

Appendix 2: Waeture ā-Hōtaka | Programme Regulations

These programme regulations apply to the New Zealand Certificate in Animal Care (Level 3) [NZCA3] V1.1 programme, which leads to the award of the New Zealand Certificate in Animal Care (Level 3) with strands in Companion Animals, Equine, and Rural Animals [Ref: 2487-2] qualification. These regulations come into effect from Semester 1, 2023.

In the regulations presented here, unless the context otherwise requires, 'delegated authority' refers to an individual or role holder, or in some cases a committee, who has been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant delegations is maintained by the Programme Committee responsible for the programme. Te Pūkenga aims to enable broad access for ākonga and is committed to providing barrier-free access and participation for Māori, Pacific, Disabled, and other equity groups.

Whakatapoko | Admission

General admission	To be admitted to this programme applicants must meet the following requirements: Open Entry if the delegated authority at the campus/site is satisfied that the applicant has the capability to complete the requirements of the programme.
Additional requirements	In addition to meeting the requirements for admission all applicants must complete a health declaration and declaration of any criminal conviction to ensure fitness to practice prior to acceptance into the programme. *Convictions of any offence may not necessarily exclude applicants from enrolment. Any decision is made on a case-by-case basis at the discretion of the delegate authority.
English language requirements	All applicants (international and domestic) for whom English or te reo Māori is not a first language need to provide evidence that they have the necessary English language proficiency required for the programme. International applicants are required to have an IELTS score of 5 (general or academic) with no individual band lower than 5 from one test taken in the preceding two years, or an equivalent described in NZQA Rules .

Selection Processes

Limits on enrolment may be applied due to health and safety reasons and/or availability of work experience placements. Should limits be placed on enrolment, the following selection criteria will apply:

- Where the number of applications for a programme exceeds the number of available places, ākonga are offered the opportunity to be placed on a waitlist.
- Programme selection prioritisation is the order in which the applications are received.

Tūtukitanga Whakamihi | Credit Recognition

The provisions and procedures for credit recognition through cross credit, credit transfer and recognition of prior learning in this programme are set out in [Te Kawa Maiooro | Educational Regulatory Framework](#).

Tohu o te Hōtaka | Award of Qualification

Credit requirements	To be awarded the New Zealand Certificate in Animal Care (Level 3) (Companion Animals or Rural Animals strand) ākonga must achieve a minimum of 70 credits in the pattern set out in Table 1 below from the courses set out in Table 2 below.
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Table 1: Credit Requirements			
Level	Compulsory Credits	Elective Credits	Total Credits
3	70		70
Total Credits			70
Table 2: Schedule of Courses			
Course No	Course Name	Credits	Pre-requisites
Companion Animals Strand			
ANML3101	Introduction to Professional Skills when working with companion animals	15	
ANML3102	Behaviour, handling and transportation for companion animals	15	
ANML3103	Introduction to form, function and preventative health for companion animals	15	
ANML3104	Introduction to Husbandry for companion animals	15	
ANML3105	Companion Animals Practicum	10	
Total Compulsory Credits at Level 3		70 Credits	
Rural Animals Strand			
ANML3301	Introduction to Professional Skills when working with rural animals	15	
ANML3302	Behaviour, handling and transportation for rural animals	15	
ANML3303	Introduction to form, function and preventative health for rural animals	15	
ANML3304	Introduction to Husbandry for rural animals	15	
ANML3305	Rural Animals Practicum	10	
Total Compulsory Credits at Level 3		70 Credits	
TOTAL CREDITS		70	
Programme completion	The minimum time to complete this programme is 19 weeks (full-time study) or one year (part-time study). The maximum time to complete is four years. The delegated authority may approve an alternative maximum completion time.		
Practicum Requirements	Each strand includes at least 40 hours of Practicum in a workplace environment that provides opportunity for ākonga to practice and apply the skills and knowledge inherent in the qualification outcomes.		

Waeture Aromatawai | Assessment Regulations

Grading	<p>Assessment in this programme employs both achievement-based and competency-based grading.</p> <p>Grading follows the guidelines in Te Kawa Maiooro Educational Regulatory Framework.</p> <p>Specific assessment and/or course pass requirements are detailed in programme delivery documentation.</p>
Assessment submission and additional opportunities	<p>Requirements and processes for</p> <ul style="list-style-type: none"> • assessment submission, • resit and/or resubmission opportunities for failed assessments,

	<ul style="list-style-type: none"> • reassessment opportunities for failed courses, • late submission of assessments, and • extension of assessment deadlines <p>are outlined in programme delivery documentation provided to ākonga at the start of their course.</p>
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