restricted passes

Restricted passes are not available for courses in this programme.

6.4 Resits and resubmissions

- a. One Resit and/or resubmission for each “Not Yet Competent” summative assessment item may be allowed at the discretion of the Programme Leader.
- 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 ‘P’.
- c. The proportion of resubmitted summative assessment within any one course shall not exceed 50% of the total summative assessment marks for the course.
- d. Except in exceptional circumstances, applications to resubmit must be made no later than one week following the return of the failed assessment task, and resubmission must take place within two weeks after permission has been granted. No extensions will be given.

6.5 Use of Te Reo Maori in assessment

Students wishing to complete assessments using Te Reo Māori must inform their Course Co-ordinator in line with the Assessment in Te Reo Māori policy. The method of assessment to be used in such circumstances will be approved by the Programme Management Committee.

6.6 Extensions

In special circumstances the Programme Leader and /or Committee may approve an extension of the due date for submission. All applications for extensions must be made to the course coordinator/Leader prior to the submission date for the assessment item.

6.7 Late submissions

- a. Assignments submitted up to 48 hours (two working days) after the due date will be marked but cannot achieve more than a P grade.
- b. Assignments more than 48 hours (two working days) late will not be marked and will be recorded as "Did not submit" unless accompanied by a SAC form.
- c. Special Assessment Circumstances (SAC) may apply. Students, who due to circumstances beyond their control, miss an assignment deadline should complete a SAC form. SAC applications requesting an extension of time, must be submitted (along with work completed to date) within the time frame of the extension, as negotiated with the Programme Leader.
- d. Late submission precludes the right to resubmission.

6.8 Satisfactory Progression

Any student wishing to enrol in a course having previously failed twice must seek the permission of the Programme Management Committee.

7. Transitional Arrangements / Modified Programmes of Study

- a. Students that were enrolled in the Certificate in Community Skills (40 credits) prior to 2008, may transfer all credits gained towards that qualification to the Certificate in Community Skills (60 credits)
- b. In 2008 only, such students may elect to enrol in available courses from the Certificate in Community Skills (60 credits) and count the credit gained towards the Certificate in Community Skills (40 credits).
- c. In 2008 only, a small number of 3 credit courses will be offered to enable students enrolled in the 40-credit course to complete their qualification.

8. Commencement

These regulations came into force in Semester 1, 2016.