



WAETURE HŌTAKA | PROGRAMME REGULATIONS

New Zealand Diploma in Veterinary Nursing (NZDipVetN)

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 the New Zealand Diploma in Veterinary Nursing [NZ2491] (Level 6, 120 credits), which leads to the award of the *New Zealand Diploma in Veterinary Nursing [Ref: 2491; Ver:1] (Level 6, 120 credits)*.

These regulations come into effect from **Semester 1, 2019**.

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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 either general admission, special admission, or discretionary admission
- English language requirements
- Programme specific 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. Candidates must have completed the requirements of either:
 - The Veterinary Nursing Assistant strand of the New Zealand Certificate in Animal Technology (Level 5) [Ref: 2490] prior to entering this qualification;Or
 - The Unitec Certificate in Animal Management (Animal Clinical Care) and have been practicing as a Veterinary Nursing Assistant for no less than two years;

And

2. Students must also meet all regulatory body and legislative requirements (if not already completed as part of 1. above). Applicants must:
 - Sign a consent form allowing a Ministry of Justice convictions database search by a third party (in this instance Unitec Institute of Technology). Any applicants with undeclared convictions identified will be referred to the Admissions Committee; and
 - Provide a completed medical declaration indicating there is no evidence of a medical condition that will impact on their ability to practice safely as a veterinary nurse assistant.

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 2 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:

- apply before 1st December;
- hold a New Zealand Certificate in Animal Technology (Veterinary Nurse Assistant) with a high academic standard;
- have work, or other experience, in veterinary clinical or related animal organisation;
- can demonstrate a strong commitment to succeed on the programme.

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 Diploma in Veterinary Nursing

To be awarded the New Zealand Diploma in Veterinary Nursing (Level 6, 120 credits), a student must successfully complete a minimum of 120 credits in the pattern set out in Table 1 from the courses set out in Table 2. Students must also meet the practice requirements in 3.2.

Table 1: Credit Requirements for New Zealand Diploma in Veterinary Nursing

Level	Compulsory Credits	Elective Credits	Total Credits
6	120	0	120
			120

Table 2: Compulsory Courses for New Zealand Diploma in Veterinary Nursing

Course No	Course Name	Credits	Pre- requisites	Co-requisites
Level 6				
NSCI6104	Veterinary Medical and Surgical Care	30	NZ Certificate in Animal Technology (Veterinary Nursing Assistant)	
NSCI6101	Veterinary Medical and Surgical Care Practicum	30	NZ Certificate in Animal Technology (Veterinary Nursing Assistant)	NSCI6104
NSCI6102	Animal Disease and Pharmacology	15	NSCI5720 or (NSCI 5103 and NSCI5104)	
NSCI6103	Veterinary Diagnostic Imaging	15	NSCI5720 or (NSCI5103 and NSCI5104)	
NSCI6300	Veterinary Anaesthesia	15	NZ Certificate in Animal Technology (Veterinary Nursing Assistant)	
NSCI6504	Veterinary Laboratory Procedures	15	NSCI5720 or (NSCI 5103 and NSCI 5104)	

3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

3.2.1 Attendance

- Students must attend 100% of the Clinical Practicum.
- Attendance at practical assessments is as directed on the relevant course information.
- Students are required to produce a Special Assessment Circumstances (SAC) and relevant

evidence for all practical coursework that is missed.

3.2.2 Practice delivery models

Students must complete the requirements of one of the following practice delivery models (shift work might be required):

Highly Blended Delivery:

- a minimum of 72 hrs in the Veterinary Specialist Group (VSG);
- 168 hrs of attendance in a private external veterinary practice;

On-site Delivery:

- a minimum of 120 hrs of clinic attendance within the specialist veterinary clinic;
- 120 hrs of attendance in a private external veterinary practice.

All clinical work must be completed by the end of study to ensure consolidation of practical capability within the veterinary practice. Individual students may require additional time to achieve their learning goals. External clinics are required to be approved by the relevant course coordinator before commencing work placement. The programme will be offered on a semester basis, which is currently 16 weeks.

3.3 Mahi Akoranga | 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

- a. The normal enrolment period is 12 months (full-time study) or 24 months (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 is 5 years.

3.4.1 Part-time study plan

Students wishing to undertake the programme part-time will take courses in the following manner:

Course Number	Course Name	Credits	Year 1	Year 2
NSCI6101	Veterinary Medical and Surgical Care Practicum	30		✓
NSCI6102	Animal Disease and Pharmacology	15	✓	
NSCI6103	Veterinary Diagnostic Imaging	15	✓	
NSCI6104	Veterinary Medical and Surgical Care	30		✓
NSCI6300	Veterinary Anaesthesia	15	✓	
NSCI6504	Veterinary Laboratory Procedures	15	✓	

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.

Guidelines for each APL are detailed in Table 4.2.1 below to ensure standards are met in line with the level and learning outcomes of the programme.

Table 3: Conditions for the Assessment Prior Learning

Course No.	Course Title	Credits	Conditions
NSCI6101	Veterinary Medical and Surgical Care Practicum	30	Evidence of relevant nursing skills
NSCI6103	Veterinary Imaging	15	Evidence of relevant skills
NSCI6504	Veterinary Laboratory Procedures	15	Evidence of relevant skills
NSCI6300	Veterinary Anaesthesia	15	Evidence of relevant skills

4.3 Ngā whakawhitinga | Credit Transfer Arrangements

See Section 6 – Transitional Arrangements

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 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 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 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 in writing on the correct Special Assessment Circumstances Form to the Course Co-ordinator at least 24 hours prior to the date of the assessment. This must be accompanied by a written justification and supporting evidence for the application to be considered.
- 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 which scored a D grade 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 may only resit or resubmit one assessment item for each course and the overall performance of the student and/or Special Assessment Circumstances will be taken into account when offering resits and/or resubmissions.
- b. Students may only resit an assessment or examination to a maximum of two courses during any one academic year and/or at each level (fees may apply).
- c. All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.
- d. 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.
- e. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.
- f. Assignments that are handed in late are not eligible for resubmission or reassessment.

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

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.
- a. 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.

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 formal 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 relevant section of the Student Appeal Procedure.

6. Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

Students who have started but not completed Unitec Diploma in Veterinary Nursing have 3 years to complete the qualification but will be offered to transfer into the new qualification where applicable.

Table 5: Transitional Arrangements for Students transferring from the Unitec Diploma in

Veterinary Nursing into the New Zealand Diploma in Veterinary Nursing

Old course	Level	Credit	Transitional Arrangements	New course	Level	Credit
NSCI6100 Veterinary Medical and Surgical Care	6	15	none	NSCI6100 Veterinary Medical and Surgical Care	6	15
NSCI6101 Veterinary Medical and Surgical care Practicum	6	30	none	NSCI6101 Veterinary Medical and Surgical care Practicum	6	30
NSCI6102 Animal Disease and Pharmacology	6	15	none	NSCI6102 Animal Disease and Pharmacology	6	15
NSCI6103 Veterinary Imaging and Diagnostics	6	15	none	NSCI6103 Veterinary Imaging and Diagnostics	6	15
NSCI5504 Veterinary Laboratory Procedures	5	15	step up short course	NSCI6504 Veterinary Laboratory Procedures	6	15

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

There are no modified programmes of study for 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

7.2.1 Health and Safety requirements

- Students may be exposed to chemical, biological and mechanical hazards as part of their practical experience. As an employee with any organisation sponsoring practical experience, students are required to comply with requirements of the Health and Safety Employment Act (1992).
- It is recommended that all students ensure that they have current tetanus vaccinations.

8. Kupu Āpiti | Schedules or Appendices

Appendix 1: Tohu Mātauranga | Qualification Details

Qualification details

Title	1.1 New Zealand Diploma in Veterinary Nursing (Level 6)		
Version	1	Qualification type	Diploma
Level	6	Credits	120
NZSCED	061103	Health>Veterinary Studies>Veterinary Assisting	
Qualification developer		Primary ITO	
Next review		December 2018	
Approval date		December 2014	
Strategic purpose statement		<p>The purpose of this qualification is to prepare individuals as a veterinary nursing care professional by providing them with the skills, knowledge and attributes needed to help animals attain, maintain or recover optimal health and quality of life. Graduates will also be able to practice sustainably and to engage in on-going learning in the field.</p> <p>This qualification is targeted at individuals who have already completed the Veterinary Nursing Assistant strand of New Zealand Certificate in Animal Technology (Level 5) [Ref: 2490] or equivalent and who seek to further their veterinary nursing education.</p> <p>This qualification will provide individuals with technical veterinary nursing skills in a clinical environment as well as the ability to manage patients and clients, and follow protocols in all aspects of clinical veterinary practice.</p>	
Outcome Statement	Graduate profile	Graduates of this qualification will be able to: <ul style="list-style-type: none"> – provide surgical veterinary nursing – provide medical veterinary nursing – manage veterinary nursing services – perform diagnostic sampling and medical imaging. 	
	Education pathway	The prerequisite for this qualification is the Veterinary Nursing Assistant strand of the New Zealand Certificate in Animal Technology (Level 5) [Ref: 2490].	
	Employment pathway	Graduates of this qualification may be employed in a veterinary clinic as a veterinary nurse.	

Qualification specifications

Qualification award	This qualification may be awarded by the Primary ITO as the qualification developer and the industry training organisation
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	<p>arranging training leading to the qualification under section 5 of the Industry Training Act and Apprenticeships Act 1992.</p> <p>This qualification may also be awarded by an education organisation who has, under section 249 of the Education Act 1989, had a programme approved by the New Zealand Qualifications Authority (NZQA) or who has been accredited, under section 250, to provide an approved programme.</p> <p>The formal document certifying the award of this qualification will display the NZQF logo and may also include the name and/or logo of the awarding education organisation.</p>
<p>Evidence requirements for assuring consistency</p>	<p>All TEOs either arranging training or delivering programmes that lead to the award of the qualification are required to participate in a consistency process scheduled by NZQA.</p> <p>New requirements for assuring consistency of graduate outcomes are being developed. Please refer to the Guidelines for approval of New Zealand qualifications for listing on the New Zealand Qualifications Framework available at http://www.nzqa.govt.nz/providers-partners/consistencyof-graduate-outcomes/</p> <p>The purpose of the managing consistency event is to:</p> <ul style="list-style-type: none"> – review evidence associated with achievement of qualification outcomes at the level of the qualification. – identify issues or opportunities associated with outcome achievement. <p>The review process may include:</p> <ul style="list-style-type: none"> – comparison of similar evidence across education organisations – consultation with graduates and employers (including visits) – consideration of internal quality assurance processes and external reviews. <p>Further information can be found on the NZQA website.</p>
<p>Credit transfer and recognition of prior learning arrangements</p>	<p>Education organisations must have policies and procedures in place for managing credit transfer, and assessing recognition of prior learning and recognition of current competency. These policies and procedures, and information about associated fees, must be available to the candidate prior to enrolment.</p> <p>To facilitate credit transfer, education organisations must clearly demonstrate the equivalency or comparability between each of the outcomes in the graduate profile, and the assessment components of their programmes.</p>
<p>Minimum standard of achievement and standards for grade endorsements</p>	<p>The minimum standard of achievement required for award of the qualification will be the achievement of all graduate outcomes in the graduate profile through successful completion of an NZQA approved programme.</p>
<p>Entry requirements (including prerequisites to meet regulatory body or legislative requirements)</p>	<p>Candidates must have completed the requirements of the Veterinary Nursing Assistant strand of the New Zealand Certificate in Animal Technology (Level 5) [Ref: 2490] prior to entering this qualification.</p>

		<ul style="list-style-type: none"> – use and maintenance of a veterinary in-house blood analyser – preparing the patient and equipment for advanced collection techniques. 	
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Transition information

Replacement information	This qualification replaces the National Diploma in Veterinary Nursing (Level 5) [Ref: 0222].
<p>Learners currently enrolled in programmes leading to the replaced qualifications must complete the requirements as specified below.</p> <p>The last date for entry into programmes leading to the replaced qualification is 28 February 2017. The last date for award of the replaced qualification is 31 December 2019.</p> <p>It is the intention of Primary ITO that no existing trainee should be disadvantaged by these transition arrangements. Any person who considers they have been disadvantaged may appeal to the Primary ITO, PO Box 10383, The Terrace, Wellington 6143. Email standards@primaryito.ac.nz</p>	