

# PROGRAMME REGULATIONS

## Programme Schedule

### Certificate in Language Teaching

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

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#### 1. Programme Schedule

This schedule applies to the Certificate in Language Teaching (CertLT) (Level 5, 45 credits).

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#### 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:

- a. All applicants must be aged 16 or over on the first day of semester in which study in the programme is to begin; and
- b. Have a minimum total of 60 NCEA credits in his/her best four subjects at Level 2, or a maximum total of 16 in New Zealand Sixth Form Certificate in his/her best four subjects, or equivalent, or
- c. Have an appropriate qualification at Level 3 or above; and
- d. Have knowledge or experience of teaching and a second language
- e. Demonstrate awareness of language through a pre-interview language awareness task and an interview

The English Language Entry Admission requirements set out in the Certificate Generic Regulations do not apply to this programme. Applicants must meet the following requirements:

- a. Have a minimum of 8 NCEA credits in English at Level 2, of which 4 must be in Reading and 4 in Writing, or equivalent, or
- b. Have a minimum of 7 NCEA credits in an English-rich subject at Level 3, or
- c. Have a grade of 5 or better in New Zealand Sixth Form Certificate in an English-rich subject, or
- d. Have at least 40% in University Bursary in an English-rich subject, or
- e. Have the Graduate Certificate in English as an Additional Language, or

- f. Have an overall IELTS band score (Academic Format) of no less than 6.5 (with no less than 6.0 in writing),
- g. Have a TOEFL score of no less than 575 (230 in computer-based test and 6 in TWE), or equivalent.

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### **3. Selection Criteria**

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

- a. Have previous teaching experience;
- b. Have academic qualifications in excess of those identified in general admission;
- c. Have work or other experience relevant to the courses in the programme;
- d. Have experience in learning a language other than their first language;
- e. Have good interpersonal skills (listening skills, collaborative work, interest in people, attention to other's needs, cross cultural understanding);
- f. Have the ability to acknowledge and identify strengths and weaknesses;
- g. Have clear reasons for doing the programme.

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

All Applicants will be required to demonstrate awareness of language through a pre-interview language awareness task and an interview.

Students will be provided with criteria in relation to the meaning of "language awareness".

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### **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.

Eligible applicants may be required to fulfil a written submission and may be required to attend an interview with the selection subcommittee of the Programme Committee.

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## 5. Requirements for the Award of the Qualification

### 5.1 Certificate in Language Teaching

To be awarded the Certificate in Language Teaching (Level 5, 45 credits) students must successfully complete 45 credits from the courses listed in Table 1. **and** complete the requirements within two years of initial enrolment.

Table 1: Certificate in Language Teaching

Course No.	Course name	Credits	Pre-requisites	Co-requisites
Level 5				
EAPL5501	Language Teaching Practice	15		EAPL5502
EAPL5502	Language Teaching and Learning	15		EAPL5501
EAPL5503	Teaching and learning contexts	15		EAPL5501 EAPL5502

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## 6. Credit Recognition and Exemptions

- Specified and unspecified will be determined on a case-by-case basis in accordance with the certificate regulations.
- Successful completion of the Cambridge Certificate in English Language Teaching to Adults (CELTA) course will be deemed to give credit for EAPL5402 Language Teaching and Learning and EAPL5401 Language Teaching Practice 1.

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## 7. Assessment

### 7.1 Assessment basis

All assessment is achievement based using an 11 point grading scale.

Students will be provided with specific details of assessment requirements and regulations in the course information. This will include assessment types and methods, weighting, assignment guidelines and reading lists.

### 7.2 Calculation of course grades

- Course grades are calculated by the mathematical aggregation of weighted assessments.
- Students may be awarded one of the following grades for a course if they meet the criteria described.

Table 2: Course Grades

Grade	Percentage	Value	Range	Result
A+	90-100	1	1-1.5	Pass
A	85-89	2	1.6-2.5	Pass
A-	80-84	3	2.6-3.5	Pass
B+	75-79	4	3.6-4.5	Pass

B	70-74	5	4.6-5.5	Pass
B-	65-69	6	5.6-6.5	Pass
C+	60-64	7	6.6-7.5	Pass
C	55-59	8	7.6-8.5	Pass
C-	50-54	9	8.6-9.5	Pass
D	40-49	10	9.6- 10.5	Fail
E	0-39	11	10.6-11	Fail

- c. All summative assessment tasks must be successfully passed for a student to gain a pass for the course unless otherwise stated in the Course Information document.
- 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.

### 7.3 Restricted passes

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

### 7.4 Resits and resubmissions

- a. For all courses other than EAPL 5501 language Teaching practice, all requests for resubmission will be made within 14 days of the original assessment being returned, or resultnotification.
- b. Resubmissions are only available for failed assignments.
- c. Only one resubmission opportunity is available for any one assessment event unless otherwise specified in the Course Information document. A student may undertake only one resubmission in any one course unless otherwise specified in the Course Information document.
- d. The re-submitted work must be accompanied by the original assignment and the feedback cover sheet.
- e. For Language Teaching Practice, a grade can be deferred for a maximum of one semester until resubmission has been made.
- f. The maximum grade for any resit/resubmission of assessment is C- unless otherwise specified in the Course Information document (see CELTA 5).
- g. In fairness to all students, these regulations will be strictly adhered to.

### 7.5 Late submissions

- a. Provision is made to allow for the granting of extensions to due dates for assignments.
- b. Extensions shall only be granted if a student contacts the Programme Leader in writing at least 24 hours before the due date for the assignment.

- c. All decisions shall be at the discretion of the Academic Leader.
- d. **Late submission without prior approval**
  - i. 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 assignment mark, up to five (5) days, inclusive of weekends.
  - ii. No assignments will be accepted after the five (5) days inclusive of the weekends and a student will receive a zero mark.
  - iii. Assignment hand in time to be 5pm (hardcopy) or 11.59pm (softcopy) on the due date.

### **7.6 Use of Te Reo Maori in assessment**

Students wishing to complete EAPL 5503 – Assignments 2 & 3 using Te reo Māori must inform the Programme Leader within the first week of the first semester in which the course is delivered. The method of assessment to be used in such circumstances will be approved by the Programme Management Committee.

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## **8. Commencement**

These regulations came into force in Semester 2, 2016.