

## PROGRAMME REGULATIONS

### Programme Schedule

## National Certificate in Electrical Engineering (Level 2)

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

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### 1. Regulations for the Certificate

These regulations apply to the Level 2 off-job units (44 credits) taught at Unitec towards the National Certificate in Electrical Engineering (Level 2) (NCertElecEng2).

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### 2. Programme Specific Admission

The General Admission and the English Language requirements in the Certificate Generic Regulations do not apply to this National Certificate programme. All applicants must meet the programme specific requirements set out below.

#### 2.1 Specific Admission

##### Academic admission requirements

Applicants may be admitted to the programme if they:

- a. Are at least 16 years of age on or before the first day of the programme and,
- b. Have completed three years' secondary schooling.

(Note that it is recommended that applicants have a minimum of 10 NCEA credits at Level 1 in Mathematics, or equivalent).

##### English language admission requirements

Applicants may be admitted to the programme if they have a minimum standard of English as follows:

- a. A minimum of 6 NCEA credits at Level 1 in English, or
- b. A grade of D or better in New Zealand School Certificate in English, or equivalent; or
- c. An overall IELTS band score (Academic) of no less than 5.0, or
- d. A TOEFL score of no less than 500, or
- e. One of the following Unitec qualifications:
  - Certificate Employment Skills English (Office Skills or Computing), or

- Certificate in Intensive English (Upper Intermediate), or
- Certificate in English (Upper Intermediate) or equivalent.

### 3. Selection Criteria

Applicants that meet the admission requirements will be enrolled in the order of receipt of their applications.

### 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.

Applicants may be required to attend an interview.

### 5. Requirements for the Award of the Qualification

#### 5.1 Credits and courses

To be awarded the Unitec Achievement certificate (Model B) students must have satisfied the following requirements;

- the successful completion of the required total units specified in these regulations for the certificate, including any pre-requisites or co-requisites specified, from either table 1 or table 2.

**Table 1:**

Level	Course No.	Course Name	Credits
<b>Level 2</b>			
2	ETEC2400	Industry Electrical Level 2	44
(Course includes all units in Table 2)			

**OR**

**Table 2:**

All Compulsory courses are shown.

Level	Course No.	Course Name	Credits
<b>Level 1</b>			
1	ETEC US1978	Identify basic employment rights & responsibilities Unit Standard 1978	2
1	ETEC US6402	Unit Standard 6402	1
<b>Level 2</b>			
2	ETEC US750	Unit Standard 750	2
2	ETEC US6401	Provide first aid Unit Standard 6401	1
2	ETEC U15844	Select & install flexible cords Unit Standard 15844	3
2	ETEC U15845	Draw & explain simple electrical diagrams Unit Standard 15845	4

Level	Course No.	Course Name	Credits
2	ETEC U15846	Capacitors, semiconductor diodes & rectification Unit Standard 15846	3
2	ETEC U15847	Mathematics & mechanics for electrical trades Unit Standard 15847	4
2	ETEC U15848	Safeguards for use with portable electrical appliances Unit Standard 15848	2
2	ETEC U15849	Perform manual soldering & de-soldering procedures Unit Standard 15849	2
2	ETEC U15851	Demonstrate knowledge of electrical safe working practices Unit Standard 15851	3
2	ETEC U15852	Electrical testing to ensure safety Unit Standard 15852	2
2	ETEC U25070	Explain the properties of conductors, insulators, and semiconductors and their effect on electrical circuits.	7
2	ETEC U25071	Demonstrate knowledge of electromotive force (e.m.f) production.	3
2	ETEC U25072	Demonstrate knowledge of electromagnetism theory.	5
		<b>Total Credits</b>	<b>44</b>

## 5.2 National Certificate in Electrical Engineering (Level 2)

To be awarded the National Certificate in Electrical Engineering (Level 2) by NZQA a student must:

- have successfully completed the compulsory units, as listed in Table 1 or Table 2, within six years of first enrolment, and
- have gained all level 2 on-job units.

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## 6. Credit Recognition and Exemptions

- The Industry Programme Committee may award a student credit recognition or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme.
- Credit recognition will normally not be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the certificate.
- The credit recognition may be:
  - specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the certificate; or
  - unspecified, where the previous study has taken place in a programme with a similar philosophy but there is no exact match in the programme's courses.

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## 7. Assessment of Prior Learning

Assessment of Prior Learning is available for all units in this certificate.

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## 8. Assessment

### 8.1 General

Assessment is competency based.

### 8.2 Calculation of Course grades and Unit results

- a. Course grades using a competency-based scale are graded according to the following criteria:

**Table 3: Course Grades**

Grade	Status
P	Pass
DNC	Did Not Complete
CR	Credit Recognition
NC	Not yet Competent
W	Withdrawn

- b. Unit results using a competency-based scale are awarded according to the following criteria:

**Table 4: Unit Results (Followed by entry date)**

Unit	Status
C	Competent
I	Incomplete
CR	Credit Recognition
DEF	Result not finalised

### 8.3 Coursework

- a. The due dates for all summative assessment work will be notified in course information.
- b. Applications for assessment extensions must be made in writing to the Industry Programme Director, via the tutor, at least two days prior to the submission date.

### 8.4 Resits and resubmissions

- a. Students are entitled to resit or resubmit each failed assessment event twice.
- b. All resits and resubmissions will be carried out within a specified time period (usually 1 week) from the time the original assessment was returned or results made available. In all cases, the original marked assignment must 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.
- c. The maximum grade for any resit/resubmission of assessment is 'C': Competent.

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## 9. Commencement

These regulations came into force in Semester 1, 2014.