



New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Level 3)

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

These programme regulations apply to New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Level 3) which leads to the award of New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Pre-Apprenticeship) [Ref:2660] (level 3, 75 credits)

These regulations come into effect from **Semester 1, 2018**.

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1. Ngā Ture Hei Whakaurunga | Admission Requirements

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

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:

To be admitted to this programme, the applicant must have achieved the New Zealand Certificate in Educational Achievement (Level 1) with 10 credits in literacy and 10 credits in numeracy or equivalent skills and knowledge;

Or

A Unitec Certificate in Foundation Studies: Whitinga (Level 2);

Or

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

Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 1 in English.

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

2. Paearu Kōwhiri Tukanga | Selection Criteria & Process

2.1 Paearu Kōwhiri | Selection Criteria

When the number of applications for admission exceeds the number of places available a selection process will be implemented by an enrolment review group under the leadership of the appropriate Academic Leader.

2.2 Tukanga Kōwhiri | Selection Process

The enrolment review group will have the delegated authority of the Academic Board to offer places to applicants. Applicants may be required to attend an interview.

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 Plumbing, Gasfitting and Drainlaying

To be awarded the New Zealand Certificate in Plumbing, Gasfitting and Drainlaying, a student must successfully complete a minimum of 75 credits in the pattern set out in Table 1 from the courses set out in Table 2. Students must hold a current first aid certificate before being awarded this qualification, and unit standards 23229, 15757, 18426 and 17599 (or their replacements)

Table 1: Credit Requirements for New Zealand Certificate in Plumbing, Gasfitting and Drainlaying

Level	Compulsory Credits	Elective Credits	Total Credits
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3	75	0	75
			75

Table 2: Course Details – Compulsory and Elective Courses for New Zealand Certificate in Plumbing, Gasfitting and Drainlaying

All courses are compulsory.

Course No	Course Name	Credits	Pre- requisites	Co-requisites
Level 3				
CIBC3101	Water Supply Systems	15	NA	NA
CIBC3102	Building Envelope	15	NA	NA
CIBC3121	Drainlaying	15	NA	NA
CIBC3151	Plumbing Maintenance and Foul Water	15	NA	NA
CIBC3181	Introduction to Gasfitting	15	NA	NA

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

There are no integrated and work-based components in this programme.

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 1 year (full-time study) or 2 years (part-time study).
- 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 1.5 years (full-time study) or 3 years (part-time study).

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

There is no modified programme of study for 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

- 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 transfer arrangements specific to this programme

4.4 Whakamātautau Taumata | Embedded Assessment (Unit) Standards

This programme includes mandatory practical working at heights safety training and assessment, evidenced by unit standards 23229 and 15757. Programmes also includes mandatory confined spaces awareness training and assessment, evidenced by unit standards 18426 and 17599.

These embedded assessment (unit) standards are listed in Schedule 2 below.

5. Waeture Aromatawai | Assessment Regulations

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

5.1 Paparahi Aromatawai | Assessment basis

Assessment in this programme is competency based. Students must achieve all of the outcomes in competency based assessment in order to pass that course.

5.2 Ākoranga Taumata | Course grades

Course grades will be determined according to the following criteria. Students must achieve all of the outcomes in order to pass competency based assessment.

Table 3: Competency based assessment system

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

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 policy.

5.4.2 Tāpaetanga Tōmuri | Submission and late submission of work

- Applications for extensions must be made in line with Practice Pathway/Network practice or under the Special Assessment Circumstances policy (see 5.4.4 below).
- Any assessment that is submitted late (and does not have a prior approved extension or Special Assessment Circumstance) will be penalised by a deduction of 10% per day of the student's assignment mark, up to five (5) days, inclusive of weekends.
- 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 within 5 days of receiving their marked assessment.

- a. Students are entitled to a maximum of three resubmissions for each failed assessment event.
- 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.

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

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 not 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.

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.

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% 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.

5.5 Examination Regulations

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

5.6 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.

6. Āhukatanga Tauwhirowhiro Ritenga | Transitional Arrangements

6.1 Āhukatanga Tauwhirowhiro Ritenga | Transitional Arrangements

There are no transitional arrangements in this programme.

6.2 Hōtaka Whakarerekē O Ngā Āhukatanga 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.
- 'Assessment Standards' are quality assured 'unit' and 'achievement' standards. Unit standards are developed by industry training organisations and by 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).
- '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 Ako Ahimura Learning & Teaching Committee responsible for the Programme.

7.2 Ētahi Atu Whakaritenga | Other provisions not covered elsewhere

8. Kupu Āpiti | Schedules or Appendices

Schedule 1: Hōtaka Whakarerekē O Ngā Āhukatanga Ako | Modified Programmes of Study

There are no modified programmes of study in this programme.

Schedule 2: Whakamātautau Taumata | Embedded Assessment (Unit) Standards

The assessment (unit) standards noted in Table 1 are embedded this programme. The mapping of

these standards to courses in this programme are noted in Table 2:

Table 1: Embedded Assessment (Unit) Standards

Unit No.	Unit Title	Ver.	Level	Credits	Expiry	Course Association
23229	Use safety harness system when working at height	4	3	4	2019	
15757	Use, install and disestablish temporary proprietary height safety systems when working at height	4	2	4	2019	
18426	Demonstrate knowledge of hazards associated with confined spaces	8	3	4	2018	
17599	Plan a confined space entry	6	4	5	2018	

Table 2: Embedded Assessment (Unit) Standards Mapped to Courses

Unit No.	Unit Title	Credits	Course No.	Course Name/Assessment Item	Credits