



New Zealand Certificate in Study and Career Preparation (Level 4) - NZCertSCP (L4)

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

These programme regulations apply to New Zealand Certificate in Study and Career Preparation (Level 4, 60 Credits) [NZ2860] programme, which leads to the award of *New Zealand Certificate in Study and Career Preparation (Level 4, 60 credits) [Ref: 2860-1] qualification*.

These regulations come into effect from **Semester 1, 2020**.

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1. Ngā Ture Hei Whakaurunga | Admission Requirements

To be eligible for admission to this programme, all applicants must meet the following admission requirements:

- Requirements for pathway specific general admission,
- Requirements for special admission, or discretionary admission
- Requirements for pathway specific English language requirements.

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:

1.1.1 Applied Science Pathway

- A minimum total of 40 NCEA credits at level 2 in four subjects, including 12 science credits at level 1 or higher.

- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3), including FSTU 3921 Bioscience;
- or attend a Skills Review session, where students' literacy and numeracy levels will be assessed with reference to entry criteria, so that we can recommend the programme most suited to students' needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 6 with no band lower than 5.5. IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test;
- or the New Zealand Certificate in English Language Level 4 (Academic).

1.1.2 Architecture Pathway

- A minimum total of 40 NCEA credits at level 2 in four approved subjects.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3);
or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 2 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5. IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test;
- or the New Zealand Certificate in English Language Level 3 (Applied).

1.1.3 Art & Design Pathway

- A minimum total of 40 NCEA credits at level 2 in four subjects.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5.

IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test;

- or the New Zealand Certificate in English Language Level 3 (Applied).

1.1.4 Business and Communications Pathway

- A minimum total of 40 NCEA credits at level 2 in four subjects.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5. IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test;
- or the New Zealand Certificate in English Language Level 3 (Applied).

1.1.5 Construction Pathway

- A minimum total of 48 NCEA credits at level 2 in four subjects, including at least 12 credits in Mathematics (preferably achievement standards in algebra, calculus or trigonometry).
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge: 120 credits in best 4 subjects at AS level plus a D grade or higher in IGCSE English and a D grade or higher in AS Maths);
- or equivalent credits from appropriate trades training and/or demonstrated skills and experience;
- or a B- average in the New Zealand Certificate in Study and Career Preparation (Level 3) Engineering pathway (FSTU 3926 Identity and Communication, FSTU 3922 Physics, FSTU3914 Maths Algebra, FSTU3912 Intro to Algebra);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5. IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test;
- or the New Zealand Certificate in English Language Level 3 (Applied)

1.1.6 Engineering Pathway

- A minimum total of 48 NCEA credits at level 2 in four subjects, including at least 12 credits in Mathematics (preferably achievement standards in algebra, calculus or trigonometry).
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualification (e.g. International Baccalaureate or Cambridge: 120 credits in best 4 subjects at AS level, plus a D grade or higher in IGCSE English and a D grade or higher in AS Maths);

- or equivalent credits from appropriate trades training and/or demonstrated skills and experience;
- or a B- average in the New Zealand Certificate in Study and Career Preparation (Level 3) Engineering pathway (FSTU 3926 Identity and Communication, FSTU 3922 Physics, FSTU3914 Maths Algebra, FSTU 3911Science Maths);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an IELTS level 5.5 with no band lower than 5. IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test;
- or the New Zealand Certificate in English Language Level 3 (Applied).

1.1.7 Health Pathway

- A minimum total of 40 NCEA credits at level 2 in four subjects, including 12 science credits at level 1 or higher.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge)
- (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3) including FSTU 3921 Bioscience;
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 6 with no band lower than 5.5. IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test;
- or the New Zealand Certificate in English Language Level 4 (Academic)

1.1.8 Screen Arts, Acting and Technical Production Pathway

- An interview, audition and/or submission will be required for this pathway.
- A minimum total of 40 NCEA credits at level 2 in four subjects.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an IELTS level Academic 5.5 with no band lower than 5. IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test;
- or the New Zealand Certificate in English Language Level 3 (Applied)

1.1.9 **Social Work**

- A minimum total of 40 NCEA credits at level 2 in four subjects.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an IELTS level 5.5 with no band lower than 5. IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test;
- or the New Zealand Certificate in English Language Level 3 (Applied)

1.1.10 **Sport, Recreation and Exercise Pathway**

- A minimum total of 40 NCEA credits at level 2 in four subjects.
- UE numeracy or equivalent.
- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);
- or the New Zealand Certificate in Study and Career Preparation (Level 3);
- or attend a Skills Review session where your literacy and numeracy levels will be assessed so that we can recommend the programme most suited to your needs for successful study.

English Language requirements

- Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 12 credits at NCEA Level 1 in English.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5. IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test;
- or the New Zealand Certificate in English Language Level 3 (Applied)

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 12 credits at NCEA Level 1 in English.

All applicants must meet the English Language Entry Requirements for their pathway as stated above (1.1.1 – 1.1.10).

2. Paearu Kōwhiri Tukanga | Selection Criteria & Process

2.1 Paearu Kōwhiri | Selection Criteria

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

- Demonstration of motivation to complete the programme;
- Demonstration of skills related to their chosen pathway;
- Evidence of potential to succeed.

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

2.2 Tukanga Kōwhiri | Selection Process

Selection will be made by Unitec staff members with the delegated authority to offer places to applicants. These staff members will select students on the basis of written information supplied on the enrolment form. At the discretion of the staff members, an interview (face-to-face or electronic) may be required. A list of delegated staff members will be kept by the Programme Academic Quality Committee responsible for the programme.

At the discretion of the subcommittee, applicants may be required to attend an interview, audition, and or present a portfolio of work in which they must demonstrate competency related to their chosen pathway.

Applicants who do not have a prior learning record, or for whom their learning record does not provide enough information to place them in a course will undertake the Bridgepoint Skills Review. The assessments and/or prior learning record will determine which courses a student may enrol in.

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 Study and Career Preparation (Level 4)

To be awarded the *New Zealand Certificate in Study and Career Preparation (Level 4)*, 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.

Table 1: Credit Requirements for New Zealand Certificate in Study and Career Preparation (Level 4)

Level	Compulsory Credits	Pathway Elective Credits	Total Credits
4	15	30	45
3* or 4		15	15
			60

**Health Pathway only*

Table 2: Course Details – Compulsory and Elective Courses for New Zealand Certificate in Study and Career Preparation (Level 4)

Compulsory courses are shown in **bold** and Elective courses in *italics*.

Course No	Course Name	Credits	Pre-requisites	Co-requisites
Level 4				
Applied Science Pathway				
BPED 4001	Identity and Communication	15		
BPED 4002	Collaborative Project	15		
BPED 4004	Bioscience 4	15		
BPED 4006	Applied Maths	15		
Architecture Pathway				
BPED 4001	Identity and Communication	15		
BECI 4101	Art and Design Studio	15		
BECI 4102	Processes, Procedures, Materials and Technology (PPMT)	15		
<i>BECI 4901</i>	<i>Collaborative Project</i>	<i>15</i>		
<i>BPED 4006</i>	<i>Applied Maths</i>	<i>15</i>		
Art and Design Pathway				
BPED 4001	Identity and Communication	15		
BECI 4101	Art and Design Studio	15		
BECI 4102	Processes, Procedures, Materials and Technology (PPMT)	15		
BECI 4901	Collaborative Project	15		
Business and Communication Pathway				
BPED 4001	Identity and Communication	15		
BEBP 4201	Business Concepts and Communication	15		
BEBP 4202	Using Business Software	15		

Course No	Course Name	Credits	Pre-requisites	Co-requisites
BEBP 4203	Collaborative Project	15		
Construction Pathway				
BPED 4007	Literacy 4	15		
BPED 4006	Applied Maths	15		
CIBC 4001	Construction Industry Environment	15		
CIBC 4002	Materials and Structural Principles	15		
Engineering Pathway				
BPED 4007	Literacy 4	15		
BEEN4102	Engineering Maths	15		
ENGG DE4101	Engineering Fundamentals	15		
<i>ENGG DE4103</i>	<i>Technical Literacy</i>	<i>15</i>		
<i>ENGG DE4201</i>	<i>Materials (Civil)</i>	<i>15</i>		
<i>ENGG DE4202</i>	<i>Land Surveying 1</i>	<i>15</i>		
<i>ENGG DE4401</i>	<i>Electrical Principles</i>	<i>15</i>		
Health Pathway				
BPED 4001	Identity and Communication	15		
BPED 4004	Bioscience 4	15		
BEHC 4403	Human Biology for Healthcare	15		
<i>BPED 4003</i>	<i>Maths for Nursing and Healthcare</i>	<i>15</i>		
<i>FSTU 3913</i>	<i>Nursing Maths</i>	<i>15</i>		
Screen Arts, Acting and Technical Production Pathway				
BPED 4001	Identity and Communication	15		
BECI 4803	Acting and Technical Production	15		
BECI 4302	Moving Images	15		
BECI 4901	Collaborative Project	15		
Social Work				
BPED 4001	Identity and Communication	15		
BECS 4704	Exploring Leadership	15		

Course No	Course Name	Credits	Pre-requisites	Co-requisites
BPED 4002	Collaborative Project	15		
<i>BECS 4703</i>	<i>Health and Wellbeing 4</i>	<i>15</i>		
<i>BPED 4005</i>	<i>Psychology 4</i>	<i>15</i>		
Sport, Recreation and Exercise Pathway				
BPED 4001	Identity and Communication	15		
BECS 4704	Exploring Leadership	15		
BPED 4002	Collaborative Project	15		
<i>BECS 4703</i>	<i>Health and Wellbeing 4</i>	<i>15</i>		
<i>BPED 4005</i>	<i>Psychology 4</i>	<i>15</i>		

Notes for Part-time offering of Engineering Pathway

Any students wishing to study part time will need to enrol in BPED 4001 Identity and Communication and either DE4101 Engineering Fundamentals or DE4102 Engineering Mathematics, before completing the other elective they require to complete the qualification.

Additional courses to complete the Engineering Pathway

These elective courses will be offered in accordance with individual semester offerings and timetable restrictions.

- ENGGDE4401 Electrical Principles (Electrical stream)
- ENGGDE4202 Land surveying 1
- ENGGDE4201 Materials (Civil)
- ENGGDE4103 Technical Literacy.

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 | A Wāhanga | Course Load per Semester

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

3.4 Whakaurunga Takiwā | Enrolment periods

- The normal enrolment period is 1 semester (full-time study) or 2 semesters (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 1 semester.
- The maximum period to complete this qualification, with the approval of the relevant Academic Authority is two years.

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

Students may apply to transfer to the New Zealand Certificate in Career and Study Preparation (Level 4) from the Certificate in Communication and Media Arts (Level 4), Certificate in Design and Visual Arts (Level 4), or another relevant Unitec Level 4 Certificate under the following arrangements:

- a. To gain the New Zealand Certificate in Study and Career Preparation (Level 4), students can apply previously gained credits at level 4 or higher on a case by case basis. The maximum number of credits that can be applied is 30.
- b. This provision will operate until the end of Semester 2, 2018.
- c. From Semester 1, 2019, the decision as to whether credits gained prior to Semester 1, 2018, can be applied will be at the discretion of the relevant Academic Authority.

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 achievement based using an 11 point scale. Students must obtain at least 50% overall score in any achievement based in order to pass that course. Assessment elements in each course are generally compulsory unless noted otherwise.

5.2 Ākoranga Taumata | Course grades

Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales. Students must obtain at least 50% overall score in order to pass achievement based assessment.

Table 3: Achievement based (11-point) assessment system

Grade	Meaning	Result	Percentage
A+	Distinction	Credits Earned	90 – 100
A	Distinction	Credits Earned	85 – 89
A-	Distinction	Credits Earned	80 – 84
B+	Merit	Credits Earned	75 – 79
B	Merit	Credits Earned	70 – 74
B-	Merit	Credits Earned	65 – 69

C+	Pass	Credits Earned	60 – 64
C	Pass	Credits Earned	55 – 59
C-	Pass	Credits Earned	50 – 54
D	Fail	No Credits Earned	40 – 49
E	Fail	No Credits Earned	0 – 39

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.

6. Aromatawai Mahinga | Assessment Procedures

Assessment procedures for courses are determined by the programme regulations of the main programme as noted in Course Descriptors.

6.1 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 procedure.

6.2 Tāpaetanga Tōmuri | Submission and late submission of work

- a. The due dates for all summative assessment work will be notified at the commencement of each course. Lecturers may use an oral examination to ensure students understand any written material submitted.
- b. 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.
- c. Applications for extensions must be made in writing (either electronically, or in hard copy) to the course teacher on or before the due date. A record of this extension is to be forwarded to the relevant academic authority.
- d. Any extension that is granted will have the following conditions:
 - For assessments/assignments, students will be given up to three consecutive days (72 hours) to complete the assignment/assessment and the assignment/assessment will be marked as usual.
 - For tests/examinations, the extension will be set at an appointed time or at the next opportunity, as instructed by the lecturers.
- e. 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' mark for that assignment. Students who do not attempt a compulsory item of assessment may be awarded a 'Did Not Complete' for the whole course and may not earn any credits for the course.

6.3 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. Assignments that are handed in late are not eligible for resubmission or reassessment.

- a. Students are entitled to one reassessment or resubmission of 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.

6.4 Āhuatanga Aromatawai Motuhake | Affected Performance Consideration

Any student whose performance in a summative assessment is affected by critical personal circumstances beyond their immediate control may apply for Affected Performance Consideration (APC) if:

- a. The student is/was unable to attend an examination, compulsory assessment or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances
- b. The student's preparation for, or performance in an examination

6.5 Pāhi Rāhui | Restricted passes

A 'restricted pass' may be awarded in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance.

- a. A restricted pass is awarded at the discretion of the relevant academic authority and may not be applied for directly by a student. The relevant academic authority may, at their discretion, use a restricted pass to:
 - set conditions for future performance in other courses;
 - prevent a student from using a restricted pass to meet the prerequisite requirements of another course.
- b. A student may decline the award of a restricted pass by notifying the relevant academic authority in writing not later than 20 working days from notification of the results.

6.6 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.

6.7 Whakakorenga | Exclusions

- a. Any Student who, over the last four semesters of his or her studies at Unitec and any relevant study at another institution, has not achieved a Pass Grade in Courses equivalent to one half or more of the Credits in which he or she has been enrolled over that period, may be excluded by the relevant Academic Authority from enrolment in assessed Courses in any Programme, and may not be permitted to re-enrol in any Programme without the prior written permission of the relevant Academic Authority.
- b. A Student who has not achieved a Pass Grade in the same Course on two occasions shall not be enrolled again for that Course except with the permission of the relevant Academic Authority.
- c. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.

6.8 Examination Regulations

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

6.9 Tono Pīra | Appeals

Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.

7. Āhukatanga Tauwhirowhiro Ritenga | Transitional Arrangements

7.1 Hōtaka Whakarerekē O Ngā Āhukatanga Ako | Modified Programmes of Study

Any student who is affected by the recent changes will have a modified programme of study created to ensure that they are able to complete their programme.

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 are maintained by the Ako Ahimura Learning & Teaching Committee responsible for the Programme.

8.2 Ētahi Atu Whakaritenga | Other provisions not covered elsewhere

9. Kupu Āpiti | Schedules or Appendices

Appendix 1: Tohu Mātauranga | Qualification Details

Qualification details

Title	New Zealand Certificate in Study and Career Preparation (Level 4)		
Version	1	Type	Certificate
Level	4	Credits	60
NZSCED	120199 Mixed Field programmes > General Education Programmes > General Education Programmes not elsewhere classified		
Qualification developer	NZQA Qualifications Services		
Next review	December 2020		
Approval date	December 2015		
Strategic purpose statement	This qualification is for people intending to pursue focused development in the skills, capabilities, knowledge and attributes needed to succeed at higher levels including at degree level, within the context of a field of study or career pathway.		
Outcome Statement	Graduate profile	Graduates of this qualification will be able to: <ul style="list-style-type: none">– locate, select and analyse relevant information from a variety of sources and apply to context-relevant tasks and problems	

		<ul style="list-style-type: none"> – work independently and collaboratively on context-relevant academic tasks and problems – construct a reasoned and researched argument, communicated using a range of appropriate media – develop and critique a study and career plan that identifies specific long-term career goals.
	Education pathway	<p>This qualification builds on qualifications at NZQF levels 2 and/or 3, including National Certificate in Educational Achievement (Levels 2 and 3) [Ref: 0973 and 0974].</p> <p> Holders of this qualification will be able to progress to further study or training at NZQF Level 5 and above (degree, diploma or certificate) related to the context of their programme.</p>
	Employment pathway	<p>Graduates of this certificate may have enhanced employment opportunities in industries and professions associated with the context of their programme.</p>

Qualification specifications

Qualification award	<p>This qualification may be awarded by the education organisation with which the learner is enrolled, provided that organisation is accredited under section 250 of the Education Act 1989 with an approved programme towards this qualification.</p>
Evidence requirements for assuring consistency	<p>Evidence may include the following:</p> <ul style="list-style-type: none"> – programme review reports and statistics including retention, qualification completion, graduate enrolment and progression data, and learner feedback – reports from internal and external moderation – graduate and/or stakeholder/end-user feedback on outcome achievement, including further education and employment – reports from providers of destination programmes.
Minimum standard of achievement and standards for grade endorsements	<p>Achieved.</p>
Other requirements for the qualification (including regulatory body or legislative requirements)	<p>None.</p>

General conditions for the programme leading to the qualification

General conditions for programme	<p>Programmes specify one or more fields, with content clearly linked to specified destination programmes. There is evidence of clear, acceptable pathways for further study and training at an advanced level related to the field(s) of the programme.</p> <p>Programmes integrate te ao Māori content informed by local iwi/hapū/whānau.</p> <p>Discipline or context-specific skills are integrated and assessed across programme components and aligned to destination programmes. Skills are learnt using content embedded in the</p>
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	<p>context.</p> <p>Graduate profile outcomes are integrated within and across the programme.</p> <p>Programmes include discipline or context-specific problem-solving, literacy, language and numeracy content, eg technical language or information management skills associated with the discipline or context.</p>
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Conditions relating to the Graduate profile

Qualification outcomes		Conditions
1	<p>Locate, select and analyse relevant information from a variety of sources and apply to context-relevant tasks and problems</p> <p>Credits 25</p>	
2	<p>Work independently and collaboratively on context-relevant academic tasks and problems</p> <p>Credits 15</p>	
3	<p>Construct a reasoned and researched argument, communicated using a range of appropriate media</p> <p>Credits 15</p>	
4	<p>Develop and critique a study and career plan that identifies specific long-term career goals.</p> <p>Credits 5</p>	