



WAETURE HŌTAKA | PROGRAMME REGULATIONS

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, Academic and Programme Management policy, and other relevant policies.

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

These regulations come into effect from **Semester 2, 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:

All applicants must have a minimum of 4 years secondary education, and a minimum of 12 NCEA credits at Level 1 in each of at least two subjects;

Or

A pass in two subjects in New Zealand School Certificate;

Or

Unitec Certificate in Foundation Studies: Whitinga (Level 2) or New Zealand Certificate in Study and Career Preparation (Level 3) in a relevant pathway;

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 12 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 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 a subcommittee set up for the purpose with the delegated authority to offer places to applicants. The subcommittee will select students on the basis of written information supplied on the enrolment form.

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	45	60
			60

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				
BPED4001	Identity and Communication	15		
And THREE courses chosen from ONE of the following pathways:				
Art and Design Pathway				
<i>BECI4101</i>	<i>Art and Design Studio</i>	<i>15</i>		
<i>BECI4102</i>	<i>Processes, Procedures, Materials and Technology (PPMT)</i>	<i>15</i>		
<i>BECI4901</i>	<i>Collaborative Project</i>	<i>15</i>		
Music Pathway				
<i>BECI4801</i>	<i>Collaborative Music Performance</i>	<i>15</i>		
<i>BECI4802</i>	<i>Music Skills and Materials</i>	<i>15</i>		
<i>BECI4901</i>	<i>Collaborative Project</i>	<i>15</i>		
Screen Arts, Acting and Technical Production Pathway				
<i>BECI4803</i>	<i>Acting and Technical Production</i>	<i>15</i>		
<i>BECI4302</i>	<i>Moving Images</i>	<i>15</i>		
<i>BECI4901</i>	<i>Collaborative Project</i>	<i>15</i>		
Business and Communication Pathway				
<i>BEBP4201</i>	<i>Business Concepts and Communication</i>	<i>15</i>		
<i>BEBP4202</i>	<i>Using Business Software</i>	<i>15</i>		

BECI4302	Moving Images	15		
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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.

3.4 Whakaurunga Takiwā | Enrolment periods

- a. The normal enrolment period is 1 semester (full-time study) or 2 semesters (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 1 semester.
- c. The maximum period to complete this qualification, with the approval of the relevant Academic Authority is 2 semesters (full-time study) or 4 semesters (part-time study).

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.

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.

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.

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

- a. 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).
- 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. 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 only one reassessment or resubmission per course.
- 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

There are no formal examinations in this programme.

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. Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

6.1 Hōtaka Whakarerekē O Ngā Āhuatanga Ako | Modified Programmes of Study

There are no modified programmes of study available 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.
- ‘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
