



New Zealand Certificate in Sport and Recreation (Community Development) (Level 5)

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

These programme regulations apply to the New Zealand Certificate in Sport and Recreation [NZ3230] (Level 5, 60 credits) programme, which leads to the award of New Zealand Certificate in Sport and Recreation (Community Development) (Level 5, 60 credits) [Ref:3572-1].

These regulations come into effect from **Semester 2, 2019**.

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1. Ngā Ture Hei Whakaurunga | Admission Requirements

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

- Requirements for either general admission, special admission, or discretionary admission
- 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:

All applicants must have a total of at least 48 NCEA credits at level 2 in best 4 subjects;

Or

A maximum total of 20 in best 4 Sixth Form Certificate subjects;

Or

Successful completion of an approved qualification at Level 3 or above, where appropriate.

Or

Equivalent.

AND

Applicants must give their consent to undergo a process of Safety Checking as set out in the Children’s (Requirements for Safety Checks of Children’s Workers) Regulations 2015 (“the Regulations”). This checking process will include:

- I. Providing 2 forms of identification, and evidence of any name changes (if any);
- II. Consent to Unitec undertaking a Police Vet check, or a Criminal Record Check (as required), and advise Unitec of any current charges or pending court matters;
- III. Providing a chronological summary of his or her work history, if any, for the preceding 5 years and the name of any professional organisations and/or licensing authorities and/or registration authorities that the student is a member of or been licensed by and that is relevant to the proposed placement (if required);
- IV. Providing the names of 2 referees who may be contacted by Unitec or your placement provider (if required);
- V. Attending a face to face interview (if required) for the purposes of a risk assessment carried out in accordance with section 32 of the Act and the underlying regulations.

Applicants are also required to consent to the above information gathered as part of the Safety Check to be shared with a host institution for the purposes of a practicum placement.

AND

Applicants must provide a completed self-declaration of medical condition(s), if any, that may prevent full participation in the programme and/or prevent registration with a regulatory authority (as applicable).

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 Procedure.

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:

- a. have excellent academic record and/or occupational history;
- b. have motivation to complete the programme;
- c. have sound communication skills.

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 delegated staff members, an interview (face-to-face or electronic) may be required. A list of delegations for offering places will be noted annually by the Programme Academic Quality Committee responsible for the programme.

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 Sport and Recreation

To be awarded the New Zealand Certificate in Sport and Recreation (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.

Table 1: Credit Requirements for New Zealand Certificate in Sport and Recreation

Level	Compulsory Credits	Elective Credits	Total Credits
5	60		60
			60

Students must also complete an average 3.4 hours per week of work-based learning for this programme.

Table 2: Course Details – Compulsory and Elective Courses for New Zealand Certificate in Sport and Recreation

All courses are compulsory and shown in **bold**.

<Repeat for multiple majors if the one table cannot capture all of the requirements>

Course No	Course Name	Credits	Pre- requisites	Co-requisites
Level 5				
SPOR5103	Community Sport and Recreation	15	nil	nil
SPOR5106	Initiatives for Health and Fitness	15	nil	nil
SPOR5105	Event Leadership	15	nil	nil
SPOR5101	Coaching in Action	15	nil	nil

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

Students must complete an average 3.4 hours per week of work-based learning for this programme (55 in total). There is an intentional focus on work-based learning components to

ensure students acquire a broad perspective of the sector and a sense of understanding of the links between their own learning and real-life situations in the workplace, thus developing an informed approach to current industry requirements.

All students must comply with the Work Based Learning: Internship/Industry Placement requirements for specific courses, as defined in the Student Handbook.

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

- a. The normal enrolment period is 16 weeks (full-time study) or 32 weeks (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 one semester.
- c. The maximum period to complete this qualification, with the approval of the relevant academic authority is 3 years.

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

There are no modified programmes of study in 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

- 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

A student may be exempted in recognition of successful completion of the same course in a different programme.

5. Waeture Aromatawai | Assessment Regulations

Assessment regulations comply with Unitec’s Assessment and Grading Procedures and Regulations.

5.1 Paparahi Aromatawai | Assessment basis

Assessment in this programme is achievement based using an 11 point grading scale. Students must obtain at least 50% overall score in any achievement based course 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 3a: 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 procedure.

5.4.2 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.
- b. Any assessment that is submitted late (and does not have a prior approved extension) 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 according to procedure noted in the Student Handbook.
- d. Any extension will be carried out within a specified time period as agreed with the relevant academic authority and no further extensions will be granted.
- 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’ 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. Approval to resubmit or to be reassessed is at the absolute discretion of the relevant academic authority.

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

5.4.4 Āhutatanga 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

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.

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.

- 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.

5.5 Examination Regulations

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

5.6 Tono Pira | Appeals

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

6. Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

6.1 Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

Students currently studying towards the Diploma in Sports and Fitness programme who are unable to complete their programme by closure date of the programme shall transfer their existing achievement to this programme as appropriate. Transitional arrangements into the programme will be on a case- by-case basis in accordance with the Unitec Credit Recognition Policy. No candidates will be disadvantaged by these transition arrangements.

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

Modified programmes of study may be employed to allow transitioning students to achieve the award of this qualification by undertaking a modified set of courses which may differ from those specified in 3.1 above. Any modified programme of study will be negotiated with each student to ensure that they meet the graduate outcomes of 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 is maintained by the Programme Academic Quality Committee responsible for the Programme.

7.2 Ētahi Atu Whakaritenga | Other provisions not covered elsewhere

8. Kupu Āpiti | Schedules or Appendices

Appendix 1: Tohu Mātauranga | Qualification Details

Qualification details

Title	New Zealand Certificate in Sport and Recreation (Community Development) (Level 5)		
Version	1	Qualification type	Certificate
Level	5	Credits	60
NZSCED	092101 Society and Culture > Sport and Recreation > Sport and Recreation Activities		
Qualification developer	Skills Active Aotearoa Limited		
Next review	December 2021		
Approval date	December 2016		
Strategic purpose statement	<p>This qualification will provide New Zealand with graduates who can assist with the development of communities through sport and recreation initiatives, using a range of support, advisory and facilitation skills.</p> <p>Graduates can operate independently at local, regional, or national level.</p> <p>Graduates will contribute to the cultural, social and economic wellbeing of Aotearoa New Zealand.</p>		
Outcome Statement	Graduate profile	<p>Graduates of this qualification will be able to:</p> <ul style="list-style-type: none"> – apply knowledge of community development to integrate a range of sport and recreation initiatives for the wellbeing of the community; – engage, liaise and communicate with people and groups to meet community sport and recreation objectives; – facilitate and support sport and recreation initiatives to enable community development. 	
	Education pathway	<p>This qualification provides a pathway to higher level qualifications in sport and recreation, or business such as the New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and management, Maori Business and Management, and Real Estate) (Level 6) [Ref: 2460].</p>	
	Employment pathway	<p>Graduates of this qualification will be able to work in paid or volunteer employment in community development roles in sport, recreation, community or commercial organisations, facilities or councils.</p>	

Qualification specifications

Qualification award	This qualification will be awarded by the accredited provider that has provided the training leading to its award.
Evidence requirements for assuring consistency	<p>All Tertiary Education Organisations (TEOs) either arranging or delivering programmes that lead to the award of the qualification are required to participate in a consistency process scheduled by NZQA.</p> <p>Further information can be found on the NZQA website.</p> <p>All TEOs will be required to provide evidence during the consistency process to demonstrate how graduates have met the graduate profile. Critical evidence relevant to this qualification should include the following:</p> <ul style="list-style-type: none"> – industry feedback; – self-evaluation (e.g. programme evaluation reports, moderation outcomes); – graduate feedback; – graduate progression/destination information; – relevant learning experience undertaken in an industry workplace/environment; – portfolio of relevant experience including learner self-evaluation (where appropriate); – any other relevant evidence as appropriate.
Minimum standard of achievement and standards for grade endorsements	Achieved.
Other requirements for the qualification (including regulatory body or legislative requirements)	It is strongly recommended that all individuals hold a current practicing first aid certificate at the point they are awarded the qualification.

General conditions for the programme leading to the qualification

General conditions for programme	<p>The outcomes of this qualification must be demonstrated across a minimum of two initiatives or projects.</p> <p>All learning and assessment within a programme leading to this qualification must be carried out in accordance with the following:</p> <ul style="list-style-type: none"> – relevant legislation including Health and Safety at Work Act 2015, Vulnerable Children Act 2014, Privacy Act 1993, and Human Rights Act 1993; – relevant industry Codes and publications; – organisational policies and procedures including Emergency Action Plans (EAPs), Standard Operating Procedures (SOPs), and the use of personal protective equipment (PPE). <p>Additional guidance and recommendations for programme development can be found on the Skills Active Aotearoa website (http://skillsactive.org.nz/).</p>
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Conditions relating to the Graduate profile

Qualification outcomes		Conditions
1	<p>Apply knowledge of community development to integrate a range sport and recreation initiatives for the wellbeing of the community.</p> <p>Credits 20</p>	
2	<p>Engage, liaise and communicate with people and groups to meet community sport and recreation objectives.</p> <p>Credits 20</p>	
3	<p>Facilitate and support sport and recreation initiatives to enable community development.</p> <p>Credits 20</p>	