5. Waeture ā-Hōtaka│Programme Regulations

Programme Approval Criterion 5: Regulations

This section demonstrates that Te Pūkenga has clear, relevant, and appropriate regulations that specify requirements for:

- admission
- credit recognition and transfer[3]
- recognition of prior learning[4]
- programme length and structure
- integration of practical and work-based components
- assessment procedures, including authenticity of learner work
- normal progression within the programme

Programme Regulations are the legally binding contractual obligations of staff and enrolled ākonga. 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).

The following Programme Regulations are to be read in conjunction with Te Kawa Maiorooro│Academic Regulatory Framework.

5.1 Whakatapoko│Admission

To be eligible for admission to this programme, all applicants must meet three admission requirements:

- Requirements for either General or Discretionary admission
- Any additional Programme specific requirements
- Language Literacy requirements

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 (or provide a completed Early Release Exemption form), and meet one of the following requirements:
	 i. Achievement of NCEA Level 2 including:
	
	     • 8 Literacy credits at Level 2 or above; *and*
	     • 14 Numeracy credits at Level 1 or above
	 Or
	 ii. An equivalent of the above
	 Or
	 iii. Successful completion of an approved qualification at Level 3 or above with a relevant pathway.

Discretionary Admission	Applicants who do not meet the general admission requirements stated above and who believe that they have the level of preparedness for study at this level may apply for discretionary admission. In assessing whether to grant discretionary admission the primary focus will be on the applicant's ability to demonstrate a likelihood to succeed in the programme.

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[3] Regulations demonstrate how the provisions and procedures for the awarding credit recognition and transfer will be applied to the programme.
[4] Regulations demonstrate how the provisions and procedures for the awarding of recognition of prior learning will be applied to the programme.

	All decisions will be at the discretion of the Relevant Academic Authority.
Programme Specific Requirements	There are no additional Programme Specific requirements.
Language Literacy Admission Requirements	All applicants must provide evidence that they have the necessary language literacy proficiency required for the Programme as demonstrated by the equivalence of: • 8 NCEA literacy credits at **Level 2 or above**. Applicants who are unable to provide evidence of the above may be required to demonstrate capability using an approved proficiency test or an equivalent described in NZQA Rules. **International applicants** must provide evidence that they have the necessary *English language proficiency* required for the Programme as demonstrated by an IELTS score of 5.5 (academic) with no individual band lower than 5.0 from one test taken in the preceding two years, or an equivalent described in NZQA Rules and on Delivery Site English Language Requirements for International Ākonga Web-page.

5.2 Paearu Kōwhiri|Selection Criteria

Selection processes is used to ensure learner success and if the number of applicants exceeds the available places on the programme. Selection criteria may include date of application, interview, placement tests (e.g. for languages), audition, references.

Te Pūkenga employs equity focussed provisions when assessing applicants for this programme*.* Equity provisions includes prioritising those applicants representing Tangata Whenua and other cultures or communities who are under-represented in the profession.

When the number of eligible applicants for admission exceeds the number of places available at a specific location (campus or learning hub) or in a specific delivery mode, applicants will we given the opportunity to choose an alternative within Te Pūkenga network

5.3 Tūtukitanga Whakamihi|Credit Recognition

Credit Recognition describes the provisions and procedures for the awarding of credit recognition and transfer, and recognition of prior learning that are applied in this programme.

Credit Recognition and Transfer (CRT)	Credit recognition and transfer (CRT) is a process where credit for outcomes already achieved by an applicant through formal study in relation to a qualification is recognised as credit for comparable outcomes in another qualification. a. Applicants 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. b. Graduate of the following qualifications may seek to recognise and transfer credits towards this programme: • Specified previous subsidiary versions of New Zealand Diploma in Business (Level 5) subject to equivalence of course outcomes.
Recognition of Prior Learning (RPL)	Recognition of Prior Learning is available for all courses in this programme. Recognition of prior learning (RPL) is a process that involves formal assessment of an applicant's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification or the purpose of awarding credit towards that qualification. RPL leads to credit being awarded for

	existing skills, knowledge, and attributes acquired without regard for the length, place or method of learning (e.g. workplace, life experience, hobbies, self-directed study) RPL decisions will be made on a case-by-case basis using the process for assessment set out in the Procedures.

5.4 Tohu o te Hōtaka|Award of the Programme

Credit Accumulation	To be awarded the *New Zealand Diploma in Business (Level 5)* ākonga must successfully complete a minimum of 120 credits in the pattern set out in Table 1 from the courses set out in Table 2 according to their chosen Strand.

Table 1: Credit Requirements

Level	Core Credits	Strand Credits	Total
5	60	60	120
			120

Table 2: Course details

All courses are compulsory.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 5 Core courses (All Strands)					
BSNS5001	Organisations in an Aotearoa New Zealand Context	15			
BSNS5002	Business Environments	15			
BSNS5003	Business Functions	15			
BSNS5004	Change and Innovation	15			
And four compulsory courses from ONE of the following strands					
Accounting Strand					
ACCY5101	Introduction to Accounting and Taxation	15			
ACCY5102	Applied Accounting	15			
ACCY5103	Analysis of Financial Information	15			
ACCY5104	Budgets for Planning and Control	15			
Administration and Technology Strand					
BSNS5201	Administration Systems and Processes	15			
BSNS5202	Advanced Business Information	15			
BSNS5203	Applied Business Technologies	15			
BSNS5204	Office Management	15			
Human Resource Management Strand					
BSNS5301	Introduction to Human Resources	15			
BSNS5302	People and Development	15			
BSNS5303	Introduction to Health, Safety and Wellbeing	15			
BSNS5304	Change and HR Initiatives	15			
Leadership and Management Strand					
BSNS5401	Introduction to Leadership	15			
BSNS5402	Operations Management and Compliance	15			
BSNS5403	Business planning	15			
BSNS5404	Managing projects	15			

	Marketing and Sales Strand					
BSNS5501	Introduction to Marketing	15			
BSNS5502	Buyer Behaviour	15			
BSNS5503	Introduction to Digital Marketing	15			
BSNS5504	Sales and Relationship Management	15			
Project Management Strand						
BSNS5601	Project Management Principles	15			
BSNS5602	Project Management Methodologies	15			
BSNS5603	Project Management Tools	15			
BSNS5604	Applied Project Management	15	BSNS5601 & BSNS5603 (Pre- or Co-requisites depending on delivery pattern at delivery site)		

Programme Completion	The normal time to complete this programme is one year (full-time study) or two years (part-time study). The maximum period to complete this Programme is six years. Ākonga who are prevented by circumstances beyond their control from completing the programme requirements within the maximum time to complete may seek an extension of enrolment for an agreed period of time.

5.4.1 Mahi Waehanga Pāhekoheko|Integrated and Work-based components

Practical and work-integrated learning provides ākonga the chance to apply learning to practice in a supported environment. Programme delivery and assessments are based on real business scenarios and reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

Work integrated components in this programme are designed to meet the requirements that all programme delivery and all assessment is conducted in real business context(s) or based on scenario(s) which reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

The contexts and scenarios employed in this programme acknowledge that a business entity can be an organisation, or a commercial or other enterprise, not necessarily for profit, a community organisation, and can be a discretely managed business unit within a larger organisation.

5.5 Waeture Aromatawai|Assessment Regulations

Assessment and Grades	Assessment in this programme is achievement based. Ākonga may be awarded grades described in Tables 3 and 4 below. ***Table 3: Achievement based 11-point assessment system*** Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales. <table><tr><th>Result</th><th>Description</th></tr><tr><td>A+ (90-100)</td><td>Pass</td></tr><tr><td>A (85-89)</td><td>Pass</td></tr><tr><td>A- (80-84)</td><td>Pass</td></tr><tr><td>B+ (75-79)</td><td>Pass</td></tr><tr><td>B (70-74)</td><td>Pass</td></tr><tr><td>B- (65-69)</td><td>Pass</td></tr><tr><td>C+ (60-64)</td><td>Pass</td></tr><tr><td>C (55-59)</td><td>Pass</td></tr><tr><td>C- (50-54)</td><td>Pass</td></tr><tr><td>D (40-49)</td><td>Not passed</td></tr><tr><td>E (0-39)</td><td>Not passed</td></tr></table>

Table 4: Administrative Grades

Result	Description
Ungraded Pass (P)	may be used for the outcome of an RPKS process or anywhere a graded level of achievement cannot be applied
Not Passed (NP)	
Grade Pending (GP)	ākonga has an approved extension to complete an agreed portion of work or assessment beyond the course end date.
Attendance Only (AO)	met course attendance requirements
Did not Complete (DNC)	Where a compulsory element of a course is not submitted, or the ākonga formally withdrew after 80% or informally withdrew at any time.
Withdrawn (WD)	Formal withdrawal after the no academic penalty period (10%).
Aegrotat (AEG)	Successful outcome of an Assessment Concession process
Restricted Pass (RP)	Programme Committees have the discretion to award a Restricted Pass instead of 'D' in the range 45%-49% to a student whose narrow fail has been compensated by good grades in their other modules in the same programme. Note: A course for which a Restricted Pass (RP) has been awarded is not normally accepted as meeting the prerequisite requirements for any other course.
Advanced Standing (AS)	Award of a block of approved prior learning credits to allow entry to a programme with exemptions

5.6 Ngā Tukanga Aromatawai│Assessment Procedures

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 assessments are compulsory unless otherwise approved and noted in course information.
Assessment in Te reo Māori	All ākonga have the right to submit any summative assessment task in Te reo Māori as outlined in Procedures.
Late or non-submission	If an ākonga submits an assessment after the due date and/or time without an approved extension the assessor will: • Mark the assessment and apply a penalty of 20% of the achieved mark per day, or part thereof, for up to two days. • After two days, and after discussion with the business division kaimaki, not accept the assessment and assign a Not Passed (NP) or equivalent failing grade. Ākong who submit late with out an approved extension are not permitted to resit/resubmit the assessment task.

Additional assessment opportunities	**Resit or Resubmission of Assessment** Ākonga who do not pass a summative assessment task on the first attempt may apply to the nominated business division kaimahi (or delegate) for a resubmission opportunity provided the ākonga reasonably attempted the initial assessment task by the due date and time (if an extension was granted this becomes the due date). If a second attempt is granted, ākonga will be advised which one of the following applies: • Resit/resubmission/re-presentation of the whole assessment task, or • Resit/completion of another assessment task which measures the same outcomes, or • Resit/resubmission/re-presentation of the portion of the assessment task that did not meet pass criteria. Limitations apply on the number of resit/resubmission opportunities granted to ākonga within this programme: • Level 5 – one resit/resubmission on individual assessment tasks except final assessment tasks in each course. Where a resit/resubmission has been granted, the maximum result available for the assessment task will be 50%. **Reassessment of Course** Other than in exceptional circumstances, reassessment of course is not available in this programme. Reassessment of course must only be granted after all other assessment concession options are exhausted.
Affected Performance	Where ākonga performance in an assessment is negatively affected by a circumstance or situation which the learner could not have reasonably prevented, the ākonga may apply for affected performance consideration according to Procedures.

5.7 Whakawhitinga|Transitions

Transition to unified Te Pūkenga New Zealand Diploma in Business (Level 5) Programme Transition plans consider a range of factors to ensure a fair transition for ākonga from the current local subsidiary New Zealand Diploma in Business (Level 5) to the new Te Pūkenga unified New Zealand Diploma in Business (Level 5). It is anticipated that no existing ākonga will be disadvantaged by these transition arrangements.

Summary transition details for each subsidiary are available in the Appendix of this document.

Whakamāramatanga ā-kaupapa | Definition of Terms

In these regulations, unless the context otherwise requires, the following definitions shall apply:

• '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 Committee responsible for the Programme.