



# WAETURE HŌTAKA | PROGRAMME REGULATIONS

## *New Zealand Certificate in Language Teaching*

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

These programme regulations apply to the *New Zealand Certificate in Language Teaching* (Level 5, 60 credits).

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

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### 1. Ngā Ture Hei Whakaurunga | Admission Requirements

#### 1.1. Whakaurunga Whānui | General Admission

To be admitted to this programme, all applicants:

- a. must be at least 18 years of age on the date of the programme's commencement for the semester in which they wish to enrol;  
AND
- b. need to demonstrate competence in English at Common European Framework of Reference (CEFR) B2 or above;  
AND
- c. must have a minimum total of 48 NCEA credits in his/her best four subjects at Level 2;  
OR
- d. must have a maximum total of 20 in New Zealand Sixth Form Certificate in his/her best four subjects;  
OR
- e. equivalent

#### 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

To be admitted onto this programme, applicants must adhere to the requirements stipulated in Unitec's *Admission Requirements Policy*.

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## 2. Paearu Kōwhiri Tukanga | Selection Criteria and Process

### 2.1. Paearu Kōwhiri | Selection criteria

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

- a. Previous teaching experience.
- b. Academic qualifications in excess of those identified in general admission.
- c. Work or other experience relevant to the courses in the programme.
- d. Experience in learning a language other than their first language.
- e. Possess good interpersonal skills (listening skills, collaborative work, interest in people, attention to other's needs, cross cultural understanding).
- f. The ability to acknowledge and identify strengths and weaknesses.
- g. Have clear reasons for doing the programme.

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

Students will be provided with criteria in relation to the meaning of "language awareness".

### 2.2. Tukanga Kōwhiri | Selection process

Selection is made following candidates' participation in an interview with one of the programme teaching staff and completion of pre-interview tasks.

Selections will be jointly made by programme teaching staff, who will make decisions according to the criteria outlined above. Decisions are communicated to candidates by the Programme Coordinator.

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

### 3.1 Whakaemi Tūtukitanga | Credit Accumulation

To be awarded the *New Zealand Certificate in Language Teaching (Level 5)*, a student must successfully complete a minimum of 60 credits in the pattern set out in Table 1 from the courses set out in Table 2(a).

To be awarded the *New Zealand Certificate in Language Teaching (Level 5)* and *Cambridge Certificate in English Language Teaching to Adults (CELTA)*, a student must successfully complete a minimum of 60 credits in the pattern set out in Table 2(b).

*Table 1: Credit Requirements: New Zealand Certificate in Language Teaching (Level 5)*

Course Level	Compulsory Credits	Elective Credits	Total Credits
5	60	0	60

*Table 2(a): Courses for New Zealand Certificate in Language Teaching (Level 5)*

All courses in this programme are compulsory

NZCLT

Course No	Course Name	Credits	Pre- requisites	Co-requisites
EAPL 5501	Language Teaching Practice	15		EAPL 5502
EAPL 5502	Language Teaching and Learning	15		EAPL 5501
EAPL 5503	Designing for Diversity	15		
EAPL 5506	Language Analysis and Assessment	15		

*Table 2(b): Courses for New Zealand Certificate in Language Teaching (Level 5) and Cambridge Certificate in English Language Teaching to Adults (CELTA)*

All courses in this programme are compulsory

NZCLT +CELTA

Course No	Course Name	Credits	Pre- requisites	Co-requisites
EAPL 5504*	Language Teaching Practice	15		EAPL 5505
EAPL 5505*	Language Teaching and Learning	15		EAPL 5504
EAPL 5503	Designing for Diversity	15		
EAPL 5506	Language Analysis and Assessment	15		

Student may also choose to be awarded the *Cambridge Certificate in English Language Teaching to Adults (CELTA)* only by successfully completing a minimum of 30 credits in the pattern set out in Table 2(c).

*Table 2(c): Courses for Cambridge Certificate in English Language Teaching to Adults (CELTA)*

All courses in this programme are compulsory

CELTA ONLY

Course No	Course Name	Credits	Pre- requisites	Co-requisites
EAPL 5504*	Language Teaching Practice	15		EAPL 5505
EAPL 5505*	Language Teaching and Learning	15		EAPL 5504

*\*Additional fee may occur if a student is interested to have CELTA*

### 3.1. Mahi Waehanga Pāhekoheko | Integrated and Work-based components

Students must attend 100 per cent of all on-site teaching practice sessions.

Any student who does not meet this requirement will need to make up teaching practice hours as determined by the Programme Coordinator.

### 3.2. Mahi Akoranga | A Wāhanga | Course load per semester

The normal full time course load is 60 credits per semester.

### 3.3. Whakaurunga Takiwā | Enrolment periods

- a. The normal enrolment period for this programme is one semester (full-time study) or one to five years (part-time study).
- b. 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 12 months.
- c. The maximum period to complete this qualification, with the approval of the relevant Academic Authority is one semester (full-time study) or five years (part-time study).

### 3.4. Hōtaka Whakarerekē O Ngā Āhuatanga Ako | Modified Programmes of Study

There are no modified programmes of study in this programme.

### 3.5. Whakawhiwhinga Puta | Exit or Milestone Awards

There are no exit or milestone awards available in this programme.

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## 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.
- d. Specified and unspecified will be determined on a case-by-case basis in accordance with the certificate regulations.

### 4.2. Aromatawai Tōmua | Assessment of Prior Learning (APL)

Assessment of prior learning is available for all courses in this programme. Applications for APL are dealt with on a case-by-case basis in accordance with Unitec's *Assessment of Prior Learning* policy.

### 4.3. Ngā whakawhitinga | Credit Transfer Arrangements

- a. A graduate of the *Cambridge Certificate in English Language Teaching to Adults* (CELTA) may be awarded 30 credits towards the *New Zealand Certificate in Language Teaching*.
- b. This credit will be applied to:
  - i. *EAPL5502/5505: Language Teaching and Learning*; and
  - ii. *EAPL5501/5504 Language Teaching Practice*.
- c. Cross-credit processes will be applied according to 4.1 above.

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## 5. Waeture Aromatawai | Assessment Regulations

Students will be provided with specific details of assessment requirements and regulations at the start of each course.

### 5.1. Paparahi Aromatawai | Assessment basis

The assessment basis for each course is described on Table 3 below.

Table 3: Assessment basis by course

Course	Assessment basis
EAPL5501	The student must: <ul style="list-style-type: none"><li>• obtain at least 50 per cent overall; AND</li><li>• obtain at least 50 per cent in the practical teaching and learning portfolio assessments; AND</li><li>• obtain at least 50 per cent on 5 out of 6 assessments across EAPL5501 and EAPL5502.</li></ul>
EAPL5502	The student must: <ul style="list-style-type: none"><li>• obtain at least 50 per cent overall; AND</li><li>• obtain at least 50 per cent on 5 out of 6 assessments across EAPL5501 and EAPL5502.</li></ul>
EAPL5503	The student must: <ul style="list-style-type: none"><li>• obtain at least 50 per cent overall; AND</li><li>• pass at least two assignments in order to pass that course.</li></ul>
EAPL5504	
EAPL5505	
EAPL5506	

### 5.2. Ākoranga Taumata | Course grades

Course grades are calculated by the mathematical aggregation of weighted summative assessment grades, on the 11-point assessment system set out in Table 4.

Table 4: Course Grades

Grade	Percentage	Result
A+	90 – 100	Pass
A	85 – 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 – 74	Pass
B-	65 – 69	Pass
C+	60 – 64	Pass
C	55 – 59	Pass
C-	50 – 54	Pass
D	40 – 49	Fail
E	0 – 39	Fail

### 5.3. Paearu Taumata | Grade criteria

Students may be awarded one of the following grades for a course if they meet the criteria described on Table 5 below.

Table 5: Grade Criteria

Grade	Meaning	Criteria
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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.
W	Withdrawn	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	This 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.

## 6. Aromatawai Mahinga | Assessment Procedures

### 6.1. Aromatawai I Roto I Te Reo | Assessment in Te Reo

For the courses identified in Table 6, special arrangements may be made for assessment in Te Reo Māori in accordance with Unitec's *Assessment in Te Reo Māori Policy*.

Table 6: Courses allowing assessment in Te Reo Māori

Code	Course
EAPL5503	Designing for Diversity
EAPL5506	Language Analysis and Assessment

The regulations of the University of Cambridge's Local Examinations Syndicate, which oversees the *Cambridge University Certificate in English Language Teaching to Adults* (CELTA) that is the focus of EAPL5501/5504 and EAPL5502/5505, prevent the application of the *Assessment in Te Reo Māori Policy* in the remaining courses in this programme.

### 6.2. Tāpaetanga Tōmuri | Submission and late submission of work

- Applications for extensions must be made in line with the Special Assessment Circumstances policy.
- Any assessment that is submitted late (and does not have a prior-approved extension or Special Assessment Circumstance application) will be penalised by a deduction of 10 per cent per day of the student's assignment mark, up to five days, inclusive of weekends.
- No assignments will be accepted five 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.

### 6.3. Whakamātautau Anō | Re-submission or Re-assessment

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

- Students are entitled to only one re-submission or re-assessment of each failed assessment event.
- 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. For *EAPL5501: Language Teaching Practice*, a grade can be deferred for a maximum of one semester until re-submission has been made.

#### **6.4. Āhuatanga Aromatawai Motuhake | Special Assessment Circumstances**

Students whose performance in a summative assessment is being affected by reasons/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).

#### **6.5. Pāhi Rāhui | Restricted passes**

The relevant Academic Authority may award a 'restricted pass' in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance.

Following are the conditions which apply to a restricted pass.

- a. a student may decline the award of a restricted pass by notifying the office of the relevant Dean in writing no later than 20 working days from mailing of the results;
- b. the relevant Academic Authority may, at their discretion, prevent a student from using a restricted pass to meet the prerequisite requirements of another course.

#### **6.6. Akoranga Tuaruatanga | Repeating Courses**

Students may enrol and repeat courses they have failed, up to twice. Beyond this, permission to enrol a third time must be sought from the relevant Academic Authority.

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 (in consultation with the course coordinator), students may not be required to repeat an equivalent assessment item they had previously passed. This should be negotiated within the first two weeks of the start of the course.

#### **6.7. 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.

Any student who, over the period covered by the last four semesters of his or her studies at Unitec, or, where relevant, other institutions, has not achieved a 'Pass' grade in courses equivalent to at least 50 per cent of the credits in which they have 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.

#### **6.8. Whakaritenga whakamātautau | Examination Regulations**

There are no examinations in this programme.

## 6.9. 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*.

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## 7. Āhutatanga Tauwhirowhiro Ritenga | Transitional Arrangements

### 7.1. Āhutatanga Tauwhirowhiro Ritenga | Transitional Arrangements

As previous and new programmes are one semester full-time programmes there is no necessity for a transition plan from Version 1 to Version 2 of the qualification.

### 7.2. Hōtaka Whakarerekē O Ngā Āhutatanga Ako | Modified Programmes of Study

There are no modified programs of study in this programme.

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## 8. Whakaritenga Whānui | General Provisions

### 8.1. 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 is maintained by the programme’s Ako Ahimura Learning & Teaching Committee.