

## PROGRAMME REGULATIONS

### New Zealand Certificate in Carpentry (Level 4)

To be read in conjunction with the Unitec Academic Statute, the Academic and Programme Management policy, and other relevant policies.

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#### 1. Introduction

These Programme Regulations apply to the New Zealand Certificate in Carpentry (Level 4) (NZCC) (Credits 320).

These regulations come into effect from *Semester 2, 2017*.

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#### 2. Admission Requirements

##### 1.1 General Admission requirement

To be admitted to this programme you must:

- be working in the construction industry as an employee or contractor, AND
- be supervised by someone who has qualifications and/or experience with Licensed Building Practitioner (LBP) and is prepared to support your training, AND
- Have Academic Admission requirement as in section 1.2.

Enrolment into this programme will also require the apprentice, employer, and provider to enter into a training agreement. The agreement will outline the responsibilities of each party to the apprenticeship, and will align with the principles in the Code of Good Practice for New Zealand Apprenticeships.

##### 1.2 Academic Admission requirement

Applicant must:

- Have achieved NCEA Level 2 with a minimum of 10 Level 1 credits in English or Te Reo and 10 Level 1 credits in Mathematics, OR
- Have attained the Construction and Infrastructure Vocational Pathway for NCEA level 2, OR
- Be a graduate of a pre-apprenticeship qualification in a building and construction field.

##### 1.3 Discretionary Admission

In exceptional cases an applicant who does not meet the Academic Admission requirements 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. Applicant must provide evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the programme.

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### 3. Selection Criteria & Selection Process

#### 3.1 Selection Criteria

When the number of eligible applicants for admission exceeds the number of places available, a selection process will be implemented. Those applicants with the highest level of qualifications and experience will get the preference.

#### 3.2 Selection process

When selection is necessary, it will be made by an enrolment review group, under the leadership of the appropriate Academic Leader. The review group will have the delegated authority of the Programme Framework Committee to offer places to applicants. Applicants may be required to attend an interview.

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### 4. Requirements for the Award of the Qualification

#### 4.1 Credit Accumulation

To be awarded the New Zealand Certificate in Carpentry (Level 4) a student must successfully complete 320 credits, accumulated in the pattern set out in Table 1, from the courses set out in Table 2.

**Table 1: Credit Accumulation**

Course Level	Compulsory Credits	Elective Credits	Total Credits
4	320	0	320
Total			320

#### 4.2 Course Details

**Table 2: Course Details**

All courses are compulsory

Course No.	Course Name	Credits	Pre-requisites	Co-requisites
<b>Level 4</b>				
<b>Year 1</b>				
CIBC4101	Carpentry Introduction 1	10	Nil	Nil
CIBC4102	Carpentry Introduction 2	10	Nil	Nil
CIBC4103	Preliminaries 1	10	Nil	Nil
CIBC4104	Preliminaries 2	10	Nil	Nil
CIBC4105	Interiors 1	10	Nil	Nil
CIBC4106	Exterior Structures 1	10	Nil	Nil
CIBC4107	Walls and Roofs 1	10	Nil	Nil
CIBC4108	Joinery 1	10	Nil	Nil
<b>Year 2</b>				
CIBC4109	Exterior Structures 2	10	Nil	Nil
CIBC4110	Walls 1	10	Nil	Nil

CIBC4111	Exterior Envelope 1	10	Nil	Nil
CIBC4112	Support Structures 1	10	Nil	Nil
CIBC4113	Support Structures 2	10	Nil	Nil
CIBC4114	Exterior Envelope 2	10	Nil	Nil
CIBC4115	Support Structures 3	10	Nil	Nil
CIBC4116	Exterior Structures 3	10	Nil	Nil
<b>Year 3</b>				
CIBC4117	Exterior Structures 4	10	Nil	Nil
CIBC4118	Support Structures 4	10	Nil	Nil
CIBC4119	Concrete Structures	10	Nil	Nil
CIBC4120	Interiors 2	10	Nil	Nil
CIBC4121	Exterior Envelope 3	10	Nil	Nil
CIBC4122	Exterior Envelope 4	10	Nil	Nil
CIBC4123	Roofs 1	10	Nil	Nil
CIBC4124	Roofs 2	10	Nil	Nil
<b>Year 4</b>				
CIBC4125	Preliminaries 3	10	Nil	Nil
CIBC4126	Preliminaries 4	10	Nil	Nil
CIBC4127	Exterior Envelope 5	10	Nil	Nil
CIBC4128	Interiors 3	10	Nil	Nil
CIBC4129	Alterations and Additions	10	Nil	Nil
CIBC4130	Preliminaries 5	10	Nil	Nil
CIBC4131	Capstone 1	10	Nil	Nil
CIBC4132	Capstone 2	10	Nil	Nil

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## 5. Credit Recognition

### 5.1 Cross Credit/ Credit Transfer

Cross credits and credit transfer decisions will be made on a case-by-case basis in accordance with the Unitec Credit Recognition Policy.

### 5.2 Assessment of Prior Learning (APL)

Assessment of Prior Learning (APL) is available for all courses. APL decisions will be made on a case-by-case basis as per the Unitec Assessment of Prior Learning Policy and procedures.

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## 6. Assessment

### 6.1 Assessment in Te Reo

Students wishing to complete assessments using Te Reo Māori may do so as per the Unitec Assessment in Te Reo Māori Policy

### 6.2 Assessment basis

- Assessment is achievement-based using four-point gradingscale.

### 6.3 Course grades / Calculation of course grades

- Course grades for achievement-based assessments are reported according to the following criteria.
- All assessments whether or not they are practical or theory will be used to determine the final grade are reported using the four-point grading scale as shown in the table below.

**Table 3: Grade Criteria**

Grade	Description	Credits Earned or not
A	Pass with distinction	Credits Earned
B	Pass with Merit	Credits Earned
C	Pass	Credits Earned
D	Fail	No Credits Earned

**Table 4: Administrative Grades**

- Students may be awarded one of the following administrative grades for a course where appropriate:

Grade	Meaning	Criteria
<b>CR</b>	Credit Recognition	Credit earned through Cross Credit from another qualification and/or through the Assessment of Prior Learning.
<b>DEF</b>	Deferred	Where a student can, with the approval of the Programme Framework Committee, complete a course assessment beyond the scheduled date. Unless an exception to this is approved by the Programme Framework Committee, 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.
<b>DNC</b>	Did Not Complete	DNC 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.
<b>W</b>	Withdrawn	W is recorded if a 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.

#### **6.4 Submission and late submission of work**

- The due dates of assessment items will be notified in course information.
- Specific requirements regarding individual assessments will be notified in course information.
- Application for late submission of work must be made to the Course Coordinator no less than one week prior to the assessment due date.

#### **6.5 Special Assessment Circumstances**

Students whose performance in a summative assessment being affected by factors beyond the control of the student may apply for Special Assessment Circumstances in accordance with the relevant section of the Academic and programme Management Policy.

## 6.6 Resits and resubmissions

- a) Students who fail a summative assessment item may apply to resit/resubmit at the discretion of the course coordinator. The final decision on whether to allow resubmission is at the discretion of the Programme Framework Committee.
- b) Resits/resubmissions are only available to students who fail an assessment item despite completion/submission by the due date.
- c) Assessments that are handed in late, without the permission for a late submission, will not be marked (or will receive 5% less marks per each day that is late).
- d) Resits/resubmission may not be available for some assessment events.
- e) Applications for resits and/or resubmissions must be made within seven days from the time the original assessment is returned, or results made available.

## 6.7 Conditions applying to restricted passes

Restricted passes are not available for courses in this programme.

## 6.8 Appeals

Students may appeal the decisions made under these regulations in accordance with the relevant section of the Academic and Programme Management Policy.

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# 7. Transitional Arrangements

## 7.1 Transitional Arrangements for Certificate in Applied Technology (Carpentry)

Students entering the New Zealand Certificate in Carpentry who have completed the Unitec Certificate in Applied Technology (Carpentry), may apply to undertake the following transition arrangements:

Students will complete CIBC4198 Carpentry Transition 1 (9 credits, level 4) and CIBC4199 Carpentry Transition 2 (33 credits, level 4) and receive 118 unspecified level 4 credits in recognition of successful completion of the Certificate in Applied Technology (Carpentry) toward Year 1 & 2 of the New Zealand Certificate in Carpentry as shown in the course equivalence Table 7 below.

Course equivalence for transition arrangements for Certificate in Applied Technology (Carpentry)

Course No.	Transition Course Names	Credits	Course No.	Year 1 & 2 Course Names	Credits
CIBC4198 Carpentry Transition 1		9	CIBC4101	Carpentry Introduction 1	10
			CIBC4102	Carpentry Introduction 2	10
CIBC4199 Carpentry Transition 2		33	CIBC4103	Preliminaries 1	10
			CIBC4104	Preliminaries 2	10
Unspecified Credits in recognition of successful completion of the Certificate in Applied Technology (Carpentry)		118	CIBC4105	Interiors 1	10
			CIBC4106	Exterior Structures 1	10
			CIBC4107	Walls and Roofs 1	10
			CIBC4108	Joinery 1	10
			CIBC4109	Exterior Structures 2	10
			CIBC4110	Walls 1	10
			CIBC4111	Exterior Envelope 1	10
			CIBC4112	Support Structures 1	10
			CIBC4113	Support Structures 2	10
			CIBC4114	Exterior Envelope 2	10
			CIBC4115	Support Structures 3	10
			CIBC4116	Exterior Structures 3	10
Total Credits earned		160		Total Credits (Year 1 & 2)	160

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