

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

To be read in conjunction with the Academic Statute and associated Policy and Procedures.

These programme regulations apply to the New Zealand Certificate in Plumbing, Gasfitting, and Drainlaying (Level 3) programme, which leads to the award of New Zealand Certificate in Plumbing, Gasfitting, and Drainlaying (Level 3) qualification, (70 Credits) [2660-3].

These regulations come into effect from **Semester 1, 2022**.

1. Ngā Ture Hei Whakaurunga Admission Requirements	To be eligible for admission to this programme, all applicants must meet three admission requirements: - Requirements for either general admission, special admission, or discretionary admission - Any additional Programme specific requirements - 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**). 1.2 Whakaurunga Motuhake Special Admission Applicants must have: - attained the age of 20 years on or before the first day of the semester in which study for the programme is to commence; and - 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 Tautui Programme Specific Requirements This programme is Open Entry. However, applicants must demonstrate a reasonable likelihood of success. Applicants must be physically able to carry out the practical components of the programme. 1.5 Whakaurunga Reo Pākehā English Language Admission Requirements All applicants must provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by the equivalence of NCEA (Level 1) English. Any domestic applicant for whom English, Māori or NZ Sign is not their first language who cannot provide evidence of the above must provide evidence using an equivalent described in NZQA Rules. All International applicants must provide evidence that they have the necessary English language proficiency required for the Programme using an equivalent described in NZQA Rules.
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2. Paearu Kōwhiri Tukanga Selection Criteria & Process	2.1 Paearu Kōwhiri Selection Criteria When the number of applications for admission exceeds the number of places available a selection process will be implemented by an enrolment review group under the leadership of the Academic Programme Manager. Criteria that will be taken into consideration is: a) Whether candidates have completed three years of secondary education; b) Candidates’ academic achievement in NCEA Level 1 and/or NCEA Level 2, or Year 11 and/or Year 12 English and Mathematics 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 is maintained by the Programme Academic Quality Committee (PAQC) responsible for the programme.												
3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga Requirements for the Award of the Programme	3.1 Whakaemi Tūtukitanga Credit Accumulation To be awarded the New Zealand Certificate in Plumbing, Gasfitting, and Drainlaying (Level 3), a Learner must successfully complete a minimum of 70 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 Plumbing, Gasfitting, and Drainlaying (Level 3) <table><tr><th>Level</th><th>Compulsory Credits</th><th>Elective Credits</th><th>Total Credits</th></tr><tr><td>3</td><td>70</td><td></td><td>70</td></tr><tr><td></td><td></td><td></td><td>70</td></tr></table>	Level	Compulsory Credits	Elective Credits	Total Credits	3	70		70				70
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Table 2: Course Details New Zealand Certificate in Plumbing, Gasfitting, and Drainlaying (Level 3)

All courses are compulsory

Course No	Course Name	Credits	Embedded Unit Standards	Pre- requisites	Co-requisites	Restrictions
Level 3						
CIBC 3190	Essential Safety Skills for PGD	18	6400, 6401, 6402, 18426, 17599, 4249, 30596			
CIBC 3200	Patterns, Tools, and Regulatory and Ethical Considerations	14	21881, 30536, 30557, 25413			
CIBC 3210	Introduction to Drainlaying	11	30692, 30532, 30533			
CIBC 3220	Introduction to Plumbing	23	30616			
CIBC 3230	Introduction to Gasfitting	4	21883			

Successfully achieving all the standards in a course does not necessarily mean that the requirements for the course as a whole have been met.

Table 2a: Equivalency Table for Course No

Main Programme Course Code	Unitec Programme Course Code
BILD 319	CIBC 3190
BILD 320	CIBC 3200
BILD 321	CIBC 3210
BILD 322	CIBC 3220
BILD 323	CIBC 3230

	3.2 Mahi Waehanga Pāhekoheko Integrated and Work-based components There are no formal integrated or work-based components in this programme 3.3 Mahi Akoranga I A Wāhanga Course Load per Semester The normal full-time course load is 70 credits per semester. 3.4 Whakaurunga Takiwā Enrolment Periods The normal enrolment period is one year (full-time study) or two years (part-time study). The maximum period to complete this Programme is two years. Learners who are prevented by ill health, or other cause, from completing the programme requirements within the maximum period of enrolment by seek approval from the relevant academic authority to suspend their enrolment for up to a maximum of six months (one semester).												
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. a. 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. b. 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 Procedure.												
5. Waeture Aromatawai Assessment Regulations	5.1 Paparahi Aromatawai Assessment Basis Assessment in this programme is competency based. Learners must achieve all of the outcomes in competency-based assessment in order to pass that course. 5.2 Ākoranga Taumata Course grades Learners must achieve all of the outcomes in order to pass competency-based assessment. Course grades will be determined using the following grading systems. Table 3: Competency based graded assessment system <table><tr><th>Grade</th><th>Meaning</th><th>Result</th></tr><tr><td>M</td><td>Merit Pass</td><td>Credits Earned</td></tr><tr><td>P</td><td>Pass</td><td>Credits Earned</td></tr><tr><td>NC</td><td>Not Yet Competent</td><td>No Credits Earned</td></tr></table>	Grade	Meaning	Result	M	Merit Pass	Credits Earned	P	Pass	Credits Earned	NC	Not Yet Competent	No Credits Earned
Grade	Meaning	Result											
M	Merit Pass	Credits Earned											
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NC	Not Yet Competent	No Credits Earned											
	5.3 Paearu Taumata Grade Criteria Learners may also be awarded one of the following grades for a course: Table 3a: Grade Criteria <table><tr><th>Grade</th><th>Meaning</th><th>Criteria</th></tr><tr><td>CR</td><td>Credit Recognition</td><td>The Learner has applied for and been awarded a credit recognition from another qualification</td></tr><tr><td>DEF</td><td>Deferred</td><td>The Learner has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, any Deferred Grade remaining on a Learner’s record beyond a duration equal to that of the original course will</td></tr></table>	Grade	Meaning	Criteria	CR	Credit Recognition	The Learner has applied for and been awarded a credit recognition from another qualification	DEF	Deferred	The Learner has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, any Deferred Grade remaining on a Learner’s record beyond a duration equal to that of the original course will			
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	DNC	Did not Complete	be changed to the grade to which the Learner would otherwise be entitled. No Credits earned. The grade DNC (Did Not Complete) is recorded if a Learner has either withdrawn after 75% of the scheduled Course duration; or not attempted a compulsory item of Assessment within a Course. No Credits earned.																																			
	W	Withdrawn	The Learner 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 Learner’s Academic Record.																																			
	Table 3b Equivalency Table of Course Grades <table> <tr> <th>Subsidiary Course Grade</th><th>Meaning</th><th>Unitec Course Grade</th><th>Meaning</th></tr> <tr> <td>M</td><td>Merit Pass</td><td>M</td><td>Merit Pass</td></tr> <tr> <td>P</td><td>Pass</td><td>P</td><td>Pass</td></tr> <tr> <td>I</td><td>Incomplete</td><td>NC</td><td>Incomplete</td></tr> <tr> <td>P:r</td><td>Resit Pass</td><td>Not applicable</td><td></td></tr> <tr> <td>DNC</td><td>Did Not Complete</td><td>DNC</td><td>Did Not Complete</td></tr> <tr> <td>H</td><td>Result Pending</td><td>DEF</td><td>Result Pending</td></tr> <tr> <td>W</td><td>Withdrawn</td><td>W</td><td>Withdrawn</td></tr> <tr> <td>CR</td><td>Transfer of Credit</td><td>CR</td><td>Transfer of Credit</td></tr> </table>			Subsidiary Course Grade	Meaning	Unitec Course Grade	Meaning	M	Merit Pass	M	Merit Pass	P	Pass	P	Pass	I	Incomplete	NC	Incomplete	P:r	Resit Pass	Not applicable		DNC	Did Not Complete	DNC	Did Not Complete	H	Result Pending	DEF	Result Pending	W	Withdrawn	W	Withdrawn	CR	Transfer of Credit	CR
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6. Aromatawai Mahinga Assessment Procedures	6.1 Ākoranga Aromatawai Course Assessment Courses employ both formative and summative assessment activities. Formative assessments do not contribute to the final grade for a given course. All summative assessment elements are compulsory unless otherwise approved and noted in course information. 6.2 Aromatawai I Roto I Te Reo Assessment in Te Reo All Learners 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 governed by the Unitec Assessment in Te Reo Māori procedure and detailed in course material. 6.3 Tāpaetanga Tōmuri Submission and late submission of work Submission dates for all summative assessment work will be notified at the commencement of each course. - The due dates for all summative assessment work will be notified at the commencement of each course. - 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. - 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. - 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. - There are no provisions for late submission/extension of the final examination. 6.4 Whakamātautau Anō Resubmission or Reassessment																																					

	A Learner may be granted permission to undertake a resubmission/reassessment for a failed assessment item within a course with the following conditions: - an application for a resubmission/reassessment must be made within 5 days of receiving their marked assessment; - only two resubmissions per assessment are allowed; - any approved resubmission/reassessment will be carried out within a specified time period as agreed with the relevant academic authority; - approved resubmission/reassessments must be completed within ten working days of the end of the course; - the maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade; - written assessments that are handed in late are not eligible for resubmission or reassessment. 6.5 Āhuatanga Aromatawai Motuhake Affected Performance Consideration Where learner performance in an assessment is negatively affected by a circumstance or situation which the learner could not have reasonably prevented, the learner may apply for Affected Performance Consideration (APC) if: - The learner is unable to attend an examination, compulsory assessment or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances - The learner's preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control Applications for APC are made by a learner according to provider guidelines. 6.7 Tuaruatanga Repeating Courses Learners who are repeating a Level 1–8 course would normally be required to submit all assessment items. In some cases, with the prior approval of the relevant academic authority, Learners 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 and will specify any course grade that will be carried over. Learners may enrol and repeat a course that they have failed only once. Permission to enrol for a third time is governed by Exclusion provisions below. 6.8 Whakakorenga Exclusions No Learner will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant academic authority. - Any Learner who fails to achieve at least 50 per cent of the credits that he or she is enrolled in in any 12-month period may be excluded by the relevant Academic Authority from re-enrolling in any further courses. The decision whether Learners can re-enrol in further courses will be based on a Learner's likelihood of succeeding in further study and will be made by the relevant Head of School. - When calculating the 12-month period in a. above, Unitec reserves the right to include any relevant time spent by the Learner studying at another tertiary institution. - A Learner 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 Learner in writing of their decision, and the reasons for such decision, and any orders made. 6.10 Tono Pira Appeals Learners may appeal the decisions made under these regulations in accordance with the Learner Appeal Procedure.
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: '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 Provider responsible for the Programme. 'Assessment Standards' are quality assured 'unit' and 'achievement' standards. Unit standards are developed by industry training organisations and by NZQA. The Ministry of Education is the only

developer of achievement standards, which are derived from the achievement objectives of the New Zealand Curriculum and Te Marautanga o Aotearoa. Collectively, the developers of assessment standards are known as standard-setting bodies (SSBs).

8 Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

- a. There is an underpinning principle in the application of these transition regulations that no student will be disadvantaged by these arrangements;
- b. This programme replaces The New Zealand Certificate in Plumbing, Gasfitting and Drainlaying Level 3 (NZCPG);
- c. All students enrolling for the first time from January 2022 must enrol in the new New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (NZCPW) programme leading to the New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Level 3) qualification (2660);
- d. Students currently enrolled in the Plumbing, Gasfitting and Drainlaying Level 3 (NZCPG) programme who have not completed this programme (the NZCPG) by 31 December 2021 must transition to the replacement New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (NZCPW) programme.
- e. For students transitioning to the new programme having completed part of the old programme, a mapping exercise will be undertaken to determine the requirements each student must meet (in the new NZCPW) in order to be awarded the qualification.

9. Regulation Version Control

Ver No.	Approved by	Approval Date	Effective from	Description of change
1	NZQA	19/01/2022	2022-Sem1	New programme accreditation approved