

8 PROGRAMME REGULATIONS

NZQA Approval Criterion 5: Regulations

Programme Regulations are the legally binding contractual obligations of staff and enrolled taura. They are used by academic staff to guide delivery of the programme and its courses; and provide guidance on the relevant approaches to learning and teaching, and on assessment (against specified learning outcomes).

In cases where collaborative arrangements are in place, externally prescribed regulations may apply.

New Zealand Certificate in Study and Employment Pathways (Level 3)

To be read in conjunction with Te Kawa Maiooro and associated Policies and Procedures.

These programme regulations apply to New Zealand Certificate in Study and Employment Pathways (NZCSC) programme, which leads to the award of New Zealand Certificate in Study and Employment Pathways (Level 3) qualification, (60 credits) [Ref:2863-2].

These regulations come into effect from Semester 1, 2025.

1. Ngā Ture Hei Whakaurunga Admission Requirements	<p>To be eligible for admission to this programme, all applicants must meet four admission requirements:</p> <ul style="list-style-type: none"> • Requirements for either general admission, special admission, or discretionary admission • Any additional Programme specific requirements • English language requirements • Complete a pre-entry diagnostic Skills review. <p>1.1 Whakaurunga Whānui General Admission To be admitted to this programme all applicants must have a minimum of 3 years secondary education and 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).</p> <p>1.2 Whakaurunga Motuhake Special Admission Applicants must have:</p> <ol style="list-style-type: none"> a. 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 b. provided sufficient evidence of aptitude or appropriate work or other life experience that would indicate a successful outcome in the qualification. This may include previous successful study or work experience. This will include the completion of a pre-entry diagnostic Skills Review to determine their literacy and numeracy level. <p>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 focus will be on the applicant's level of preparedness for study at the required level. This will include the completion of a pre-entry diagnostic Skills Review to determine their literacy and numeracy level.</p> <p>1.4 Whakaurunga Tautui Programme Specific Requirements There are no Programme Specific requirements for this Programme.</p> <p>1.5 Whakaurunga Reo Pākehā English Language Admission Requirements Applicants must have achieved a minimum standard of English as demonstrated by a minimum of 8 credits at NCEA Level 1 in English,</p>
---	--

	International applicants must have achieved an IELTS (Academic Format) of 5.0 in each band from a single test taken in the preceding two years; or equivalent.
2. Paearu Kōwhiri Tukanga Selection Criteria	2.1 Paearu Kōwhiri Selection Criteria Admission to the programme will be based upon the order in which applications meeting all relevant admission requirements are received. Where the number of applicants exceeds the number of places available, applicants who have provided complete applications will be waitlisted.
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 Study and Employment Pathways Level 3, taura must successfully complete a minimum of 60 credits from courses in the pattern set out in the tables below according to their chosen pathway.

Table 1: Course Details for New Zealand Certificate in Study and Employment Pathways Level 3 – General Pathway

		Compulsory/ Elective	Credits	Pre- requisites
FSTU 3940	Academic Study Skills (General)	C	15	NIL
One Maths Course at level 2 or Level 3 as determined by Skills review				
Level 2				
FSTU 2910	Foundation Maths	E	15	NIL
Level 3				
FSTU 3910	Numeracy Skills	E	15	NIL
FSTU 3913	Nursing Maths	E	15	NIL
FSTU 3912	Developing Mathematical Thinking	E	15	NIL
Choice of two other electives				
FSTU 3902	Projects in Creative Industries	E	15	NIL
FSTU 3904	Projects in Health and Science	E	15	NIL
FSTU 3912 *	Developing Mathematical Thinking	E	15	NIL
FSTU 3914 *	Understanding Algebra	E	15	NIL
FSTU 3921	Bioscience	E	15	NIL
FSTU 3922 *	Physics	E	15	NIL
FSTU 3924	Cultures in Aotearoa	E	15	NIL
FSTU 3925	Introduction to Business	E	15	NIL
FSTU 3928	Psychology	E	15	NIL
FSTU 3931	Art and Design	E	15	NIL
FSTU 3933	Introduction to Computing Skills	E	15	NIL
Total compulsory credits @ Level 3			15	
Total elective credits (including 1 Numeracy course)			45	
TOTAL CREDITS			60	
* Courses require evidence of algebra skills in Skills review				

Table 1: Course Details for New Zealand Certificate in Study and Employment Pathways Level 3 – Engineering and Construction Pathway

		Compulsory/ Elective	Credits	Pre- requisites
FSTU 3912*	Developing Mathematical Thinking	C	15	NIL
FSTU 3914 *	Understanding Algebra	C	15	NIL
FSTU 3922*	Physics	C	15	NIL

FSTU 3943	Academic Study Skills (Engineering and Construction)	C	15	NIL
Total compulsory credits			60	
* Courses require evidence of algebra skills in Skills review				

	<p>3.2 Mahi Waehanga Pāhekoheko Integrated and Work-based components There are no integrated and work-based components in this programme.</p> <p>3.3 Mahi Akoranga I A Wāhanga Course Load per Semester The normal full-time course load is 60 credits per semester.</p> <p>3.4 Whakaurunga Takiwā Enrolment Periods The normal enrolment period is 1 semester (full-time study) or 2 semesters (part-time study). Tauira who are prevented by ill health, or other cause, from completing the programme requirements within the maximum period of enrolment, the relevant academic authority may approve suspension of enrolment for up to a maximum of 1 semester. The maximum period to complete this Programme is 4 years.</p>
4. Tūtukitanga Whakamihi Credit Recognition	Credit recognition in this programme follows the guidelines in Te Kawa Maiorooro Educational Regulatory Framework .

5. Waeture Aromatawai Assessment Regulations	<p>5.1 Paparahi Aromatawai Assessment Basis Assessment in this programme is achievement-based. Grading follows the guidelines in Te Kawa Maiorooro Educational Regulatory Framework. Specific assessment and/or course pass requirements are detailed in programme delivery documentation.</p> <p>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. Tauira must attempt all assessment activities, achieve all learning outcomes and achieve a 50% pass to receive credit for this course.</p> <p>Table 3: Achievement based 11-point assessment system</p> <table><tr><th>Grade</th><th>Meaning</th><th>Result</th><th>Percentage</th></tr><tr><td>A+</td><td>Distinction</td><td>Credits Earned</td><td>90 – 100</td></tr><tr><td>A</td><td>Distinction</td><td>Credits Earned</td><td>85 – 89</td></tr><tr><td>A-</td><td>Distinction</td><td>Credits Earned</td><td>80 – 84</td></tr><tr><td>B+</td><td>Merit</td><td>Credits Earned</td><td>75 – 79</td></tr><tr><td>B</td><td>Merit</td><td>Credits Earned</td><td>70 – 74</td></tr><tr><td>B-</td><td>Merit</td><td>Credits Earned</td><td>65 – 69</td></tr><tr><td>C+</td><td>Pass</td><td>Credits Earned</td><td>60 – 64</td></tr><tr><td>C</td><td>Pass</td><td>Credits Earned</td><td>55 – 59</td></tr><tr><td>C-</td><td>Pass</td><td>Credits Earned</td><td>50 – 54</td></tr><tr><td>D</td><td>Fail</td><td>No Credits Earned</td><td>40 – 49</td></tr><tr><td>E</td><td>Fail</td><td>No Credits Earned</td><td>0 – 39</td></tr></table>	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
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																																														
Assessment submission and additional opportunities	Requirements and processes for <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																																																

	<ul style="list-style-type: none">extension of assessment deadlines are outlined in programme delivery documentation provided to taura at the start of their course.																																																																												
7. Whakaritenga Whānui General Provisions	<p>7.1 Whakamāramatanga ā-kaupapa Definition of Terms</p> <p>In these regulations, unless the context otherwise requires, the following definitions shall apply:</p> <ul style="list-style-type: none">‘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 are maintained by the Programme Academic Quality Committee responsible for the Programme. <p>7.2 Āhuatanga Tauwhirowhiro Ritenga Transitional Arrangements</p> <p>From Semester 1, 2025, students admitted to the New Zealand Certificate in Study and Employment Pathways (Level 3) who were admitted to the New Zealand Certificate in Study and Career Preparation (Level 3) under the regulations that existed from Semester 1, 2016, to Semester 2, 2024, may transfer previously gained credits from the Table below to the new certificate.</p> <p><i>New or equivalent courses for transitioning learners.</i></p> <table><tr><th>Course Code</th><th>Course Status</th><th>Course Name</th><th rowspan="14">New or equivalent courses</th><th>Course Code</th><th>Course name</th></tr><tr><td>FSTU 2910</td><td>Not Changed</td><td>Foundation Maths</td><td>FSTU 2910</td><td>Foundation Maths</td></tr><tr><td>FSTU 3903</td><td>Deleted</td><td>Pathway Project (Business)</td><td>FSTU 3925</td><td>Introduction to Business</td></tr><tr><td>FSTU 3902</td><td>Name Change</td><td>Pathway Project (Art and Design)</td><td>FSTU 3902</td><td>Projects in Creative Industries</td></tr><tr><td>FSTU 3904</td><td>Name Change</td><td>Pathway Project (Health/Science)</td><td>FSTU 3904</td><td>Projects in Health and Science</td></tr><tr><td>FSTU 3910</td><td>Name Change</td><td>Maths with Numeracy</td><td>FSTU 3910</td><td>Numeracy Skills</td></tr><tr><td>FSTU 3911</td><td>Deleted</td><td>Science Maths</td><td>FSTU 3914</td><td>Understanding Algebra</td></tr><tr><td>FSTU 3912</td><td>Name Change</td><td>Introduction to Algebra</td><td>FSTU 3912</td><td>Developing Mathematical Thinking</td></tr><tr><td>FSTU 3913</td><td>Not changed</td><td>Nursing Maths</td><td>FSTU 3913</td><td>Nursing Maths</td></tr><tr><td>FSTU 3914</td><td>Name Change</td><td>Maths Algebra</td><td>FSTU 3914</td><td>Understanding Algebra</td></tr><tr><td>FSTU 3921</td><td>Not Changed</td><td>Bioscience</td><td>FSTU 3921</td><td>Bioscience</td></tr><tr><td>FSTU 3922</td><td>Not Changed</td><td>Physics</td><td>FSTU 3922</td><td>Physics</td></tr><tr><td>FSTU 3924</td><td>Not Changed</td><td>Cultures in Aotearoa</td><td>FSTU 3924</td><td>Cultures in Aotearoa</td></tr><tr><td>FSTU 3925</td><td>Not Changed</td><td>Introduction to Business</td><td>FSTU 3925</td><td>Introduction to Business</td></tr><tr><td>FSTU 3927</td><td>Deleted</td><td>Sociology</td><td>FSTU 3928</td><td>Psychology</td></tr></table>	Course Code	Course Status	Course Name	New or equivalent courses	Course Code	Course name	FSTU 2910	Not Changed	Foundation Maths	FSTU 2910	Foundation Maths	FSTU 3903	Deleted	Pathway Project (Business)	FSTU 3925	Introduction to Business	FSTU 3902	Name Change	Pathway Project (Art and Design)	FSTU 3902	Projects in Creative Industries	FSTU 3904	Name Change	Pathway Project (Health/Science)	FSTU 3904	Projects in Health and Science	FSTU 3910	Name Change	Maths with Numeracy	FSTU 3910	Numeracy Skills	FSTU 3911	Deleted	Science Maths	FSTU 3914	Understanding Algebra	FSTU 3912	Name Change	Introduction to Algebra	FSTU 3912	Developing Mathematical Thinking	FSTU 3913	Not changed	Nursing Maths	FSTU 3913	Nursing Maths	FSTU 3914	Name Change	Maths Algebra	FSTU 3914	Understanding Algebra	FSTU 3921	Not Changed	Bioscience	FSTU 3921	Bioscience	FSTU 3922	Not Changed	Physics	FSTU 3922	Physics	FSTU 3924	Not Changed	Cultures in Aotearoa	FSTU 3924	Cultures in Aotearoa	FSTU 3925	Not Changed	Introduction to Business	FSTU 3925	Introduction to Business	FSTU 3927	Deleted	Sociology	FSTU 3928	Psychology
Course Code	Course Status	Course Name	New or equivalent courses	Course Code		Course name																																																																							
FSTU 2910	Not Changed	Foundation Maths		FSTU 2910		Foundation Maths																																																																							
FSTU 3903	Deleted	Pathway Project (Business)		FSTU 3925		Introduction to Business																																																																							
FSTU 3902	Name Change	Pathway Project (Art and Design)		FSTU 3902		Projects in Creative Industries																																																																							
FSTU 3904	Name Change	Pathway Project (Health/Science)		FSTU 3904		Projects in Health and Science																																																																							
FSTU 3910	Name Change	Maths with Numeracy		FSTU 3910		Numeracy Skills																																																																							
FSTU 3911	Deleted	Science Maths		FSTU 3914		Understanding Algebra																																																																							
FSTU 3912	Name Change	Introduction to Algebra		FSTU 3912		Developing Mathematical Thinking																																																																							
FSTU 3913	Not changed	Nursing Maths		FSTU 3913		Nursing Maths																																																																							
FSTU 3914	Name Change	Maths Algebra		FSTU 3914		Understanding Algebra																																																																							
FSTU 3921	Not Changed	Bioscience		FSTU 3921		Bioscience																																																																							
FSTU 3922	Not Changed	Physics		FSTU 3922		Physics																																																																							
FSTU 3924	Not Changed	Cultures in Aotearoa		FSTU 3924		Cultures in Aotearoa																																																																							
FSTU 3925	Not Changed	Introduction to Business		FSTU 3925	Introduction to Business																																																																								
FSTU 3927	Deleted	Sociology	FSTU 3928	Psychology																																																																									

FSTU 3928	Not Changed	Psychology		FSTU 3928	Psychology
FSTU 3930	Deleted	Children's Literature		*	*
FSTU 3931	Name Change	Art and Design 2D		FSTU 3931	Art and Design
FSTU 3932	Deleted	Art and Design 3D		FSTU 3931	Art and Design
FSTU 3933	Name Change	Digital Technology		FSTU 3933	Introduction to Computing Skills
FSTU 3940	Name Change	Identity and Communication (Art/Design)		FSTU 3940	Academic Study Skills (General)
FSTU 3943	Name Change	Identity and Communication (Engineering)		FSTU 3943	Academic Study Skills (Engineering and Construction)
FSTU 3944	Deleted	Identity and Communication (Health/Science)		FSTU 3940	Skills (General)

***No equivalent course**

If the changes to the content (aims, learning outcomes, topics, assessment) affect a current student's ability to repeat the course	Students who failed a course prior to Semester 1, 2025 and who need to repeat the course will complete the revised course. Or undertake another course in negotiation with the relevant academic authority.
If the course is deleted	Students who failed any course prior to 2024-Sem 2, and who need to repeat that course will: <ul style="list-style-type: none"> • Complete the replacement course; <i>or</i> • Undertake another course in negotiation with the relevant academic authority.

7.3 Ētahi Atu Whakaritenga | Other provisions not covered elsewhere

7.3.1 Re-enrolment to improve course grades

Students who have previously completed the New Zealand Certificate in Study and Employment Pathways (Level 3), and who wish to re-enrol in a course(s) that they have previously completed with a Pass grade, for the purposes of improving that grade for personal reasons, will need to apply in writing to the Relevant Academic Authority.

Any request must include the reasons for wanting to repeat the course. Approval will be considered on a case-by-case basis and will be based on factors leading to the enhancement of the student's academic pathway prospects.