



# WAETURE HŌTAKA | PROGRAMME REGULATIONS

## *Nursing Competency Assessment Training Scheme*

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

These programme regulations apply to Nursing Competency Assessment Programme (CAP) with strands in Competency Assessment for Return to Nursing, and Competency Assessment for Internationally-qualified Nurses (Level 7, 30 Credits) [124344-1].

These regulations come into effect from **Semester 2, 2019**.

### Table of contents

1. Ngā Ture Hei Whakaurunga   Admission Requirements .....	1
2. Paearu Kōwhiri Tukanga   Selection Criteria & Process .....	3
3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga   Requirements for the Award of the Qualification.....	3
4. Tūtukitanga Whakamihi   Credit Recognition.....	4
5. Waeture Aromatawai   Assessment Regulations .....	5
6. Aromatawai Mahinga   Assessment Procedures.....	6
7. Āhuatanga Tauwhirowhiro Ritenga   Transitional Arrangements.....	7
8. Whakaritenga Whānui   General Provisions.....	8
9. Kupu Āpiti   Schedules or Appendices .....	8

---

## 1. Ngā Ture Hei Whakaurunga | Admission Requirements

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

- Requirements for either general admission, special admission, or discretionary admission
- English language requirements

### 1.1 Whakaurunga Whānui | General Admission

To be eligible for admission to this training scheme, all applicants must meet the following admission requirements:

- Applicants must be either a New Zealand Registered Nurse or an Internationally Qualified Nurse;
- Applicants must have been employed as a Registered Nurse for at least one year;
- Applicants must meet English language requirements.

#### **Specific requirements for New Zealand Registered Nurses:**

- Provide a written recommendation (from within the last 12 months) from the Nursing Council of New Zealand (NCNZ) outlining the requirement to complete a CAP programme.

**Specific requirements for Internationally Qualified Nurses:**

- Hold an approved registration in a country other than New Zealand;
- Provide a letter from the Nursing Council approving their qualification and documenting the theoretical and practical requirements that they must meet in order to gain registration in New Zealand;
- Have a current visa or other evidence of right to study in New Zealand with the appropriate letter to allow entry to the clinical workplace.

**Additional Requirements for all applicants:**

- Complete a self-declaration of criminal conviction(s) and any medical condition(s) that may prevent full participation in the programme and/or prevent registration with a regulatory authority (as applicable); and
- Consent to a Safety Check which meets the requirements of the Vulnerable Children Regulations 2015 including:
  - Provide two forms of ID and evidence of any name changes
  - Consent to a NZ police vet check
  - Provide the names of two referees who Unitec or your placement provider can contact
  - If required, participate in an interview
  - If required, provide a chronological summary of your work history for the past 5 years and the name of any professional organisations, licensing authorities and registration authorities that you have been or are a member of; and
- Provide Police clearance from any Country where you have lived other than New Zealand; and
- Provide evidence of immune status and must be in good health (Medical Certificate required); and
- Be able to participate in the practical aspects of the scheme (see **Note** below); and
- Meet health screening requirements (In order to participate in the clinical components of the programme, applicants must meet various Health Authority requirements. Currently, MRSA clearance is required by clinical practice areas).

**Note:** On being accepted into the scheme, applicants are required to have a valid First Aid Certificate, Level 2 with CPR training (comprehensive course) from an approved New Zealand provider in order to participate in the practical aspects of the scheme. The certificate must be submitted before the Clinical Placement begins, or within 5 weeks of the course start date.

**1.2 Whakaurunga Motuhake | Special Admission**

There are no provisions for Special Admission in this programme.

**1.3 Whakaurunga Kōwhiringa | Discretionary Admission**

There are no provisions for Discretionary Admission in this programme.

**1.4 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 2 in English (4 in Reading, 4 in Writing).

International applicants must also meet the following English Language Entry Requirements.

International applicants must have at least **ONE** of the following:

- A. Gained NCEA level 3 and met New Zealand [University Entrance requirements](#);

- B. Clear evidence that they satisfy one of the criteria for existing English proficiency:
- 1) **Previous primary and secondary study in English:** International students from countries with a student visa approval rate of at least 80 per cent<sup>1</sup> that can provide clear evidence of either:
    - a) completion of all primary education and at least three years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13), or
    - b) completion of at least five years of secondary education (that is, the equivalent of New Zealand Forms 3 to 7 or years 9 to 13) at schools using English as the language of instruction are eligible for enrolment at all levels of the NZQF.
  - 2) **Previous tertiary study in English:** International students are eligible for enrolment at all levels of the NZQF when they can provide clear evidence of completion of a Bachelor Degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Postgraduate Certificate, Postgraduate Diploma, Master's Degree or Doctoral Degree with English as the language of instruction, from tertiary education providers from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States.
  - 3) Achievement of the **Certificate in English Language Teaching to Adults (CELTA)**
- C. Achieved, within the preceding two years, an IELTS overall band score (academic) of 7.0, with no band score less than 7.0.
- D. Occupational English Test (OET) with a B band in each section.

---

## 2. Paearu Kōwhiri Tukanga | Selection Criteria & Process

### 2.1 Paearu Kōwhiri | Selection Criteria

Selection for each strand of this training scheme will be determined at the time of enrolment according to the following:

- Strand one '**Return to Nursing**', is for New Zealand Registered Nurses who are required by Nursing Council to complete the scheme to obtain a current practising certificate; and New Zealand Registered Nurses who have been directed to undertake a competence assessment programme by Nursing Council of New Zealand or an employer.
- Strand two '**Internationally-qualified Nurses**', is for Internationally-qualified Nurses who currently live in New Zealand or those who are visiting New Zealand and want to gain the skills and knowledge to practice within New Zealand's health context.

### 2.2 Tukanga Kōwhiri | Selection Process

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 delegated staff members, an interview (face-to-face or electronic) may be required. A list of delegations for offering places will be noted annually by the Programme Academic Quality Committee responsible for the programme.

---

## 3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga | Requirements for the Award of the Qualification

### 3.1 Whakaemi Tūtukitanga | Credit Accumulation

To be awarded the Nursing Competency Assessment Programme, a student must successfully complete a minimum of 30 credits from one strand in the pattern set out in Table 1 from the courses set out in Table 2.

**Table 1: Credit Requirements for Nursing Competency Assessment Programme**

Level	Strand 1 Compulsory Credits	Strand 2 Compulsory Credits	Total Credits
7	30	30	30
			<b>30</b>

**Table 2: Course Details – Compulsory and Elective Courses for Nursing Competency Assessment Programme**

Compulsory courses are shown in **bold**.

Course No	Course Name	Credits	Pre- requisites	Co-requisites
<b>Level 7</b>				
<b>NURSTS001</b>	<b>Competency Assessment for Return to Nursing</b>	<b>30</b>		
<i>Or</i>				
<b>NURSTS002</b>	<b>Competency Assessment for Internationally- Qualified Nurses</b>	<b>30</b>		

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

Students must attend 100% of off-site clinical practice. Any student who does not meet this requirement will need to make up clinical hours as determined by the Course co-ordinator and the Clinical co-ordinator.

All students must comply with the Work Based Learning: Internship/Industry Placement requirements for specific courses, as defined in course documentation and the Student Handbook.

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

The normal full-time course load is 30 credits per semester.

### 3.4 Whakaurunga Takiwā | Enrolment periods

- The normal enrolment period is one semester.
- 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 qualification, with the approval of the relevant academic authority is one year.

### 3.5 Hōtaka Whakarerekē O Ngā Āhuatanga Ako | Modified Programmes of Study

There are no modified programmes of study in this programme.

### 3.6 Whakawhiwhinga Puta | Exit or Milestone Awards

There are no exit or milestone awards available in this Programme.

## 4. Tūtukitanga Whakamihi | Credit Recognition

#### 4.1 Whakawhiti Tūtukitanga | Cross Credit

Credit Recognition is not available for this training Scheme

#### 4.2 Aromatawai Tōmua | Assessment of Prior Learning (APL)

Assessment of Prior Learning is not available for this programme.

#### 4.3 Ngā whakawhitinga | Credit Transfer

There are no credit transfer arrangements for this programme.

---

### 5. Waeture Aromatawai | Assessment Regulations

Assessment regulations comply with Unitec’s Assessment and Grading Procedures and Regulations.

#### 5.1 Paparahi Aromatawai | Assessment basis

Assessment in this programme is competency based. Students must achieve all of the outcomes in competency based assessment in order to pass that course.

#### 5.2 Ākoranga Taumata | Course grades

Course grades will be determined according to the following criteria. Students must achieve all of the assessment outcomes in order to pass competency based assessment.

**Table 3 (a or b): Competency based assessment system**

Grade	Meaning	Result
M	Merit Pass	Credits Earned
P	Pass	Credits Earned
NC	Not Yet Competent	No Credits Earned

#### 5.3 Paearu Taumata | Grade criteria

Students may be awarded one of the following grades for a course as per the criteria described in Table 4:

**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 is 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

### 6.1 Aromatawai I Roto I Te Reo | Assessment in Te Reo

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 detailed in the Student Handbook.

Assessment in Te Reo Māori is governed by the Assessment in Te Reo Māori procedure.

### 6.2 Tāpaetanga Tōmuri | Submission and late submission of work

- a. The due dates for all summative assessment work will be notified at the commencement of each course.
- b. Any assessment that is submitted late (and does not have a prior approved extension) will be penalised by a deduction of 10% per day of the student’s assignment mark, up to five (5) days, inclusive of weekends.
- c. Applications for extensions must be made by the process outlined in the student handbook.
- d. Any extension will be carried out within a specified time period as agreed with the relevant academic authority and no further extensions will be granted.
- e. No assignments will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the student will receive a ‘zero’ grade for that assignment. If the assignment is compulsory, then the student will receive a DNC grade for the entire course.

### 6.3 Whakamātautau Anō | Resubmission or Reassessment

A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment.

- a. Students are entitled to only one reassessment or resubmission per course.
- b. All resubmissions/reassessments will be carried out within a specified time period as agreed with the relevant academic authority.
- c. In all cases for resubmission, the original marked assignment will accompany resubmitted assignments. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand.
- d. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass

grade.

e. Assignments that are handed in late are not eligible for resubmission or reassessment..

#### **6.4 Āhuatanga Aromatawai Motuhake | Special Assessment Circumstances**

Any student whose performance in a summative assessment is affected by factors beyond their control may apply for Special Assessment Circumstances under the following conditions:

- a. The student was unable to complete the summative assessment item; *or*
- b. The students' ability to complete the summative assessment (preparation/performance) was impaired; *or*
- c. The student needs to request extra time to complete the summative assessment (see 5.4.2 above).

#### **6.5 Pāhi Rāhui | Restricted passes**

There are no restricted passes available in this programme

#### **6.6 Tuaruatanga | Repeating Courses**

Students may enrol and repeat courses that they have failed, up to 2 times. Permission to enrol for a third time is governed by 5.4.7 below.

Students who are repeating a 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 should be negotiated within the first two weeks of the commencement of the course.

#### **6.7 Whakakorenga | Exclusions**

No student will be allowed to enrol in any course more than twice unless there are exceptional circumstances approved by the relevant academic authority.

- a. Any Student who, over the last four semesters of his or her studies at Unitec and any relevant study at another institution, has not achieved a Pass Grade in Courses equivalent to one half or more of the Credits in which he or she has been enrolled over that period, may be excluded by the relevant Academic Authority from enrolment in assessed Courses in any Programme, and may not be permitted to re-enrol in any Programme without the prior written permission of the relevant Academic Authority.
- b. A Student who has not achieved a Pass Grade in the same Course on two occasions shall not be enrolled again for that Course except with the permission of the relevant Academic Authority.
- c. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made.

#### **6.8 Tono Pira | Appeals**

Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.

---

## **7. Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements**

### **7.1 Āhuatanga Tauwhirowhiro Ritenga | Transitional Arrangements**

There are no transition arrangement for this programme.

### **7.2 Hōtaka Whakarerekē O Ngā Āhuatanga Ako | Modified Programmes of Study**

There are no modified programmes of study in this programme.

---

## **8. Whakaritenga Whānui | General Provisions**

### **8.1 Whakamāramatanga ā-kaupapa | Definition of Terms**

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

- ‘Affected’ means influenced in some way. For time-constrained items such as tests, Examinations, and presentations this may include the inability to attend any or all of the Assessment events, or diminished performance. For other items it may be the inability to meet deadlines, or diminished performance within deadlines.
- ‘Factors beyond the control of the Student’ means any circumstance or situation, which the Student could not have reasonably prevented, including, but not limited to, sickness or injury to the Student, or bereavement.
- ‘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.

### **8.2 Ētahi Atu Whakaritenga | Other provisions not covered elsewhere**

---

## **9. Kupu Āpiti | Schedules or Appendices**