



WAETURE HŌTAKA | PROGRAMME REGULATIONS

New Zealand Certificate in Gasfitting

To be read in conjunction with the associated NZQA Qualification Document, Unitec's *Academic Statute*, its *Academic and Programme Management Policy*, and other relevant policies.

These programme regulations apply to the Level 4 *New Zealand Certificate in Gasfitting [NZ2662]*, which leads to the award of *New Zealand Certificate in Gasfitting (Level 4, Ver: 1, 235credit)* qualification.

These regulations come into effect from **Semester 2, 2018**.

NGĀ TURE HEI WHAKAURUNGA | ADMISSION REQUIREMENTS

To be read in conjunction with Unitec's *Admission Requirements Policy*.

Whakaurunga Whānui | General Admission

To be admitted to this programme, applicants

- must hold a current gasfitting certificate or licence as issued under the *Plumbers, Gasfitters, and Drainlayers Act (2006)*;
- AND
- must be employed in the workplace as a trainee gasfitter.

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 1 in English.

PAEARU KŌWHIRI TUKANGA | SELECTION CRITERIA & PROCESS

Paearu Kōwhiri | Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, a selection criterion will be applied.

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

Tukanga Kōwhiri | Selection Process

Selection will be made by a sub-committee set up for that purpose with the delegated authority to offer places to applicants.

The sub-committee will select students on the basis of written information supplied on the enrolment form. A face-to-face or electronic interview may, at the discretion of the sub-committee, be required.

NGĀ TURE HEI WHAKAWHIWHI TOHU MĀTAURANGA | REQUIREMENTS FOR THE AWARD OF THE QUALIFICATION

Whakaemi Tūtukitanga | Credit Accumulation

To be awarded the *New Zealand Certificate in Gasfitting*, a student must successfully complete a minimum of 235 credits in the pattern set out in Table 1 from the courses set out in Table 2.

Table 1: Credit requirements

Level	Compulsory Credits	Elective Credits	Total Credits
3	12	-	20
4	215	-	215
			235

Table 2: Course details for the *New Zealand Certificate in Gasfitting*

Note: All courses are compulsory

Level	Course No	Course Name	Credits
3	CIBC3103	Work Safety	20
4	CIBC4142	Weather Tightness	20
	CIBC4143	Ducting Heating Systems	10
	CIBC4146	Preliminary Work in Plumbing, Gasfitting and Drainlaying	15
	CIBC4147	PGD Industry I	15
	CIBC4148	PGD Industry 2	15
	CIBC4151	Combustible Fuel Gas	20
	CIBC4152	uLPG	15
	CIBC4153	Pipe-work for Gasfitting	20
	CIBC4154	Flues and Ventilation	15
	CIBC4155	Mechanical Gas Appliances and Equipment	20
	CIBC4158	Control and Safety Devices in the Gas Industry	15
	CIBC4157	Commercial and Industrial Gas Appliances and Equipment	15
	CIBC4156	Electrically-controlled Gas Appliances and Equipment	20

Whakaurunga Takiwā | Enrolment periods

The normal enrolment period is four years (part-time study).

TŪTUKITANGA WHAKAMIHI | CREDIT RECOGNITION

Whakawhiti Tūtukitanga | Cross Credit

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

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 Unitec's *Assessment of Prior Learning Policy*.

Whakamātautau Taumata | Embedded Assessment (Unit) Standards

Associated assessment (unit) standards and the mapping of course assessment elements to those standards are listed in Schedule 1 below.

Embedded assessment standards are awarded following successful completion of the course to which they are associated as indicated in the mapping scheme in Schedule 1.

Waeture Aromatawai | Assessment Regulations

The due dates for all summative assessment work will be notified at the start of each course.

Paparahi Aromatawai | Assessment basis

Assessment in this programme is competency-based as detailed in Table 3 below. Students must achieve all of the outcomes in competency-based assessment in order to pass that course.

Ākoranga Taumata | Course grades

Course grades will be determined according to the following criteria.

Table 3: Competency based assessment system

Grade	Meaning	Result
P	Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

Paearu Taumata | Grade criteria

Students may also be awarded one of the following grades for a course as per the criteria described below.

Table 4: Grade criteria

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification
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	A DNC grade is recorded if a student has either withdrawn after 75% of the scheduled course duration; or they have not attempted a compulsory item of assessment within a course. No 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.

AROMATAWAI MAHINGA | ASSESSMENT PROCEDURES

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 governed by Unitec's *Assessment in Te Reo Māori Policy*.

Tāpaetanga Tōmuri | Submission and late submission of work

Applications for extensions must be made under the *Special Assessment Circumstances Policy*.

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.

Whakamātautau Anō | Re-submission or Reassessment

A student may apply to undertake a re-submission/re-assessment for a failed assessment within five days of receiving their marked assessment.

- a) Students are entitled to a maximum of two resubmissions for each failed assessment event.
- b) All re-submissions/re-assessments 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 re-submitted assignments. If resubmitted work is not accompanied by the original marked assignment, the re-submitted work will not be marked and the original grade will stand.
- d) The maximum grade for any re-submission/re-assessment of an assessment is the lowest pass grade.

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.

Akoranga Tuaruatanga | Repeating Courses

Students may enrol and repeat courses they have failed, up to two times.

Whakakorenga | Exclusions

Unless there are exceptional circumstances approved by the relevant Academic Authority, no student will be allowed to enrol in any course more than twice.

Any student who, over the period covered by the last four semesters of his or her studies at Unitec, (including, where relevant, study at other institutions) has not achieved a Pass grade in courses equivalent to at least 50 per cent of the credits in which he or she has been enrolled over that period, shall be excluded from the Programme and shall not be permitted to re-enrol in any programme without the prior permission of the relevant Academic Authority.

Examination Regulations

All internal examinations in this programme are governed by Unitec's *Examinations Regulations Policy*.

Tono Pira | Appeals

Students may appeal the decisions made under these regulations in accordance with the relevant section of the *Academic and Programme Management Policy*.

Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

Candidates currently enrolled in programmes leading to the replaced National or Unitec programmes who are unable to complete their programme by closure date of their programmes shall transfer their existing achievement to this or a replacing programme as appropriate.

Transitional arrangements into the programme will be on a case-by-case basis in accordance with the *Unitec Credit Recognition Policy*. No candidates will be disadvantaged by these transition arrangements.

WHAKARITENGA WHĀNUI | GENERAL PROVISIONS

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 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, role-holder, or, in some cases, a committee, who has been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant academic authority delegations is maintained by the Ako Ahimura Learning & Teaching Committee responsible for the Programme.
- **‘Assessment Standards’** are quality-assured ‘unit’ and ‘achievement’ standards. Unit standards are developed by ITOs and by the NZQA. The Ministry of Education is the only developer of achievement standards, which are derived from the achievement objectives of the *New Zealand Curriculum* and *Te Marautanga o Aotearoa*. Collectively, the developers of assessment standards are known as standard-setting bodies (SSBs).

KUPU ĀPITI | SCHEDULES OR APPENDICES

Schedule 1: Whakamātautau Taumata | Embedded Assessment (Unit) Standards

The assessment (unit) standards noted in the table below are associated with this programme.

Table 5: Associated Assessment (Unit) Standards

	Unit	Course Association
23229	Use safety harness system when working at height	CIBC3103: Work Safety
15757	Use, install and disestablish temporary proprietary height safety systems when working at height	CIBC3103: Work Safety

18426	Demonstrate knowledge of hazards associated with confined spaces	CIBC4147: PGD Industry I
17599	Plan a confined space entry	CIBC4147: PGD Industry I
28348	Demonstrate knowledge of theory for registration of gasfitters	On successful completion of the <i>PGD Registration Board Examination</i>