

## ***Postgraduate Certificate in Applied Practice (Social Practice) [PGCAP-SP]***

To be read in conjunction with Unitec's Academic Statute and associated Policies and Procedures.

These programme regulations apply to the Postgraduate Certificate in Applied Practice (Social Practice) [PGCAP-SP] programme, which leads to the Postgraduate Certificate in Applied Practice (Social Practice) (Level 8) qualification (60 Credits) [Ref: 2481-3] [CA2396].

These regulations come into effect from Semester 1, 2023.

### **1. Ngā Ture Hei Whakaurunga | Admission Requirements**

*Admission Requirements comply with Unitec's Admission Requirements Guidelines.*

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, and meet the following requirements:

Applicants must:

- have a bachelor's degree (or level 7 Graduate Diploma) in the social work, community development, or counselling discipline; or
- provide documentary evidence of outcomes in the social work, community development, or counselling work environment to demonstrate an ability to perform in the programme and commit to achieving its outcomes.

#### **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.

Special admission may also apply for applicants who have:

- An undergraduate degree (or a level 7 graduate diploma) in an unrelated discipline, or competencies equivalent to a bachelor's level graduate, and have provided sufficient evidence of an ability to perform in the programme and commit to achieving its outcomes.

#### **1.3 Whakaurunga Kōwhiringa | Discretionary Admission**

There are no provisions for discretionary admission in this programme.

#### **1.4 Whakaurunga Tautui | Programme Specific Requirements**

There are no programme specific requirements.

#### **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 a minimum of 8 credits at NCEA Level 2 in English (4 in Reading, 4 in Writing).

	<p>International applicants and any Domestic applicant for whom English, Māori or NZ Sign is not their first language must also provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated an equivalent described in <a href="#">NZQA Rules</a> and on the Unitec <a href="#">English Language Requirements for International Students</a> Web-page.</p>																																										
<p><b>2. Paearu Kōwhiri Tukanga   Selection Criteria &amp; Process</b></p> <p><i>Selection Criteria and Processes comply with Unitec's Admission Requirements Guidelines.</i></p>	<p><b>2.1 Paearu Kōwhiri   Selection Criteria</b></p> <p>When the number of eligible applicants for admission exceeds the number of places available, the following selection criteria will be applied:</p> <ul style="list-style-type: none"> <li>assessed level of personal motivation to complete the qualification;</li> <li>coherence in expression of ideas and opinions;</li> <li>practice aptitude;</li> <li>academic aptitude;</li> <li>level of awareness of the discipline(s);</li> <li>quality of independent references.</li> </ul> <p>Applicants who meet the maximum number of listed criteria will be the preferred candidates</p> <p>Students applying to enrol in the programme will normally be interviewed to plan their respective programme of learning.</p> <p><b>2.2 Tukanga Kōwhiri   Selection Process</b></p> <p>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.</p>																																										
<p><b>3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga   Requirements for the Award of the Programme</b></p> <p><i>Requirements comply with Unitec's Programme Completion and Awards Policy and associated procedure.</i></p>	<p><b>3.1 Whakaemi Tūtukitanga   Credit Accumulation</b></p> <p>To be awarded the Postgraduate Certificate in Applied Practice (Social Practice), a student must successfully complete a minimum of 60 credits in the pattern set out in Table 1a or 1b. Credits will be accumulated from a combination of compulsory and elective courses as described in Table 1.</p> <p><b>Table 1: Credit Requirements for Postgraduate Certificate in Applied Practice (Social Practice)</b></p> <table border="1"> <thead> <tr> <th>Course Level</th> <th>Compulsory credits</th> <th>Elective credits</th> <th>Total credits</th> </tr> </thead> <tbody> <tr> <td>Level 8</td> <td>45</td> <td>15</td> <td>60</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td><b>60</b></td> </tr> </tbody> </table> <p><b>3.1.1 Approval of Courses of Study</b></p> <ol style="list-style-type: none"> <li>A student shall obtain approval from the relevant Academic Authority for the selection of courses to be undertaken.</li> <li>In exceptional circumstances, the relevant Academic Authority may recommend a personal programme of study that does not conform to that set out in the Programme Regulations. Such approval shall be noted in the approvals register of the relevant Academic Authority.</li> </ol>	Course Level	Compulsory credits	Elective credits	Total credits	Level 8	45	15	60	<b>Total</b>			<b>60</b>																														
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<p><b>Table 2: Course Details – Postgraduate Certificate in Applied Practice (Social Practice)</b></p> <p>Compulsory courses are shown in <b>bold</b> and Elective courses in <i>italics</i>.</p> <table border="1"> <thead> <tr> <th>Course No</th> <th>Course Name</th> <th>Credits</th> <th>Pre- requisites</th> <th>Co-requisites</th> <th>Restrictions</th> </tr> </thead> <tbody> <tr> <td colspan="6">Level 8</td> </tr> <tr> <td><b>CISC8000</b></td> <td><b>Applying Research to Practice</b></td> <td><b>15</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>CISC8001</b></td> <td><b>Community Informed Applied Research</b></td> <td><b>15</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>CISC8002</b></td> <td><b>Applied Research Proposal</b></td> <td><b>15</b></td> <td><b>CISC8001</b></td> <td></td> <td></td> </tr> <tr> <td colspan="6"><i>And one of the following</i></td> </tr> <tr> <td><i>CISC8003</i></td> <td><i>Professional Practice</i></td> <td><i>15</i></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions	Level 8						<b>CISC8000</b>	<b>Applying Research to Practice</b>	<b>15</b>				<b>CISC8001</b>	<b>Community Informed Applied Research</b>	<b>15</b>				<b>CISC8002</b>	<b>Applied Research Proposal</b>	<b>15</b>	<b>CISC8001</b>			<i>And one of the following</i>						<i>CISC8003</i>	<i>Professional Practice</i>	<i>15</i>			
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CISC8004	Leadership in Practice	15		
CISC8005	Aotearoa-New Zealand Social Policy	15		
CISC8006	Contemporary Issues in Community Engagement	15		
CISC8007	Human Rights and Social Justice	15		
CISC8012	Comparative Critical Reading	15		
CISC8013	Advanced Social Practice Theory	15		
CISC8014	Te Tiriti o Waitangi and Social Practice in Aotearoa/ New Zealand	15		
CISC8015	Negotiated Study	15	CISC8000 and CISC8001	

Or an approved course from another programme.

### 3.2 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

There are no integrated or work-based components in this programme.

### 3.3 Mahi Akoranga | A Wāhanga | Course Load per Semester

The normal full-time course load is 60 credits per semester.

### 3.4 Whakaurunga Takiwā | Enrolment Periods

- The maximum period for completion of a postgraduate certificate will normally be 18 months from the date of commencement of study.
- In exceptional circumstances, the relevant Academic Authority may agree to an extension of enrolment of no more than six months.

### 4. Tūtukitanga Whakamihi | Credit Recognition

Credit Recognition complies with Unitec's Assessment, Moderation and Grades Policy and associated procedure.

#### 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 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.

The credit recognition may be:

- specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or
- 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

Assessment Regulations comply with Unitec's Assessment, Moderation and Grades Policy and associated procedure.

#### 5.1 Paparahi Aromatawai | Assessment Basis

Assessment in this programme is achievement based using an 11-point grading scale for courses. Students must obtain at least 50% overall score in any achievement-based course in order to pass that course.

#### 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. Participants 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:

**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 are not required for this course or are 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.

**6. Aromatawai Mahinga | Assessment Procedures**

*Assessment Procedures comply with Unitec's Assessment*

**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.

Students must attempt all compulsory assessment activities in order to pass and receive credit for any course. Students who do not attempt a compulsory item of assessment may be awarded a 'Did Not Complete'(DNC) for the whole course and may not earn any credits.

**6.2 Aromatawai I Roto I Te Reo | Assessment in Te Reo**

<p><i>Moderation and Grades Policy and associated procedure.</i></p>	<p>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 governed by the Unitec Assessment in Te Reo Māori procedure and detailed in course material.</p> <p><b>6.3 Tāpaetanga Tōmuri   Submission and late submission of work</b>  Unless an extension has been granted by the relevant Academic Authority and except in exceptional circumstances beyond the control of the candidate, no late work will be accepted for marking.</p> <p><b>6.4 Whakamātautau Anō   Resubmission or Reassessment</b></p> <p>a. A piece of assessment that has been awarded a 'fail' grade may be re-submitted:  EITHER</p> <ol style="list-style-type: none"> <li>i. only one failed assessment per course may be re-submitted;</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>ii. no more than 30 per cent of the course value of assessment may be submitted for re-assessment.</li> </ol> <p>b. The maximum grade allowable for a re-assessed failed assessment is C-.</p> <p>c. An assignment may not be re-submitted more than once.</p> <p>d. If a 'fail' grade is awarded, the candidate shall receive a copy of the assessed work and the original shall be held.</p> <p>e. The candidate shall make a request for a re-submission to the relevant Academic Authority, in writing, within seven working days of the return of the assignment and negotiate a re-submission date with the lecturer responsible for the assignment.</p> <p><b>6.5 Āhuatanga Aromatawai Motuhake   Affected Performance Consideration</b>  A student may apply for Affected Performance Consideration (APC) if:</p> <ul style="list-style-type: none"> <li>• The student is unable to attend an examination, compulsory assessment or fixed time and place assessment activity due to illness, injury, bereavement or other critical circumstances</li> <li>• The student's preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control</li> </ul> <p>Applications for APC are made by a student within 5 working days of the affected assessment event. Decisions to approve an APC and to apply any remedy are made according to the Assessment and Grading Procedures and Regulations.</p> <p><b>6.6 Pāhi Rāhui   Restricted Pass</b>  No restricted passes shall be awarded for courses in this programme.</p> <p><b>6.7 Tuaruatanga   Repeating Courses</b>  Any Student enrolled in a level 8 course that comprises part of a postgraduate programme does not have an automatic right to re-enrol. Students must apply for permission to re-enrol to the relevant Academic Authority (see 6.8 below). There is no provision for third time enrolment for a course that comprises part of a Postgraduate Programme.</p> <p>Students who are repeating a Level 8 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 must be negotiated within the first two weeks of the commencement of the course and will specify any course grade that will be carried over.</p> <p><b>6.8 Whakakorenga   Exclusions</b>  No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant academic authority.</p> <p>a. Any Student 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 students can re-enrol in further courses will be based on a student's likelihood of succeeding in further study and will be made by the relevant Head of School.</p>
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	<p>b. When calculating the 12-month period in a. above, Unitec reserves the right to include any relevant time spent by the Student studying at another tertiary institution.</p> <p>c. A Student who has not achieved a Pass Grade for a Level 8 Course in a Post-graduate Programme shall not be enrolled again for that Course except with the permission of the relevant Academic Authority.</p> <p>d. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.</p> <p><b>6.9 Examination Regulations</b> All examinations in this programme are governed by the Unitec Examinations Regulations Policy.</p> <p><b>6.10 Tono Pira   Appeals</b> Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.</p>		
<p><b>7. Whakaritenga Whānui   General Provisions</b></p>	<p><b>7.1 Whakamāramatanga ā-kaupapa   Definition of Terms</b> In these regulations, unless the context otherwise requires, the following definitions shall apply:</p> <ul style="list-style-type: none"> <li>• ‘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 Programme Academic Quality Committee responsible for the Programme.</li> </ul>		
<p><b>8. Kupu Āpiti   Schedules or Appendices</b> Nil.</p> <p><b>8.1 Āhūatanga Tauwhirowhiro Ritenga   Transitional Arrangements</b> Nil.</p>			
<p><b>Version Control</b></p>			
<p>Version No.</p>	<p>Approved by</p>	<p>Effective from</p>	<p>Description of change</p>
<p>2</p>	<p>AAC 30/03/2022 NZQA 07/12/2022</p>	<p>2023-Sem1</p>	<p>Discontinue Generic pathway and the Digital and Collaborative Learning Endorsement</p> <p>Revise learning hours totals to reflect current delivery</p> <p>Minor changes to Special Admission criteria</p> <p>Repurpose and update the core courses CISC8000 (Applied Practice in Context), and CISC8001 (Research and Community Informed Practice);,; update the core course CISC8002 (Research Question) and change it from elective to compulsory.</p> <p>Add the elective course CISC8012 (Review of Literature: a currently-approved elective in the MAP) and update it (new title: Comparative Critical Reading).</p> <p>Removal of an elective course CISC8030 (Negotiated Study Extended) due to addition of a compulsory course.</p> <p>Deletion of a number of elective courses that are no longer delivered - HUBC8000 (Review of Learning), CISC8008 (Evidence Based Healthcare in Aotearoa New Zealand), CISC8009 (Practical Biostatistics), CISC8010 (Systematic Reviews) &amp; CISC8011 (Clinical Research Design)</p>