



New Zealand Certificate in Animal Management (Level 4) with strands in Canine Behaviour and Training, Captive Wild Animals, and Companion Animals (NZCertAM)

To be read in conjunction with NZQA Qualification Document, Unitec’s Academic Statute and associated Policies and Procedures and other relevant Policies.

These programme regulations apply to New Zealand Certificate in Animal Management [Ref. 120870] (Level 4) with strands in Canine Behaviour and Training, Captive Wild Animals, and Companion Animals (NZCAM) (120Credits), which leads to the award of *New Zealand Certificate in Animal Management [NZ2489; Ver:1] (Level 4, 120 credits) including strands in Canine Behaviour and Training, Captive Wild Animals, and Companion Animals.*

These regulations come into effect from **Semester 1, 2019.**

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1. Ngā Ture Hei Whakaurunga | Admission Requirements

To be eligible for admission to this programme, all applicants must meet the following admission requirements:

- Requirements for either general admission, special admission, or discretionary admission
- English language requirements
- Programme specific requirements

1.1 Whakaurunga Whānui | General Admission

To be admitted to this programme all applicants must 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), and meet the following requirements:

For applicants entering this programme **direct from school**, the following entry requirements

apply:

have completed 36 NCEA credits at level 2,

AND

a minimum of 12 credits at NCEA Level 2 in English and 12 credits of a relevant science at level 1;

OR

the New Zealand Certificate in Animal Care (Level 3);

OR

provide evidence of equivalent NCEA credits as listed above.

1.2 Whakaurunga Motuhake | Special Admission

Applicants must have:

- a. attained the age of 20 years on or before the first day of the semester in which study for the Certificate programme 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 Whakaurunga Kōwhiringa | 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.

1.4 Whakaurunga Reo Pākehā | English Language Admission Requirements

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 2 in English.

International applicants must also meet the English Language Entry Requirements stated in Unitec's Admission Requirements Procedure.

1.5 Whakaurunga Tautuhi | Specific Admission Requirements

Applicants for the Captive Wild Animal strand:

- must also provide appropriate evidence of acceptance for 280 hours work experience within an approved zoo facility in New Zealand which must be concluded by the end of Semester 2 within the year of study. NB – a work experience provider may rightfully accept applicants using criteria particular to that facility.
- The 280 hours work experience must include minimum hours on specific animal groups as provided in table below. Applicants may gain the appropriate work experience hours across one or more approved facilities at the discretion of those facilities.

Animal Group	Invertebrates, Fish, Amphibians or Reptiles	Birds	Mammals*	Total required for course
Minimum hours work experience per animal group	40	40	80	280

* Work experience with mammals must include a minimum of 16 hours with at least one highly dangerous animal species – i.e. where keepers would under no circumstances enter the enclosure with the unrestrained animal

The Captive Wild Animal strand is not available for international applicants.

Applicants for the Canine Behaviour and Training strand:

- must have arranged for the duration of the programme, consistent access to a dog that has been evaluated and deemed suitable by Unitec canine behaviour and training staff, in order to fulfil the requirements of the practical element of the programme and to achieve the overall qualification.

2. Paearu Kōwhiri Tukanga | Selection Criteria & Process

2.1 Paearu Kōwhiri | Selection Criteria

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

- hold academic qualifications at or above the minimum requirement for certificate entry;
- hold academic qualifications in science;
- have work, or other experience, in animal related organisations;
- can demonstrate a strong commitment and capability to succeed on the programme.

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

2.2 Tukanga Kōwhiri | Selection Process

Selection will be made by Unitec staff members with the delegated authority to offer places to applicants. These staff members will select students on the basis of written information supplied on the enrolment form. At the discretion of the delegated staff members, an interview (face-to-face or electronic) may be required. A list of delegations for offering places will be noted annually by the Programme Academic Quality Committee responsible for the programme.

3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Qualification

3.1 Whakaemi Tūtukitanga | Credit Accumulation

3.1.1 New Zealand Certificate in Animal Management

To be awarded the New Zealand Certificate in Animal Management, a student must successfully complete a minimum of 120 credits in the pattern set out in Table 1 from the courses set out in Table 2 according to their enrolled strand. Students must also meet the practice requirements in 3.2.

Table 1: Credit Requirements for New Zealand Certificate in Animal Management

Table 1a: Companion Animal Strand

Course Level	Compulsory Credits	Elective Credits	Total Credits
4	75	0	75
5	45	0	45

			120
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Table 1b: Canine Behaviour and Training Strand

Course Level	Compulsory Credits	Elective Credits	Total Credits
4	90	0	90
5	30	0	30
			120

Table 1c: Captive Wild Animals Strand

Course Level	Compulsory Credits	Elective Credits	Total Credits
4	75	0	75
5	45	0	45
			120

Table 2: Course Details – Compulsory Courses for New Zealand Certificate in Animal Management

All courses are compulsory are shown in **bold**.

Table 2a: Companion Animal Strand

Course No	Course Name	Credits	Pre- requisites	Co-requisites
Level 4				
NSCI4708	Companion Animal Industries Work Experience	15	Nil	NSCI4713 NSCI4714
NSCI4713	Management of Companion Animals	30	Nil	NSCI5738 NSCI5720
NSCI4714	Companion Animals Facilities Management	30	Nil	Nil
Level 5				
NSCI5738	Principles of Animal Husbandry	15		Nil
NSCI 5702	Introduction to Animal Behaviour and Welfare	15		Nil
NSCI5720	Vertebrate Anatomy and Physiology	15		Nil

Table 2b: Canine Behaviour and Training Strand

Course No	Course Name	Credits	Pre- requisites	Co-requisites
Level 4				
NSCI4708	Companion Animal Industries Work Experience	15	Nil	NSCI4739 NSCI5738
NSCI4724	The Practice and Theory of Dog Training	60	Nil	Nil
NSCI4739	Canine Specific Husbandry	15	NSCI5738	Nil
Level 5				
NSCI5720	Vertebrate Anatomy and Physiology	15	Nil	Nil
NSCI5738	Principles of Animal Husbandry	15	Nil	Nil

Table 2c: Captive Wild Animals Strand

Course No	Course Name	Credits	Pre- requisites	Co-requisites
Level 4				
NSCI4734	The Zoo Industry	30	Nil	Nil
NSCI4740	The Practice of Zoo keeping	45	Nil	NSCI5742
Level 5				
NSCI5742	Principles of Captive Wild Animal Husbandry	30	Nil	NSCI4740
NSCI5720	Vertebrate Anatomy and Physiology	15	Nil	Nil

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

All students must comply with the Work Based Learning: Internship/Industry Placement requirements for specific courses and strands as noted below and as defined in the Student Handbook.

Students in the **Companion Animal strand** are required to undertake 120 hours of work experience at a minimum of two (2) companion animal care facilities. This strand must include learning and assessment of general skills and knowledge relating to the care and handling of all commonly kept domestic pets or assistance animals including but not limited to; cats, dogs, caged birds, rabbits, rodents, fish, reptiles and amphibians.

Students in the **Captive Wild Animals strand** must undertake a minimum of 280 hours work experience in an approved zoo to provide assimilation of theoretical knowledge and practical skills learnt in a 'real world' environment. The work experience must include a minimum of time on the following range of animals groups: 80 hours land mammals; 40 hours birds; 40 hours reptiles; 40 hours amphibians/fish. At least 16 hours from the total 280 must be allocated to working with any animal group that is considered extremely dangerous to the extent that keepers only work in protected contact

Students in the **Canine Behaviour and Training strand** are required to undertake 120 hours of work experience.

3.3 Mahi Akoranga I A Wāhanga | Course Load per Semester

The normal full-time course load is 60 credits per semester, or 75 credits with the approval of the relevant academic authority.

3.4 Whakaurunga Takiwā | Enrolment periods

- The normal enrolment period is one year (full-time study). There is no part-time study option for this programme.
- 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 one semester.
- The maximum period to complete this qualification, with the approval of the relevant academic authority is five years.

3.5 Hōtaka Whakarerekē O Ngā Āhuatanga Ako | Modified Programmes of Study

There are no modified programmes of study in this programme.

3.6 Whakawhiwhinga Puta | Exit or Milestone Awards

There are no exit or milestone awards available in this Programme

4. Tūtukitanga Whakamihi | Credit Recognition

4.1 Whakawhiti Tūtukitanga | Cross Credit

- a. 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.
- b. 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.
- c. 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 available for all courses in this programme. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Policy.

4.3 Ngā whakawhitinga | Credit Transfer Arrangements

There are no credit transfer arrangements for this programme

5. Waeture Aromatawai | Assessment Regulations

Assessment regulations comply with Unitec's Assessment and Grading Procedures and Regulations.

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.

Assessment elements in each course are generally compulsory unless noted otherwise.

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. Students must obtain at least 50% overall score in order to pass achievement based assessment.

Table 3a: 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 as per the criteria described in Table 4:

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 is 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.
W	Withdrawn	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.
#	Estimated Grade	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.

5.4 Aromatawai Mahinga | Assessment Procedures

5.4.1 Aromatawai I Roto I Te Reo | Assessment in Te Reo

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 detailed on Programme Moodle pages and other course material.

Assessment in Te Reo Māori is governed by the Unitec Assessment in Te Reo Māori procedure.

5.4.2 Tāpaetanga Tōmuri | Submission and late submission of work

- a. The due dates for all summative assessment work will be notified at the commencement of each course.
- b. 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 student's assignment mark, up to five (5) days, inclusive of weekends.
- c. Applications for extensions must be made in writing on the correct Special Assessment Circumstances Form to the Course Co-ordinator at least 24 hours prior to the date of the assessment. This must be accompanied by a written justification and supporting evidence for the application to be considered.
- d. 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.
- e. No assignments will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the student will receive a 'zero' grade for that assignment. If the assignment is compulsory, then the student will receive a DNC grade for the entire course.

5.4.3 Whakamātautau Anō | Resubmission or Reassessment

A student may apply to undertake a resubmission/reassessment for a failed assessment which scored a D grade within 5 days of receiving their marked assessment. Approval to resubmit or to be reassessed is at the absolute discretion of the relevant academic authority.

- a. Students are entitled to only one reassessment or resubmission in a maximum of two courses.
- b. All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.
- c. 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.
- d. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.
- e. Assignments that are handed in late are not eligible for resubmission or reassessment..

5.4.4 Āhuatanga Aromatawai Motuhake | Special Assessment Circumstances

Any student whose performance in a summative assessment is affected by factors beyond their control may apply for Special Assessment Circumstances under the following conditions:

- a. The student was unable to complete the summative assessment item; *or*
- b. The students' ability to complete the summative assessment (preparation/performance) was impaired; *or*
- c. The student needs to request extra time to complete the summative assessment (see 5.4.3 above).

5.4.5 Pāhi Rāhui | Restricted passes

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.

- a. A restricted pass is awarded at the discretion of the relevant academic authority and may not be applied for directly by a student. 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.
- b. 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.

5.4.6 Akoranga Tuaruatanga | Repeating Courses

Students may enrol and repeat courses that they have failed, up to 2 times. Permission to enrol a third time is governed by 5.4.7 below.

Students who are repeating a 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.

5.4.7 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.

- a. Any Student who, over the last four semesters of his or her studies at Unitec and any relevant study at another institution, has not achieved a Pass Grade in Courses equivalent to one half or more of the Credits in which he or she has been enrolled over that period, may be excluded by the relevant Academic Authority from enrolment in assessed Courses in any Programme, and may not be permitted to re-enrol in any Programme without the prior written permission of the relevant Academic Authority.
- b. 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.
- c. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.

5.5 Examination Regulations

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

5.6 Tono Pira | Appeals

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

6. Āhutatanga Tauwhirowhiro Ritenga | Transitional Arrangements

6.1 **Āhutatanga Tauwhirowhiro Ritenga | Transitional Arrangements**

Students who enrolled in the Unitec Certificate in Animal Management (CAM) will usually be able to transition on to the new programme through credit recognition. Students who have already been enrolled in all the courses of the CAM but not successfully completed them will be able to take assessment short courses that are tailored to enable completion without repeating whole courses. This will be reviewed on a case by case basis, with no student being disadvantaged. Students who have withdrawn or been awarded DNC will usually be expected to enrol into the new programme.

6.2 **Hōtaka Whakarerekē O Ngā Āhutatanga Ako | Modified Programmes of Study**

There are no modified programmes of study in this programme.

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:

- 'Affected' means influenced in some way. For time-constrained items such as tests, Examinations, and presentations this may include the inability to attend any or all of the Assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.
- 'Factors beyond the control of the Student' means any circumstance or situation, which the Student could not have reasonably prevented, including, but not limited to, sickness or injury to the Student, or bereavement.
- '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 **Ētahi Atu Whakaritenga | Other provisions not covered elsewhere**

8. **Kupu Āpiti | Schedules or Appendices**

Appendix 1: Tohu Mātauranga | Qualification Details