

## New Zealand Certificate in Study and Career Preparation (Level 3)

To be read in conjunction with Unitec's Academic Statute and associated Policies and Procedures.

These programme regulations apply to New Zealand Certificate in Study and Career Preparation (NZCSC) programme, which leads to the award of New Zealand Certificate in Study and Career Preparation (Level 3) qualification, (60 credits) [Ref:2863-1].

These regulations come into effect from Semester 1, 2021.

<p><b>1. Ngā Ture Hei Whakaurunga   Admission Requirements</b></p> <p><i>Admission Requirements for this Programme comply with Unitec's Admission Requirements Guidelines.</i></p>	<p>To be eligible for admission to this programme, all applicants must meet three admission requirements:</p> <ol style="list-style-type: none"> <li>Requirements for either general admission, special admission, or discretionary admission</li> <li>Any additional Programme specific requirements</li> <li>English language requirements</li> </ol> <p><b>1.1 Whakaurunga Whānui   General Admission</b> To be admitted to this programme all applicants must have a minimum of 3 years secondary education and 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).</p> <p><b>1.2 Whakaurunga Motuhake   Special Admission</b> Applicants must have:</p> <ol style="list-style-type: none"> <li>attained the age of 20 years on or before the first day of the semester in which study for the programme is to commence; and</li> <li>provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification.</li> </ol> <p><b>1.3 Whakaurunga Kōwhiringa   Discretionary Admission</b> 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.</p> <p>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.</p> <p><b>1.4 Whakaurunga Tautui   Programme Specific Requirements</b> There are no Programme Specific requirements for this Programme.</p> <p><b>1.5 Whakaurunga Reo Pākehā   English Language Admission Requirements</b> Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 1 in English.</p> <p>International applicants must have achieved an IELTS (Academic Format) of 5.5 in each band; or equivalent.</p> <p>In addition, the applicant will be required to complete a Bridgepoint Skills Review (refer to Selection Process section below).</p>
<p><b>2. Paearu Kōwhiri Tukanga   Selection Criteria &amp; Process</b></p>	<p><b>2.1 Paearu Kōwhiri   Selection Criteria</b> When the number of eligible applicants for admission exceeds the number of places available, preference will be given to those who can demonstrate a commitment to further tertiary study.</p>

<p><i>Selection Criteria and Processes for this Programme comply with Unitec's Admission Requirements Guidelines</i></p>	<p><b>2.2 Tukanga Kōwhiri   Selection Process</b>          New applicants to the programme will be invited to a pre-entry Skills Review session in order to complete literacy and mathematics diagnostic assessments and discuss their learning journey with academics and advisors. Results of the assessments and/or the student's prior learning record will determine which courses a student may enrol in.</p> <p>Selection will be made by Unitec staff members with the delegated authority to offer places to applicants. A list of delegations for offering places will be noted annually by the Programme Academic Quality Committee (PAQC) responsible for the programme.</p> <p>Selection will be limited by the number of available places in the programme and the availability of places in individual courses.</p>																
<p><b>3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga   Requirements for the Award of the Programme</b></p> <p><i>Requirements for the award of this Qualification complies with Unitec's Programme Completion and Awards Policy and associated procedure.</i></p>	<p><b>3.1 Whakaemi Tūtukitanga   Credit Accumulation</b>          To be awarded the New Zealand Certificate in Study and Career Preparation Level 3, a student must successfully complete a minimum of 60 credits in the pattern set out in Table 1 from the courses set out in Table 2.</p> <p><b>Table 1: Credit Requirements for New Zealand Certificate in Study and Career Preparation Level 3</b></p> <table border="1" data-bbox="395 797 1238 958"> <thead> <tr> <th>Level</th> <th>Compulsory Credits</th> <th>Elective Credits</th> <th>Total Credits</th> </tr> </thead> <tbody> <tr> <td>2 or 3</td> <td></td> <td>15</td> <td>15</td> </tr> <tr> <td>3</td> <td></td> <td>45</td> <td>45</td> </tr> <tr> <td></td> <td></td> <td></td> <td>60</td> </tr> </tbody> </table>	Level	Compulsory Credits	Elective Credits	Total Credits	2 or 3		15	15	3		45	45				60
Level	Compulsory Credits	Elective Credits	Total Credits														
2 or 3		15	15														
3		45	45														
			60														

**Table 2: Course Details for New Zealand Certificate in Study and Career Preparation Level 3**

All courses are Elective. Elective courses in *italics*.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 2					
FSTU2910	<i>Foundation Maths</i>	15			
Level 3					
FSTU3931	<i>Art &amp; Design 2D</i>	15			
FSTU3932	<i>Art &amp; Design 3D</i>	15			
FSTU3921	<i>Bioscience</i>	15			
FSTU3930	<i>Children's Literature</i>	15			
FSTU3924	<i>Cultures in Aotearoa</i>	15			
FSTU3933	<i>Digital Technology</i>	15			
FSTU3912	<i>Introduction to Algebra</i>	15			
FSTU3925	<i>Introduction to Business</i>	15			
FSTU3914	<i>Maths Algebra</i>	15			
FSTU3910	<i>Maths with Numeracy</i>	15			
FSTU3913	<i>Nursing Maths</i>	15			
FSTU3902	<i>Pathway Project (Art &amp; Design)</i>	15			

FSTU3903	Pathway Project (Business)	15			
FSTU3904	Pathway Project (Health/Science)	15			
FSTU3905	Pathway Project (Engineering)	15			
FSTU3906	Pathway Project (Education & Social Development)	15			
FSTU3922	Physics	15			
FSTU3928	Psychology	15			
FSTU3911	Science Maths	15			
FSTU3927	Sociology	15			
FSTU3940	Identity and Communication (Art & Design)	15			
FSTU3941	Identity and Communication (Business)	15			
FSTU3942	Identity and Communication (Education & Social Development)	15			
FSTU3943	Identity and Communication (Engineering)	15			
FSTU3944	Identity and Communication (Health/Science)	15			
MAOR3991	Toi Māori	15			

### 3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

There are no integrated and work-based components in this programme.

### 3.3 Mahi Akoranga I A Wāhanga | Course Load per Semester

The normal full-time course load is 60 credits per semester.

### 3.4 Whakaurunga Takiwā | Enrolment Periods

The normal enrolment period is 1 semester (full-time study) or 2 semesters (part-time study). Students who are prevented by ill health, or other cause, from completing the programme requirements within the maximum period of enrolment, the relevant academic authority may approve suspension of enrolment for up to a maximum of 1 semester. The maximum period to complete this Programme is 2 years.

## 4. Tūtukitanga Whakamihi | Credit Recognition

*Credit Recognition regulations for this Programme comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.*

### 4.1 Whakawhiti Tūtukitanga | Cross Credit

Credits will not be awarded for successful study that took place more than 5 years prior to the date of first enrolment in the programme.

- f. A student may be awarded credits or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme.
- g. The credit recognition may be:
  - i. specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or
  - ii. 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.

### 4.2 Aromatawai Tōmua | Assessment of Prior Learning (APL)

Assessment of Prior Learning is not available for courses in this programme.

### 4.3 Ngā whakawhitinga | Credit Transfer

15 cross credits may be awarded from a programme studied in conjunction with the New Zealand Certificate in Study and Career Preparation (Level 3) on a case-by-case basis, with approval from the relevant academic authority.

## 5. Waeture Aromatawai | Assessment Regulations

Assessment Regulations for this Programme comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.

### 5.1 Paparahi Aromatawai | Assessment Basis

Assessment in this programme is achievement based using an 11-point scale. Students must obtain at least 50% overall score in any achievement based course in order to pass that course.

### 5.2 Ākoranga Taumata | Course grades

Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales. Participants must obtain at least 50% overall score in order to pass achievement-based assessment.

**Table 3: Achievement based 11-point assessment system**

Grade	Meaning	Result	Percentage
A+	Distinction	Credits Earned	90 – 100
A	Distinction	Credits Earned	85 – 89
A-	Distinction	Credits Earned	80 – 84
B+	Merit	Credits Earned	75 – 79
B	Merit	Credits Earned	70 – 74
B-	Merit	Credits Earned	65 – 69
C+	Pass	Credits Earned	60 – 64
C	Pass	Credits Earned	55 – 59
C-	Pass	Credits Earned	50 – 54
D	Fail	No Credits Earned	40 – 49
E	Fail	No Credits Earned	0 – 39

### 5.3 Paearu Taumata | Grade Criteria

Students may be awarded one of the following grades for a course:

**Table 4: Grade Criteria**

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
CTG	Continuing	The Course runs for more than one semester and the final Summative Assessment has not yet occurred. No Credits earned
DEF	Deferred	The student has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, 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. No Credits earned.
DNC	Did not Complete	The grade DNC (Did Not Complete) 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.
ES	Student Exchange	The Student has completed an approved inter-institutional exchange and it is not appropriate for another grade to be awarded. No Credits earned.
NGA	No Grade Associated	Course assessment and reporting of results are not required for this course or are carried out by an external agency. No Credits earned
R	Restricted Pass	The student has been awarded a restricted pass subject to Relevant clause in this schedule. Credits earned.

	<p>W            Withdrawn</p> <hr/> <p>#            Estimated Grade</p>	<p>The 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.</p> <hr/> <p>If any portion of Summative Assessment has been estimated, the final grade will be an estimated grade, and annotated “#” on the Student’s Academic Record.</p>
<p><b>6. Aromatawai Mahinga   Assessment Procedures</b></p> <p><i>Assessment Procedures for this Programme complies with Unitec’s Assessment Moderation and Grades Policy and associated procedure.</i></p>	<p><b>6.1 Ākoranga Aromatawai   Course Assessment</b>  Courses employ both formative and summative assessment activities. Formative assessments do not contribute to the final grade for a given course. All summative assessment elements are compulsory unless otherwise approved and noted in course information.</p> <p>Students must attempt all compulsory assessment activities in order to pass and receive credit for any course. Students who do not attempt a compulsory item of assessment may be awarded a ‘Did Not Complete’(DNC) for the whole course and may not earn any credits.</p> <p><b>6.2 Aromatawai I Roto I Te Reo   Assessment in Te Reo</b>  All students have the right to submit any summative assessment task in Te reo Māori. The process for submission of summative assessment work in Te reo Māori is governed by the Unitec Assessment in Te Reo Māori procedure and detailed in course material.</p> <p><b>6.3 Tāpaetanga Tōmuri   Submission and late submission of work</b>  The due dates for all summative assessment work will be notified at the commencement of each course. Lecturers may use an oral examination to ensure students understand any written material submitted.</p> <ul style="list-style-type: none"> <li>h. Any assessment that is submitted late (and does not have a prior approved extension) will be penalised by a deduction of 10% per day of the participants assignment mark, up to five (5) days, inclusive of weekends.</li> <li>i. Applications for extensions must be made (either electronically, or in hard copy) to the course teacher on or before the due date. A record of this extension is to be forwarded to the relevant academic authority.</li> <li>j. Any extension will be carried out within a specified time period as agreed with the relevant academic authority and no further extensions will be granted.</li> <li>k. For assessments/assignments, students will be given up to three consecutive days (72 hours) to complete the assignment/assessment and the assignment/assessment will be marked as usual.</li> <li>l. For tests/examinations, the extension will be set at an appointed time or at the next opportunity, as instructed by the lecturers.</li> <li>m. No assignment will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the participants will receive a ‘zero’ grade for that assignment. If the assignment is compulsory, then the participants will receive a Did Not Complete (DNC) grade for the entire course.</li> </ul> <p><b>6.4 Whakamātautau Anō   Resubmission or Reassessment:</b>  A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment. Assignments that are handed in late are not eligible for resubmission or reassessment.</p> <ul style="list-style-type: none"> <li>n. Students are entitled to one reassessment or resubmission of each failed assessment event.</li> <li>o. All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.</li> <li>p. In all cases for resubmission, the original marked assignment will 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.</li> <li>q. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.</li> <li>r. Assignments that are handed in late are not eligible for resubmission or reassessment.</li> </ul>	

### **6.5 Āhutatanga Aromatawai Motuhake | Affected Performance Consideration:**

A student may apply for Affected Performance Consideration (APC) if:

- s. The student is unable to attend an examination, compulsory assessment or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances
- t. The student's preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control

Applications for APC are made by a student within 5 working days of the affected assessment event. Decisions to approve an APC and to apply any remedy are made according to the Assessment and Grading Procedures and Regulations.

### **6.6 Pāhi Rāhui | Restricted Pass**

A restricted pass may be awarded in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance.

- u. A restricted pass is awarded at the discretion of the relevant academic authority and may not be applied for directly by a student.
- v. The relevant academic authority may, at their discretion, use a restricted pass to:
  - set conditions for future performance in other courses;
  - prevent a student from using a restricted pass to meet the prerequisite requirements of another course.
- w. A student may decline the award of a restricted pass by notifying the relevant academic authority in writing not later than 20 working days from notification of the results.

### **6.7 Tuaruatanga | Repeating Courses**

Students who are repeating a Level 1–8 course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant academic authority, students may not be required to repeat an equivalent assessment item that they had previously passed. This should be negotiated within the first two weeks of the commencement of the course and will specify any course grade that will be carried over.

Students may enrol and repeat a course that they have failed only once. Permission to enrol for a third time is governed by Exclusion provisions below.

### **6.8 Whakakorenga | Exclusions**

No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant academic authority.

- x. Any Student who fails to achieve at least 50 per cent of the credits that he or she is enrolled in in any 12-month period may be excluded by the relevant Academic Authority from re-enrolling in any further courses. The decision whether students can re-enrol in further courses will be based on a student's likelihood of succeeding in further study and will be made by the relevant Head of School.
- y. When calculating the 12-month period in a. above, Unitec reserves the right to include any relevant time spent by the Student studying at another tertiary institution.
- z. A Student who has not achieved a Pass Grade in the same Course on two occasions shall not be enrolled again for that Course except with the permission of the relevant Academic Authority.
- aa. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.

### **6.9 Examination Regulations**

All formal examinations in this programme are governed by the Unitec Examinations Regulations;

### **6.10 Tono Pira | Appeals**

Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.

**7. Whakaritenga  
Whānui | General  
Provisions**

**7.1 Whakamāramatanga ā-kaupapa | Definition of Terms**

In these regulations, unless the context otherwise requires, the following definitions shall apply:

- ‘Relevant academic authority’ refers to an individual or role holder, or in some cases a committee, who have been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant academic authority delegations are maintained by the Programme Academic Quality Committee responsible for the Programme.

**7.2 Āhukatanga Tauwhirowhiro Ritenga | Transitional Arrangements**

From Semester 1, 2017, students admitted to the New Zealand Certificate in Study and Career Preparation (Level 3) who were admitted to the Certificate in Foundation Studies (Level 3): Whitinga, under the regulations that existed from Semester 1, 2013, to Semester 2, 2016, may transfer previously gained credits from Table 4 below to the new certificate.

- To gain the New Zealand Certificate in Study and Career Preparation (Level 3), students will be able to apply previously gained credits at level 3 or higher. The maximum number of credits that can be applied is 45.
- This provision, which applies when a student has not yet completed the programme and will continue their study in subsequent semester(s), will operate until the end of Semester 2, 2017.
- From Semester 1, 2018, the decision as to whether credits gained prior to Semester 1, 2017, can be applied to a student’s current programme will be at the discretion of the Relevant Academic Authority.
- The following courses were offered in the Certificate in Foundation Studies (Level 3): Whitinga programme from Semester 1 2013 to Semester 2 2016 (Table 5).

**Table 5: Course Schedule for the Certificate in Foundation Studies (Level 3) Whitinga – Semester 1 2013 to Semester 2 2016**

Course No.	Course Name	Credits
FSTU2011	Foundation Maths	15
FSTU2012	Foundation Maths Additional	15
FSTU2013	Foundation Maths Nursing	15
FSTU2101	Understanding Maths A	15
FSTU2102	Understanding Maths A Additional	15
FSTU2103	Understanding Maths B	15
FSTU2104	Understanding Maths B Additional	15
FSTU2201	Learning to Lead	15
FSTU2301	Chemistry 2	15
FSTU2302	Chemistry 2 Additional	15
FSTU2401	Intro to Science	15
FSTU2402	Academic and Career Development (Science 2)	15
FSTU2501	Creative Arts 2	15
FSTU2502	Creative Arts 2 Additional	15
FSTU2601	Intro to Social Sciences 2	15
FSTU2602	Academic and Career Development (Social Sciences 2)	15
FSTU2701	Intro to Humanities 2	15
FSTU2702	Intro to Humanities 2 Additional	15
FSTU2801	Cultures in Aotearoa New Zealand 2	15
FSTU2901	<i>Negotiated Pathway Project 2</i>	15
ALAF3070	<i>Internal Business Environment</i>	15
COMM3080	<i>Business Communications and Personal Effectiveness</i>	15
FSTU3101	<i>Maths Algebra</i>	15
FSTU3102	<i>Maths Algebra Additional</i>	15
FSTU3103	<i>Construction Maths</i>	15
FSTU3104	<i>Construction Maths Additional</i>	15
FSTU3105	<i>Science Maths</i>	15
FSTU3106	<i>Science Maths Additional</i>	15

FSTU3107	Nursing Maths	15
FSTU3201	Biology	15
FSTU3202	Biology Additional	15
FSTU3301	Chemistry 3	15
FSTU3401	Physics – Electrical	15
FSTU3402	Physics – Electrical Additional	15
FSTU3403	Physics – Mechanics	15
FSTU3404	Academic and Career Development (Science 3)	15
FSTU3501	Creative Arts 3	15
FSTU3502	Creative Arts 3 Additional	15
FSTU3601	Intro to Social Sciences 3	15
FSTU3602	Academic and Career Development (Social Sciences 3)	15
FSTU3701	Intro to Humanities 3	15
FSTU3702	Intro to Humanities 3 Additional	15
FSTU3801	Cultures in Aotearoa New Zealand 3	15
FSTU3901	Negotiated Pathway Project 3	15
MAOR3060	Te Reo me ona Tikanga - Tahi	15
MAOR3991	Toi Māori	15
FSTU4000	Sport Leadership	15
FSTU4001	Sport Performance	15

### 7.3 Hōtaka Whakarerekē O Ngā Āhuatanga Ako | Modified Programmes of Study

There are no modified programmes of study in this programme.

### 7.4 Ētahi Atu Whakaritenga | Other provisions not covered elsewhere

#### 7.4.1 Re-enrolment to improve course grades

Students who have previously completed the New Zealand Certificate in Study and Career Preparation (Level 3), and who wish to re-enrol in a course(s) that they have previously completed with a Pass grade, for the purposes of improving that grade for personal reasons, will need to apply in writing to the Relevant Academic Authority.

Any request must include the reasons for wanting to repeat the course. Approval will be considered on a case-by-case basis and will be based on factors leading to the enhancement of the student's academic pathway prospects. If approved, the enrolment will be deemed a Certificate of Proficiency (COP) enrolment.