



## PROGRAMME REGULATIONS

### New Zealand Certificate in Construction Related Trades (Main Contract Supervision) (Level 5)

To be read in conjunction with the Unitec Academic Statute, Academic and Programme Management policy, and other relevant policies.

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#### 1. Introduction

These Programme Regulations apply to the New Zealand Certificate in Construction Related Trades (Main Contract Supervision) (Level 5) (NZCertConsTrades), (Level 5, Credits 57).

These regulations come into effect from *Semester 1, 2017*.

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#### 2. Admission Requirements

##### 1.1 General Admission

To be admitted to this programme, applicants must

- have completed New Zealand Certificate in Construction Related Trades (Supervisor) (Level 4),  
OR
- provide evidence of equivalent knowledge and skills.

##### 1.2 Special Admission

Applicants may be granted Special Admission if:

- a. Attained the age of 20 on or before the first day of the semester in which study for the certificate 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.

##### 1.3 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.

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### 3. Selection Criteria & Selection Process

#### 3.1 Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, a selection process will be implemented. The applicants with the highest level of qualifications and experience will get the preference.

#### 3.2 Selection process

When selection is necessary, it will be made by an enrolment review group, under the leadership of the appropriate Academic Leader. The review group will have the delegated authority of the Programme Framework Committee to offer places to applicants. Applicants may be required to attend an interview.

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

#### 4.1 Credit Accumulation

To be awarded the New Zealand Certificate in Construction Related Trades (Main Contract Supervision) (Level 5) a student must successfully complete 57 credits, accumulated in the pattern set out in Table 1, from the courses set out in Table 2.

Course Level	Compulsory Credits	Elective Credits	Total Credits
5	57	0	57
Total			57

**Table 1: Credit Accumulation**

#### 4.2 Course Details

All courses are compulsory

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
<b>Level 5</b>				
CIBC5301	Building Construction Methods and Order Lists	12	Nil	Nil
CIBC5302	Concrete Structural Units and Weatherproofing	15	Nil	Nil
CIBC5303	Ground Retention Systems and Sub-Trades	16	Nil	Nil

CIBC5304	Non-Structural Exteriors and Ceiling and Wall Systems	14	Nil	Nil
Total		57		

**Table 2: Course Details**

## 5. Credit Recognition

### 5.1 Cross Credit/ Credit Transfer

Cross credits and credit transfer decisions will be made on a case-by-case basis in accordance with Unitec Credit Recognition Policy.

### 5.2 Assessment of Prior Learning (APL)

Assessment of Prior Learning (APL) is available for all courses. APL decisions will be made on a case-by-case basis as per Unitec Assessment of Prior Learning Policy and procedures.

## 6. Assessment

### 6.1 Assessment in Te Reo

Students wishing to complete assessments using Te Reo Māori may do so as per Unitec Assessment in Te Reo Māori Policy

### 6.2 Assessment basis

- Assessment is achievement-based using four-point grading scale.

### 6.3 Course grades / Calculation of course grades

- Course grades are reported according to the following criteria:

Grade	Description	Credits Earned or not
A	Pass with distinction	Credits Earned
B	Pass with Merit	Credits Earned
C	Pass	Credits Earned
D	Fail	No Credits Earned

**Table 3: Grade Criteria**

- Students may be awarded one of the following administrative grades for a course where appropriate:

Grade	Meaning	Criteria
CR	Credit Recognition	Credit earned through Cross Credit from another qualification and/or through the Assessment of Prior Learning.

Grade	Meaning	Criteria
<b>DEF</b>	Deferred	Where a student can, with the approval of the Programme Framework Committee, complete a course assessment beyond the scheduled date. Unless an exception to this is approved by the Programme Framework Committee, any Deferred Grade remaining on a student's record beyond a duration equal to that of the original course will be changed to the grade to which the student would otherwise be entitled.
<b>DNC</b>	Did Not Complete	DNC is recorded if a student has either withdrawn after 75% of the scheduled course duration, or not attempted a compulsory item of assessment within a course. No credits earned.
<b>W</b>	Withdrawn	W is recorded if a student withdraws from a course after 10% of the scheduled course duration and up to, or at the date at which 75% of the scheduled course has passed. No credits earned.

**Table 4: Administrative Grades**

- The final grade for a course shall be determined from the weighted average of all summative assessment activities in the course.

#### **6.4 Submission and late submission of work**

- a) The due dates of assessment items will be notified in course information.
- b) Specific requirements regarding individual assessments will be notified in course information.
- c) Application for late submission of work must be made to the Course Coordinator no less than one week prior to the assessment due date.

#### **6.5 Special Assessment Circumstances**

Students whose performance in a summative assessment being affected by factors beyond the control of the student may apply for Special Assessment Circumstances in accordance with the relevant section of the Academic and programme Management Policy.

#### **6.6 Resits and resubmissions**

- a) Where a minor reworking of an aspect of an assessment will enable the student to achieve a passing grade, one resit/resubmission per course may be allowed.
- b) The final decision on whether to allow resubmission is at the discretion of the Programme Framework Committee.
- c) Resits/resubmissions are only available to students who fail an assessment item submitted by the due date. Assessments that are handed in late are not eligible for resubmission.

#### **6.7 Conditions applying to restricted passes**

Restricted passes are not available for courses in this programme.

#### **6.8 Appeals**

Students may appeal the decisions made under these regulations in accordance with the relevant section of the Academic and Programme Management Policy.

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### **7. Transitional Arrangements**

Transitional arrangements into this programme will be on a case-by-case basis in accordance with the Unitec Credit Recognition Policy.

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