

Appendix 2: Waeture ā-Hōtaka | Programme Regulations

These programme regulations apply to the New Zealand Certificate in Animal Management (Level 4) V2.2 programme, which leads to the award of the New Zealand Certificate in Animal Management (Level 4) with strands in Canine Behaviour and Training; Companion Animals; Fish, Amphibians and Reptiles; Pet Grooming; and Zookeeping [Ref: 2489-3] qualification. **These regulations come into effect from Semester 1 2025.**

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 hold one of the following: 40 credits at NCEA Level 1, including 10 Literacy credits and 10 Numeracy credits; or a recognised equivalent; OR a relevant qualification at NZQF Level 2 or above; OR a recognised equivalent
Special admission	Any ākonga who is 20 years of age or older and has not reached the general admission requirements for their intended programme is eligible for Special Admission. Te Pūkenga works with the ākonga to ensure they are prepared for their intended programme.
Discretionary admission	Any ākonga who is not yet 20 years of age and has not reached the general admission requirements for their intended programme may be eligible for Discretionary Admission. In assessing whether to grant Discretionary Admission, the delegated authority focuses on the applicant’s level of preparedness for their intended 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 delegated 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 5.5 (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 Management (Level 4)**, ākonga must achieve a minimum of 120 credits in the pattern set out in Table 1 from the courses set out in Table 2 below.

Table 1: Credit Requirements

Level	Compulsory credits	Elective credits	Total credits
4	120		120
Total credits			120

Table 2: Schedule of Courses

Course code	Course title	Credits	Pre-requisites
Level 4 – Companion Animals Strand			
ANML4002	Anatomy and Physiology	15	
ANML4122	Companion Animal Husbandry A	15	
ANML4123	Companion Animal Husbandry B	15	
ANML4124	Companion Animal Healthcare	15	
ANML4125	Companion Animal Behaviour	15	
ANML4126	Companion Animal Welfare	15	
ANML4127	Companion Animal Practicum A	15	
ANML4128	Companion Animal Practicum B	15	ANML4127
Total compulsory credits at Level 4		120 credits	
Level 4 – Canine Behaviour and Training Strand			
ANML4002	Anatomy and Physiology	15	
ANML4502	Canine Training	30	
ANML4504	The Science of Learning	15	
ANML4505	Canine Health and Husbandry	15	
ANML4506	Canine Development and Behaviour	15	
ANML4507	Canine Behaviour and Training Practicum A	15	
ANML4508	Canine Behaviour and Training Practicum B	15	ANML4507
Total compulsory credits at Level 4		120 credits	
Level 4 – Pet Grooming Strand			

	ANML4002	Anatomy and Physiology	15	
	ANML4602	Introduction to Professional Skills and Competencies in a Pet Grooming Facility	15	
	ANML4603	Animal Behaviour and Welfare	15	
	ANML4604	Pet Grooming Hygiene, Bathing & Drying	15	
	ANML4605	Grooming Equipment & Procedures	15	
	ANML4606	Integrated Pet Grooming	15	
	ANML4607	Practicum 1	15	
	ANML4608	Practicum 2	15	ANML4607
	Total compulsory credits at Level 4			120 credits
	Level 4 – Zookeeping Strand			
	ANML4002	Anatomy and Physiology	15	
	ANML4902	Biodiversity and Conservation	30	
	ANML4903	Zoo Animal Husbandry	15	
	ANML4904	Zoo Animal Welfare and Behaviour	15	
	ANML4905	The Zookeeping Profession	15	
	ANML4906	Introduction to Professional Skills and Competencies	15	
	ANML4907	Zookeeping Industry Practicum	15	
	Total compulsory credits at Level 4			120 credits
Programme completion	The minimum time to complete this programme is one year (full-time study) or two years (part-time study). The maximum time to complete is eight years. The delegated authority may approve an alternative maximum completion time.			
Strand Practicum Requirements	Canine Behaviour and Training 1. At least 120 hours distributed among practicum courses. 2. Practicum must take place in a suitable canine training environment that enables a balance of application of theoretical knowledge and practical skills acquisition required for the strand. 3. A suitable canine training practicum environment may include but is not limited to - preschool, group classes, one on one consultations, or any situation where the environment includes canine care in addition to training, or training and behaviour services. Companion Animals 1. At least 120 hours distributed among practicum courses in at least two different companion animal care facilities that enable a balance of application of theoretical knowledge and practical skills acquisition required for the strand. Pet Grooming 1. At least 240 hours in at least two different pet grooming facilities that enable a balance of application of theoretical knowledge and practical skills acquisition required for the strand.			

	<p>2. 240 hours to be made up of – · Preparation · Bathing, drying, and hygiene procedures · Clipping and scissoring, hand stripping, and deshedding.</p> <p>3. Hygiene procedures include ear cleaning, manual teeth brushing, clipping claws, external anal gland expression.</p> <p>Zookeeping</p> <p>1. At least 280 hours in the practicum course with 80 hours mammals; 40 hours birds; 40 hours reptiles and/or amphibians and/or fish. At least 16 hours from the total 280 must be allocated to working with any animal group that is considered dangerous to the extent that keepers only work in protected contact.</p> <p>2. Practicum must take place in a commercial New Zealand Zoo facility that enables a balance of application of theoretical knowledge and practical skills acquisition required for the strand.</p>
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Waeture Aromatawai | Assessment Regulations

Grading	<p>Assessment in this programme is both achievement-based and competency based</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, • 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>