

This document covers the admission requirements for the Diploma in Information Technology Support

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

[Diploma 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:

- a. 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).
- b. have a total of 60 NCEA credits at level 2 in best 4 subjects, OR a maximum total of 16 in best 4 Sixth Form Certificate subjects, OR equivalent OR completion of an appropriate qualification at Level 3 or above;

Special Admission

Applicants must have:

- a. attained the age of 20 years on or before the first day of the semester in which study for the diploma is to commence;

AND

- b. 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 diploma 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 8 credits at NCEA Level 2 in English (4 in Reading, 4 in Writing).

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) (Academic) (Level 4)

2. An overall IELTS band score (Academic Format) of 6 with no band score lower than 5.5. The IELTS scores used must be taken from a single IELTS Test Report Form.
3. An overall TOEFL Paper-based test (pBT) score of 550 (essay 5 TWE) OR an overall TOEFL Internet-based test (iBT) Score of 60 (writing 20)
4. University of Cambridge English Examinations: FCE, or FCE for schools, or CAE, or CPE with a score of 169. No less than 162 in each skill
5. Pearson Test of English PToE (Academic) with a score of 50 with no score lower than 42