

# PROGRAMME REGULATIONS

## Programme Schedule

### National Certificate in Carpentry

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

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#### 1. Programme Schedule

This schedule applies to the National Certificate in Carpentry (NCCarp) Level 4, 294 credits.

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#### 2. Programme Specific Admission

##### 2.1 Specific Admission

To be admitted to this programme, applicants must also meet the requirements set out in this schedule

- a. have employment in the building construction industry; or
- b. be on an education or training programme that leads into the building construction industry.

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#### 3. Discretionary/Special Admission

Applicants who do not meet the admission requirements may at the discretion of the Programme Committee be admitted to the certificate when the Building Construction Industry Training Organisation (BCITO) or Industry Training Association Building (ITaB) requests a place for the student on the programme.

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#### 4. Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied

- a. have demonstrated the greatest work experience
- b. have demonstrated scholastic success

Applicants who meet the maximum number of listed criteria will be the preferred candidates

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## 5. 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.

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## 6. Requirements for the Award of the Qualification

### 6.1 Credits and courses

To be awarded this certificate, students must have satisfied the following requirements:

- a. the successful completion of the required total of credits and courses specified in the regulations for the certificate, including the completion of all compulsory courses and any pre and co-requisites specified;
- b. although students may be awarded credit through credit recognition and/or APL (as specified in clauses 7 and 8, and in the programme schedule for the certificate), a minimum of 50% of the credits required for the award of the certificate, must be achieved in courses offered by Unitec.

### 6.2 National Certificate in Carpentry

- a. To be awarded the National Certificate in Carpentry (Level 4, 294 credits), a student must successfully complete all compulsory practical and theory units and also a minimum of one unit from Elective A and a minimum of twelve units from Elective B listed in Table 1.
- b. All assessment events must be passed in order to gain a pass for a unit.

**Table 1: Units for National Certificate in Carpentry**

	Compulsory	Elective A	Elective B
Level 1 credits:	1	-	-
Level 2 credits:	1	-	-
Level 3 credits:	121	-	0-109
Level 4 credits:	113	8-12	0-106
Minimum totals:	236	8	50

## Compulsory Practical Units

Unit	Unit Standard Title	Level	Credits	Pre-requisites
BITU13036	Carry out safe working practices on construction sites	4	4	
BITU13037	Safely Use and maintain carpentry hand tools on site	3	6	
BITU13038	Safely Use and maintain bench saws to machine timber on site	3	2	
BITU13039	Safely Use and maintain portable power tools and attachments for construction work on site	3	8	
BITU13040	Carry out preliminary work and site establishment on a construction site	4	3	
BITU13041	Set out buildings on site	4	7	
BITU13042	Set up levelling equipment and Take levels on construction sites	4	5	
BITU13043	Excavate and prepare for footings and slab on ground on site	3	8	
BITU13045	Construct formwork for footings, foundations and walls up to 1.2 metres on site	3	12	Unit 13043
BITU13049	Set out, cut, assemble and erect timber wall framing on site	4	16	
BITU13058	Cut, fit and Fix interior linings and trim on site	4	10	
BITU13059	Install mechanical fixings and building hardware on site	3	4	
BITU24398	Cut, fit and fix exterior cladding on site	4	16	
BITU24399	Install exterior and interior, and wet area joinery and fixtures on site	3	10	
BITU24401	Install thermal insulation materials in buildings on site	3	1	

## Compulsory First Aid

Unit	Unit Standard Title	Level	Credit	Pre-requisites
BITU6400	Manage first aid in emergency situations	3	2	Unit 6401
BITU6401	Provide first aid	2	1	Unit 6402
BITU6402	Provide resuscitation level 2	1	1	
BITU26551	Provide first aid for life threatening conditions	2	1	
BITU26552	Demonstrate knowledge of common first aid conditions and how to respond to them	2	1	

## Compulsory Theory Units

Unit	Unit Standard Title	Level	Credit	Pre-requisites
BITU12997	Demonstrate knowledge of safe working practices on construction sites	3	3	
BITU12998	Demonstrate knowledge of carpentry hand tools	3	4	
BITU12999	Demonstrate knowledge of timber machining equipment used on construction sites	3	3	
BITU13000	Demonstrate knowledge of portable power tools used on construction sites	3	4	
BITU13002	Demonstrate knowledge of timber used in construction	3	2	

Unit	Unit Standard Title	Level	Credit	Pre-requisites
BITU13004	Demonstrate knowledge of setting out a building	4	3	
BITU13005	Demonstrate knowledge of spot levels and contour plans	4	3	
BITU13006	Demonstrate knowledge of preparation for footings and slab on ground construction	4	2	
BITU13008	Demonstrate knowledge of formwork for footings, foundations, beams and walls up to 1.2 metres	3	4	
BITU13009	Demonstrate knowledge of fabrication and placing of reinforcing steel and steel mesh	3	1	
BITU13010	Demonstrate knowledge of making and placing concrete	3	3	
BITU13015	Demonstrate knowledge of construction subcontractors' work and main contractor's responsibilities	3	1	
BITU13016	Demonstrate knowledge of timber and metal scaffolds up to five metres	2	3	
BITU13017	Demonstrate knowledge of fixing exterior claddings	4	3	
BITU13019	Demonstrate knowledge of the installation of metal and translucent roof claddings and roof lights	3	2	
BITU13020	Demonstrate knowledge of alternative roof cladding materials and their installation requirements	3	1	
BITU13023	Demonstrate knowledge of selection and installation of mechanical fixings and building hardware	3	2	
BITU13024	Demonstrate knowledge of features and construction of pole frames and pole platforms	4	1	
BITU13026	Demonstrate knowledge of retaining wall construction	3	2	
BITU13028	Demonstrate knowledge of adhesives and sealants used in construction work	3	2	
BITU13029	Demonstrate knowledge of erecting in situ high wall, column, beam and slab formwork and formwork	4	3	
BITU13031	Demonstrate knowledge of regulations and precautions for demolition work	3	1	
BITU13032	Demonstrate knowledge of non-mechanical and mechanical construction equipment	3	1	
BITU13033	Demonstrate knowledge of alternative building construction methods	4	1	
BITU13034	Demonstrate knowledge of pre-fabricated beams used in construction	4	1	
BIT13064	Use adhesives and sealants on site	4	3	
BIT21211	Demonstrate knowledge of the principles of, and methods used in weatherproofing buildings	3	4	
BITU24362	Demonstrate knowledge of working drawings and specifications for building work	3	3	
BITU24363	Demonstrate knowledge of proprietary suspended concrete floor systems	4	2	
BITU24364	Demonstrate knowledge of compliance with building legislation	3	3	

Unit	Unit Standard Title	Level	Credit	Pre-requisites
BITU24378	Perform building calculations	3	4	
BITU24379	Demonstrate knowledge of preliminary work needed for construction	4	2	
BITU24380	Demonstrate knowledge of construction of pile foundations	3	4	
BITU24381	Demonstrate knowledge of floor framing and flooring construction	3	3	
BITU24382	Demonstrate knowledge of setting out, assembling and erecting timber and steel wall frames	4	5	
BITU24383	Demonstrate knowledge of equal pitch gable, and hip, timber and steel roof construction	4	5	
BITU24384	Demonstrate knowledge of construction of alternative roof structures	4	4	
BITU24385	Demonstrate knowledge of construction principles and installation of exterior and interior joinery, showers and baths	3	2	
BITU24386	Demonstrate knowledge of thermal insulation and sound control for buildings	4	2	
BITU24388	Demonstrate knowledge of cutting, fitting and fixing interior linings and trim	4	5	
BITU24389	Demonstrate knowledge of stair and ramp construction	4	4	
BITU24391	Demonstrate knowledge of the construction of concrete masonry structures and paving	3	2	
BITU24392	Demonstrate knowledge of alterations and additions for construction	4	3	

### Elective A

*A minimum of one unit standard is required from the list below.*

Unit	Unit Standard Title	Level	Credit	Pre-requisites
BITU18730	Set out, cut and erect equal pitch timber gable and hip roof framing on site	4	12	
BITU18732	Erect timber roof trusses on site	4	8	
BITU24365	Construct substrates for roofing systems on structural steel framework on site	4	8	

### Elective B

A minimum of 10 unit standards is required from Sets 1 and 2

#### Set 1

*A minimum of 8 unit standards is required from the list below.*

Unit	Unit Standard Title	Level	Credit	Pre-requisites
BITU13046	Fabricate and place reinforcing steel and steel mesh on site	3	5	
BITU13047	Receive, Transport, place, finish and cure concrete on site	3	7	

BITU13051	Construct timber framed roofs of alternative design on site	4	8	
BITU13052	Attend to construction subcontractors on site	3	4	
BITU13053	Erect scaffolds up to five metres on site	3	6	
BITU13056	Install metal roof claddings and verify the installation of roof claddings by others on site	4	4	
BITU13060	Construct pole frames or pole platforms on site	4	12	
BITU13062	Construct retaining walls on site	3	10	
BITU13063	Attend to and check the construction of concrete masonry structures and paving on site	3	2	
BITU13065	Construct in situ high wall, column and beam falsework and formwork on site	4	16	Unit 13045
BITU13066	Erect and fix pre-fabricated beams on site	4	4	
BITU18727	Plan and Carry out demolition work on site	4	10	
BITU18728	Set up, place and fix proprietary suspended concrete floor systems on site	4	12	
BITU24396	Construct pile foundations on site	3	16	
BITU24397	Construct floor framing and flooring on site	3	10	
BITU24400	Construct stairs and ramps on site	3	6	
BITU24402	Install sound control systems in buildings on site	4	3	
BITU4346	Demonstrate knowledge of, set out and install interior proprietary partitions on site		17	
BITU6155	Demonstrate knowledge of, set out and install suspended ceilings on site		22	

## Set 2

A maximum of 2 unit standards is required from the list below.

### Practical Units

Unit	Unit Standard Title	Level	Credit	Pre-requisites
BITU20889	Set out and erect steel wall framing on site	4	12	
BITU20890	Fabricate and assemble steel wall and roof framing on site	4	12	
BITU20892	Set out and erect steel frame roofs on site	4	12	
BITU20893	Erect steel frame roof trusses on site	4	8	

## Assessment of Prior Learning Portfolio Development

Course number	Course Title	Credit	Pre-requisites
BIT4550	Assessment of Prior Learning Portfolio Development	24	Nil

Credits gained (24) in BIT 4550 CAN NOT be used as credits for the National Certificate in Carpentry. However, successful credits gained for NZQA unit standards through the assessment of prior learning (APL) WILL COUNT as credits for the National Certificate in Carpentry. APL unit standard credits MAY be in excess of the 24 credits of the course BIT 4550.

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## 7. Credit Recognition and Exemptions

- a. Subject to clause 6.1.b, the 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.
- b. 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.
- c. 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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## 8. Assessment of Prior Learning

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

### Assessment

### 9.1 General

Assessment is competency based.

### 9.2 Calculation of course grades

- a. Course grades will be reported according to the following criteria:

**Table 2: Course Grades**

Grade	Status
<b>M</b>	Merit Pass
<b>P</b>	Pass
<b>NC</b>	Not Yet Competent

- b. Students may also be awarded one of the following grades where appropriate:

Grade	Meaning	Criteria
<b>CR</b>	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
<b>DEF</b>	Deferred	The course result has been deferred
<b>W</b>	Withdrawn	If a student withdraws from a course after the 10% date of the course is completed and up to or at the 75% date of the course. No credits earned.
<b>DNC</b>	Did Not Complete	A student has either withdrawn after the 75% date of the course has been taught or not attempted a compulsory item of assessment within a course. No Credits earned.

### 9.3 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 Course Coordinator prior to the submission date.
- c. Work received after the submission date without approval will incur a reduction of grades.

#### **9.4 Resits and resubmissions**

- a. Students are entitled to resit or resubmit each failed assessment event up to two times.
- b. All resits and resubmissions will be carried out within a specified time period from the time the original assessment was returned, or results made available. In all cases, 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.
- c. The maximum grade for any resit/resubmission of assessment is 'P'. In all cases the grade achieved on resit/resubmission will be the grade used in calculating the overall course grade

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### **10. Commencement**

These regulations came into force in Semester 2, 2014.