
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).

New Zealand Certificate in Study and Employment Pathways (Level 4) [NZCSP4]

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

These programme regulations apply to the New Zealand Certificate in Study and Employment Pathways (Level 4) [NZCSP4] programme, which leads to the award of New Zealand Certificate in Study and Employment Pathways (Level 4) qualification (60 Credits) [2860-2].

These regulations come into effect from Semester 1, 2025.

1. Ngā Ture Hei Whakaurunga | Admission Requirements

To be eligible for admission to a pathway in this programme, all applicants must meet the following admission requirements:

- Requirements for either pathway admission; or
- Special admission, or discretionary admission
- English language requirements for their chosen pathway

1.1 Whakaurunga Whānui | Pathway Admission

To be admitted to a pathway in 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 the following pathway-specific requirements:

Science Pathway / Healthcare Pathway / Social Work Pathway

Entry requirements

- A minimum total of 40 NCEA credits at level 2 in four subjects, including a minimum of 12 English credits at level 1 or higher and 12 science credits at level 1 or higher.
- UE numeracy or equivalent.

OR

- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);

OR

- or the New Zealand Certificate in Study and Employment Pathways (Level 3), including FSTU 3921 Bioscience;

English language requirements for International Taura

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5.5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 3 (Applied); or equivalent.

Architecture Pathway / Art & Design Pathway / Performing and Screen Pathway

Entry Requirements

- A minimum total of 40 NCEA credits at level 2 in four approved subjects, including a minimum of 12 credits in English at level 1 or higher,
- UE numeracy or equivalent.

OR

- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);

OR

- or the New Zealand Certificate in Study and Employment Pathways (Level 3);

English language requirements for International Tauria

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 3 (Applied), or equivalent

Business Pathway

Entry requirements

- A minimum total of 40 NCEA credits at level 2 in four subjects, including a minimum of 12 English credits at level 1 or higher.
- UE numeracy or equivalent.

OR

- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);

OR

- or the New Zealand Certificate in Study and Employment Pathways (Level 3);

English language requirements for International Tauria

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 3 (Applied), or equivalent.

Construction Pathway

Entry requirements

- A minimum total of 40 NCEA credits at level 2 in four subjects, including at least 12 credits in Mathematics (preferably achievement standards in algebra, calculus or trigonometry); including a minimum of 12 English credits at level 1 or higher.
- UE numeracy or equivalent;

OR

- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualifications (e.g. International Baccalaureate or Cambridge);

OR

- or the New Zealand Certificate in Study and Employment Pathways (Level 3) , or equivalent.

English language requirements for International Students

- Entry to this programme requires an Academic IELTS level 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);
- or the New Zealand Certificate in English Language Level 3 (Applied)

Engineering Pathway

Entry requirements

- A minimum total of 48 NCEA credits at level 2 in four subjects, including at least 12 credits in Mathematics (preferably achievement standards in algebra, calculus or trigonometry); including a minimum of 12 English credits at level 1 or higher.
- UE numeracy or equivalent.

OR

- A relevant qualification at Level 3 on the New Zealand Qualifications Framework or equivalent qualification (e.g. International Baccalaureate or Cambridge: 120 credits in best 4 subjects at AS level, plus a D grade or higher in IGCSE English and a D grade or higher in AS Maths);

OR

- or equivalent credits from appropriate trades training and/or demonstrated skills and experience;

OR

	<ul style="list-style-type: none">• or a B- average in the New Zealand Certificate in Study and Employment Pathways (Level 3) Engineering pathway; English language requirements for International Taurira <ul style="list-style-type: none">• Entry to this programme requires an IELTS level 5.5 with no band lower than 5 (IELTS scores used must be taken from a single IELTS test report form and are valid for two years from the date of the test);• or the New Zealand Certificate in English Language Level 3 (Applied), or equivalent. <p>1.2 Whakaurunga Motuhake Special Admission</p> <p>Applicants must have:</p> <ul style="list-style-type: none">• 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. This may include previous successful study or work experience The completion of a pre-entry diagnostic Skills Review to determine their literacy and numeracy level will be required. <p>1.3 Whakaurunga Kōwhiringa Discretionary Admission</p> <p>In exceptional cases an applicant who does not meet the pathway 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. <u>This will include the completion of a pre-entry diagnostic Skills Review to determine their literacy and numeracy level (see section 2.2 below).</u></p> <p>1.4 Whakaurunga Reo Pākehā English Language Admission Requirements</p> <p>All applicants must meet the English Language Entry Requirements for their pathway as stated above.</p>																												
2. Paearu Kōwhiri Tukanga Selection Criteria & Process	<p>2.1 Tukanga Kōwhiri Selection Process</p> <p>Admission to the programme will be based upon the order in which applications meeting all relevant admission requirements are received.</p> <p>Where the number of applicants exceeds the number of places available, applicants who have provided complete applications will be waitlisted.</p>																												
3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga Requirements for the Award of the Programme	<p>3.1 Whakaemi Tūtukitanga Credit Accumulation</p> <p>To be awarded the New Zealand Certificate in Study and Employment Pathways (Level 4), taurira must successfully complete a minimum of 60 credits in the pattern set out in Table 1a or 1b from the courses set out in Table 2 depending on their pathway.</p> <p>Table 1a: Credit Requirements for New Zealand Certificate in Study and Career Preparation (Level 4)</p> <table><tr><th>Level</th><th>Compulsory Credits</th><th>Elective Credits</th><th>Total Credits</th></tr><tr><td>4</td><td>15</td><td>30</td><td>45</td></tr><tr><td>3* or 4</td><td></td><td>15</td><td>15</td></tr><tr><td></td><td></td><td></td><td>60</td></tr></table> <p>*Health Pathway only</p> <p>Table 1b: Credit Requirements for New Zealand Certificate in Study and Career Preparation (Level 4) Engineering Pathway only</p> <table><tr><th>Level</th><th>Compulsory Credits</th><th>Elective Credits</th><th>Total Credits</th></tr><tr><td>4</td><td>60</td><td>0</td><td>60</td></tr><tr><td></td><td></td><td></td><td>60</td></tr></table> <p>Table 2: Course Details – New Zealand Certificate in Study and Employment Pathways (Level 4)</p> <p>Compulsory courses are shown as C, elective courses as E.</p>	Level	Compulsory Credits	Elective Credits	Total Credits	4	15	30	45	3* or 4		15	15				60	Level	Compulsory Credits	Elective Credits	Total Credits	4	60	0	60				60
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Course No	Course Name	Credits	Compulsory/ Elective	Pre- requisites	Co- requisites	Restrictions	
Level 4							
Science/Healthcare/Social Work Pathways							
<i>Compulsory</i>							
BPED4001	Academic Skills for Science, Healthcare and Social Work	15	C	Nil	Nil	Nil	
<i>Electives - Choice of 3</i>							
BPED4002	Community Development	15	E	Nil	Nil	Nil	
BPED4003	Maths for Healthcare	15	E	Nil	Nil	Nil	
BPED4004	Bioscience 4	15	E	Nil	Nil	Nil	
BPED4005	Psychology 4	15	E	Nil	Nil	Nil	
BEHC4403	Human Biology for Healthcare	15	E	Nil	Nil	Nil	
BECS4704	Exploring Leadership	15	E	Nil	Nil	Nil	
FSTU3913*	Nursing Maths	15	E	Nil	Nil	Nil	
BPED4006	Applied Maths	15	E	Nil	Nil	Nil	
Architecture/Art and Design/Performing and Screen Pathways							
<i>Compulsory</i>							
BPED4008	Academic Skills for Architecture, Art, and Screen	15	C	Nil	Nil	Nil	
<i>Electives - Choice of 3</i>							
BECI4101	Visual Art Studio	15	E	Nil	Nil	Nil	
BECI4102	Design Studio	15	E	Nil	Nil	Nil	
BECI4805	Dance	15	E	Nil	Nil	Nil	
BECI4806	Technical Production	15	E	Nil	Nil	Nil	
BECI4301	Screen Production	15	E	Nil	Nil	Nil	
BECI4803	Acting	15	E	Nil	Nil	Nil	
BECI4901	Collaborative Project Creative	15	E	Nil	Nil	Nil	
BPED4006	Applied Maths	15	E	Nil	Nil	Nil	
Business and Construction Pathways							
<i>Compulsory</i>							
BPED4007	Academic Skills for Business, Construction, and Engineering	15	C	Nil	Nil	Nil	
<i>Electives - Choice of 3</i>							
BEBP4201	Business Concepts and Communication	15	E	Nil	Nil	Nil	
BEBP4203	Applied Project	15	E	Nil	Nil	Nil	
BPED4006	Applied Maths	15	E	Nil	Nil	Nil	
BECS4704	Exploring Leadership	15	E	Nil	Nil	Nil	
Engineering Pathway							
<i>All courses are compulsory</i>							
BPED4007	Academic Skills for Business, Construction, and Engineering	15	C	Nil	Nil	Nil	
BPED 4010	Physics for Engineering	15	C	Nil	Nil	Nil	
BPED 4011	Mathematics for Engineering Mathematics	15	C	Nil	Nil	Nil	
BPED4009	Technical Literacy for Engineering	15	C	Nil	Nil	Nil	
* Level 3 elective course is available for Health Pathway only							
3.2 Mahi Waehanga Pāhekoheko Integrated and Work-based components							

	<p>There are no integrated and work-based components in this programme.</p> <p>3.3 Mahi Akoranga 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 one semester (full-time study) or two semesters (part-time study). Students 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 one semester. The maximum period to complete this Programme is two years.</p>																																																
4. Tūtukitanga Whakamihi Credit Recognition	Credit recognition in this programme follows the guidelines in Te Kawa Maiororo Educational Regulatory Framework .																																																
5. Waeture Aromatawai Assessment Regulations <i>Assessment Regulations comply with Unitec's Assessment, and Grading Procedure</i>	<p>5.1 Paparahi Aromatawai Assessment Basis in this programme is achievement-based. Grading follows the guidelines in Te Kawa Maiororo 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
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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 tauira at the start of their course.</p>																																																
7. Whakaritenga Whānui General Provisions	<p>7.1 Whakamāramatanga ā-kaupapa Definition of Terms 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.																																																

7.2 Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements

From Semester 1, 2025, students admitted to the New Zealand Certificate in Study and Employment Pathways (Level 4) who were admitted to the New Zealand Certificate in Study and Career Preparation (Level 4): under the regulations that existed from Semester 1, 2018, to Semester 2, 2024, may utilise the provision set out in section 4 of this programme regulation.

Table 5: New or equivalent courses for transitioning taura

Old Course Code	Course Status	Old Course Name	New or equivalent courses	New Course Code	New Course name
Science/Healthcare/Social Work Pathways					
BPED4001	Updated/Name change	Identity and Communication		BPED4001	Academic Skills for Science, Healthcare and Social Work
BPED4002	Updated/Name change	Collaborative Project		BPED4002	Community Development
BPED4003	Updated/Name change	Maths for Nursing and Health Care		BPED4003	Maths for Health care
BPED4004	Updated	Bioscience 4		BPED4004	Bioscience 4
BPED4005	Updated	Psychology 4		BPED4005	Psychology 4
BEHC4403	Updated	Human Biology for Healthcare		BEHC4403	Human Biology for Healthcare
BECS4704	Updated	Exploring Leadership		BECS4704	Exploring Leadership
FSTU3913*	Updated	Nursing Maths		FSTU3913*	Nursing Maths
BPED4006	Updated	Applied Maths		BPED4006	Applied Maths
Architecture/Art and Design/Performing and Screen Pathways					
BPED4001	Updated/Name change	Identity and Communication		BPED4008	Academic Skills for Architecture, Art, and Screen
BECI4101	Updated	Visual Art Studio		BECI4101	Visual Art Studio
BECI4102	Updated/name change	Process, Procedures, Materials and Technology		BECI4102	Design Studio
	New course			BECI4805	Dance
	New Course			BECI4806	Technical Production
BECI4301	Updated/name change	Interpreting media		BECI4301	Screen Production
BECI4803	Updated	Acting and Technical Production		BECI4803	Acting
BECI4901	Updated	Collaborative Project		BECI4901	Collaborative Project Creative
BPED4006	Updated	Applied Maths		BPED4006	Applied Maths
Business/Construction Pathways					
BPED4007	Updated/Name change	Literacy 4		BPED4007	Academic Skills for Business, Construction, and Engineering
BEBP4201	Updated	Business Concepts and Communication		BEBP4201	Business Concepts and Communication
BEBP4203	Updated/name change	Collaborative Project	BEBP4203	Applied Project	

BECS4704	Updated	Exploring Leadership		BECS4704	Exploring Leadership				
BPED 4006	Updated	Applied Maths		BPED4006	Applied Maths				
Engineering Pathway									
BPED4007	Updated/Name change	Literacy 4		BPED4007	Academic Skills for Business, Construction, and Engineering				
ENGDE4101	New course	Engineering Fundamentals		BPED4010	Physics for Engineering				
ENGDE4102	New course	Engineering Mathematics 1		BPED4011	Mathematics for Engineering				
ENGDE4103	New course	Technical Literacy		BPED4009	Technical Literacy for Engineering				
Deleted courses									
BEBP4202	Deleted	Using Business Software							
BECI4302	Deleted	Moving Images							
BECI4804	Deleted	Performance Histories and Context							
BECS4703	Deleted	Health and Wellbeing 4							
<table><tr><td>If the changes to the content (aims, learning outcomes, topics, assessment) affect a current student’s ability to repeat the course</td><td>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.</td></tr><tr><td>If the course is deleted</td><td>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.</td></tr></table>						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.
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<p>7.3. Re-enrolment to improve course grades</p> <p>Tauira who have previously completed the New Zealand Certificate in Study and Employment Pathways (Level 4), and who wish to re-enroll in a course(s) that they have previously completed with a Pass grade of 50% or more, for the purposes of improving that grade for personal reasons, will need to apply in writing to the Relevant Academic Authority.</p> <p>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 a tauira academic pathway prospects.</p>									