

PROGRAMME REGULATIONS

New Zealand Certificate in Construction Related Trades (Supervisor) (Level 4)

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

1. Introduction

These Programme Regulations apply to the New Zealand Certificate in Construction Related Trades (Supervisor) (Level 4) (NZCertConsTrades), (Level 4, Credits 58).

These regulations come into effect from *Semester 2, 2017*.

2. Admission Requirements

2.1 General Admission

To be admitted to this programme, applicants must

- have a qualification at Level 3 or 4 from the *Planning and Construction* related subfields, OR
- provide evidence of equivalent knowledge and skills.

2.2 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.

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 for International applicants

In addition to the above, international applicants must meet one of the English language entry requirements below.

- 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 20)
 - 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.

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 demonstrate a reasonable chance of succeeding in the programme will be selected.

Applicants with high levels of achievement in a qualification at Level 3 or 4 from the *Planning and Construction* related subfields will be preferred candidates for entry to the Programme.

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.

4. Requirements for the Award of the Qualification

4.1 Credit Accumulation

To be awarded the New Zealand Certificate in Construction Related Trades (Supervisor) (Level 4) a student must successfully complete 58 credits, accumulated in the pattern set out in Table 1, from the courses set out in Table 2.

Table 1: Credit Accumulation

Course Level	Compulsory Credits	Elective Credits	Total Credits
4	58	0	58
Total			58

4.2 Course Details

All courses are compulsory

Table 2: Course Details

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
Level 4				
CIBC4101	Regulatory Processes for Construction	11	Nil	Nil
CIBC4102	Construction Administration and Programming	20	Nil	Nil
CIBC4103	Supervision in a Construction Related Workplace	10	Nil	Nil
CIBC4104	Construction Related Communications in the Workplace	17	Nil	Nil
Total		58		

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 using competency based grading system.

6.3 Course grades / Calculation of course grades

- Course grades for competency-based assessments are reported according to the following criteria:

Grade	Description	Credits Earned or not
M	Merit Pass	Credits Earned
P	Pass	Credits Earned
NC	Not Yet Competent	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.
DEF	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.
DNC	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.
W	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

- 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.
- 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) Students who fail a summative assessment item may apply to resit/resubmit at the discretion of the course coordinator. The final decision on whether to allow resubmission is at the discretion of the Programme Framework Committee.
- b) 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.
- c) Applications for resits and/or resubmissions must be made within seven days from the time the original assessment is returned, or results made available.

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.

7. Transitional Arrangements

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