

WAETURE HŌTAKA | PROGRAMME REGULATIONS

New Zealand Certificate in Light Automotive Engineering (Level 4)

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

These regulations apply to the New Zealand Certificate in Light Automotive Engineering (Level 4, 210 credits) (NZCAE4) and come into force on 1 January 2018

Admission Requirements

To be admitted to this programme, the applicant must have achieved

- the New Zealand Certificate in Automotive Engineering (Level 3), or
- equivalent skills and experience.

International applicants must meet the English language entry requirements stated in the Unitec Admission Requirements Policy.

Special Admission

Applicants must have:

- Attained the age of 20 years on or before the first day of the semester in which study for the certificate is to commence; and
- Provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification.

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.

Selection Criteria

When the number of applications for admission exceeds the number of places available a selection process will be implemented.

Applicants who satisfy the following requirements as per qualification requirement will be given the first preference:

- A current workplace first aid certificate prior to enrolment in this programme, and
- A Class 1 licence achieved before completion of this programme.
- Those who are already employed in the automotive industry.

Requirements for the Award of the Qualification

For the award of the New Zealand Certificate in Light Automotive Engineering, the student must gain a minimum of 200 credits accumulated from the courses set out in Table 1.

Course details

Full time – on campus

Table 1: Course Details

All courses are compulsory.

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
ENVS4501	Effective Workplace Maintenance and Safety	15	Nil	Nil
ENVS4502	High Risk Automotive Systems Safety	10	Nil	Nil
ENVS4503	Engine Systems	15	Nil	Nil
ENVS4504	Fuel and Emission Systems	10	Nil	Nil
ENVS4505	Driveline Systems	15	Nil	Nil
ENVS4506	Transmission Systems	15	Nil	Nil
ENVS4507	Climate Control	15	Nil	Nil
ENVS4508	Vehicle Safety Systems	15	Nil	Nil
ENVS4509	Body Control Systems	15	Nil	Nil
ENVS4510	Wiring Systems	15	Nil	Nil
ENVS4511	Braking Systems	15	Nil	Nil
ENVS4512	Suspension Systems	15	Nil	Nil
ENVS4513	Steering Systems	15	Nil	Nil
ENVS4514	Wheels and Tyres	15	Nil	Nil

The New Zealand Certificate in Light Automotive Engineering will adopt a portfolio based assessment system to all theory knowledge and practical competency and will use online assessment where appropriate.

Grade related criteria

Assessment for courses in this programme is competency based.

All assessment events will be related to the three-point grading system and a grade 'C' or 'M' for each assessment must be achieved for a pass grade to be awarded for the course.

Grades	Criteria	Outcome
C	Student has demonstrated competency in completing the assessment task in line with the learning outcomes leading to the graduate profile of the qualification including the ability to monitor the workplace and respond to issues as required to maintain a safe and effective workplace while taking the appropriate precautionary measures when servicing and repairing high risk light automotive systems	Achieved
N	Student has NOT demonstrated competency in completing the assessment task in line with the learning outcomes leading to the graduate profile of the qualification including the ability to monitor the workplace and respond to issues as required to maintain a safe and effective workplace while taking the appropriate precautionary measures when servicing and repairing high risk light automotive systems.	Not Achieved

Credit Recognition and Exemptions

Credit may be awarded in recognition of successful equivalent study, at the same or a higher level in the context of another programme.

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

Assessment of Prior Learning

Assessment of Prior Learning is available for all courses, using current Unitec policies and procedures.

Administrative Grades

Students may be given one of the above administrative grades for a course where appropriate:

Table 3: Grade Criteria

Grade	Meaning	Criteria
CR	Credit Recognition	Credit earned through Cross Credit from another Qualification and/or through the Assessment of Prior
DEF	Deferred	Where a Student can complete a Course Assessment beyond the schedule date with the relevant approval.

		this approval, 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.
W	Withdrawn	The grade W (Withdrawn) 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.
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.

Conditions applying to restricted passes

Restricted passes are not available for courses in this programme.

Resits and resubmissions

- a. Two resits of written theory tests and one resubmission of written assignments and practical assessments are permitted at the discretion of the Course Lecturer.
- b. All resits and resubmissions will be carried out within two weeks from when the original assessment was returned, or results made available. For written assessments, the original marked assessment will accompany resubmitted assessment. If resubmitted work is not accompanied by the original marked assessment, the resubmitted work will not be marked and the original grade will stand.
- d. Students will be notified by the Course Lecturer of their need to undertake a resit or resubmission within 7 days of the assessment event.

Late submission of assessments

- a. The due dates for all summative assessment work will be notified in the course information.
- b. Application for late submission of work must be made to the Course Lecturer no less than one week prior to the assessment due date.

Transitional Arrangements

Candidates currently enrolled in programmes leading to the replaced National or Unitec programmes in automotive engineering who are unable to complete their programme by closure date of their programmes shall transfer their existing achievement to this programme. No candidates will be disadvantaged by these transition arrangements.