

## PROGRAMME REGULATIONS

### **New Zealand Certificate in Construction Trade Skills (Level 3) with strands in Allied Trades, Carpentry and Joinery**

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 New Zealand Certificate in Construction Trade Skills [NZ2834] (Level 3) with strands in Allied Trades, Carpentry, and Joinery (NZCTS) (60 – 120 credits).

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

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#### **2. Admission Requirements**

##### **2.1 General Admission**

To be admitted to this programme, applicants must

- have NCEA Level 1, including 10 credits each in literacy (reading and writing) and numeracy, OR
- demonstrate equivalent knowledge and skills to indicate the ability to study at Level 3.

##### **2.2 Specific Admission**

Applicants may be granted Special Admission if:

- Attained the age of 20 on or before the first day of the semester in which study for certificate is to commence; AND
- Provided evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification

##### **2.3 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.

##### **2.4 English Language Admission Requirements**

International applicants whom English is not their first language 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)
  - 2) Previous tertiary study in English: clear evidence of completion of a tertiary qualification of at least three years' duration with English as the language of instruction in 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) with endorsement of either General, Workplace or Academic (Level 3)
  - 2) An overall IELTS band score (Academic Format) of 5.5 with no band score lower than 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 530 (essay 4.5 TWE) OR an overall TOEFL Internet-based test (iBT) Score of 46 (writing 14)
  - 4) University of Cambridge English Examinations: FCE, or FCE for schools with a score of 162. No less than 154 in each skill
  - 5) Pearson Test of English PToE (Academic) with a score of 42.
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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. Those who have a reasonable chance of succeeding in the programme will be selected.

#### **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**

- a. To be awarded the New Zealand Certificate in Construction Trade Skills (Level 3) Carpentry Strand students must successfully complete 120 credits, accumulated in the pattern set out in Table 1, from the courses set out in Table 2a.
- b. To be awarded the New Zealand Certificate in Construction Trade Skills (Level 3) Joinery Strand students must successfully complete 90 credits, accumulated in the pattern set out in Table 1, from the courses set out in Table 2b.
- c. To be awarded the New Zealand Certificate in Construction Trade Skills (Level 3)

Allied Trades Strand students must successfully complete 60 credits, accumulated in the pattern set out in Table 1, from the courses set out in Table 2c.

**Table 1: Credit Accumulation**

Course	Core	Compulsory	Total
Level 3			
Carpentry Strand	30	90	120
Joinery Strand	30	60	90
Allied Trades	30	30	60

## 4.2 Course details

### a). Course Details for Carpentry Strand

All courses are compulsory

**Table 2a. Course Details for Carpentry Strand**

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
<b>Level 3</b>				
CIBC3911	Workplace Safety Frameworks and Practices	20	Nil	Nil
CIBC3512	Skills for Construction Trades	10	Nil	Nil
CIBC3513	Carpentry Terminology and Concepts	10	Nil	CIBC3911, CIBC3512
CIBC3514	Building Technology and	10	Nil	CIBC3911
CIBC3515	Construction and Installation	10	Nil	CIBC3911
CIBC3516	Carpentry Project Preliminaries	15	Nil	CIBC3911
CIBC3517	Carpentry Project Foundations	15	Nil	CIBC3911
CIBC3518	Carpentry Project Frames,	15	Nil	CIBC3911
CIBC3519	Carpentry Project Interior	15	Nil	CIBC3911
	Total	120		

### b). Course Details for Joinery Strand

All courses are compulsory

**Table 2b. Course Details for Joinery Strand**

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
<b>Level 3</b>				
CIBC3911	Workplace Safety Frameworks and Practices	20	Nil	Nil
CIBC3512	Skills for Construction Trades	10	Nil	Nil

CIBC3521	Joiner Terminology and Concepts	10	Nil	CIBC3911, CIBC3512
CIBC3522	Joinery Materials and Hardware	10	Nil	CIBC3911
CIBC3523	Machining, construction,	10	Nil	CIBC3911
CIBC3524	Joinery Project 1	15	Nil	CIBC3911
CIBC3525	Joinery Project 2	15	Nil	CIBC3911
	Total	90		

**c). Course Details for Allied Trades Strand**

All courses are compulsory

**Table 2a. Course Details for Allied Trades Strand**

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
<b>Level 3</b>				
CIBC3911	Workplace Safety Frameworks and Practices	20	Nil	Nil
CIBC3512	Skills for Construction Trades	10	Nil	Nil
CIBC3526	Terminology and Job Role Knowledge	10	Nil	CIBC3911, CIBC3512
CIBC3527	Allied Trades Project	20	Nil	
	Total	60		

## 5. Credit Recognition

### 5.1 Cross Credit

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

### 5.2 Assessment of Prior Learning (APL)

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

## 6. Assessment Regulations

### 6.1 Assessment in Te Reo

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

### 6.2 Assessment Basis

All written assessment is achievement based using a 4-point grading scale.

### 6.3 Course grades / Calculation of course grades

- All student work will be graded using grade related criteria.
- Students need to be competent in all mandatory practical components of a course/s to pass the course.
- The final course grade will be determined by the weighted average of assessment marks achieved in summative assessments and reported according to the following grade 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

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

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

- Final grades for courses which have practical components will be determined by the grade gained in the written component of the summative assessment following successful achievement of all practical assessment.

### 6.4 Submission and late submission of work

- The due dates of assessment items will be notified in course information.
- Specific requirements regarding individual assessments will be notified in course information.
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### **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**

- Resits/resubmissions are only available to students who fail an assessment item despite completion/submission by the due date. Assessments that are handed in late are not eligible for resubmission.
- Applications for resits and/or resubmissions must be made within seven days from the time the original assessment is returned, or results made available.
- A negotiated resubmission date will be established. The agreed resubmission date will be adhered to and no further extensions will be given.
- The maximum grade allowable for any reassessed failed assessment is C.

### **6.7 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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## **Transitional Arrangements**

Students currently enrolled in construction and related trades programmes or courses at level 3 which are effected by the closure of programmes may be eligible for credit recognition and transition into this programme on a case by case basis.