

6. PROGRAMME REGULATIONS

New Zealand Certificate in Health and Wellbeing (Social and Community) Level 4 [NZCHW]

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

These programme regulations apply to the New Zealand Certificate in Health and Wellbeing (Social and Community Services) [NZCHW], which leads to the award of New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Community Health Work, Mental Health and Addiction Support, and Whānau, Community Social Services (120 Credits) [Ref:2992-3].

These regulations come into effect from Semester 1, 2026.

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:

- a. Requirements for either general admission, special admission, or discretionary admission
- b. Any additional Programme specific requirements
- c. 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 (or provide a completed Early Release Exemption form), and meet the following requirements:

All applicants must have a minimum of 4 years' secondary education, and a minimum of 12 NCEA credits at Level 1 in each of at least two subjects; **Or**
A pass in two subjects in New Zealand School Certificate; **Or**
Successful completion of an approved qualification in a relevant discipline at Level 2 or 3; **Or**
Equivalent.

1.2 Whakaurunga Motuhake | Special Admission

Applicants must have:

- 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.

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 primary focus will be on the applicant's level of preparedness for study at the required level.

1.4 Whakaurunga Tautui | Programme Specific Requirements

In addition to meeting the requirements for general, special, or discretionary admission the following Programme Specific requirements must be met prior to admission:

Applicants must give their consent to undergo a process of Safety Checking as set out in the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015 ("the Regulations"). This checking process will include:

- I. Providing 2 forms of identification, and evidence of any name changes (if any);

	<p>II. Consent to Unitec undertaking a Police Vet check, or a Criminal Record Check (as required), and advise Unitec of any current charges or pending court matters;</p> <p>III. Providing a chronological summary of his or her work history, if any, for the preceding 5 years and the name of any professional organisations and/or licensing authorities and/or registration authorities that the student is a member of or been licensed by and that is relevant to the proposed placement (if required);</p> <p>IV. Providing the names of 2 referees who may be contacted by Unitec or your placement provider (if required);</p> <p>V. Attending a face-to-face interview (if required) for the purposes of a risk assessment carried out in accordance with section 32 of the Act and the underlying regulations.</p> <p>Applicants are also required to consent to the above information gathered as part of the Safety Check to be shared with a host institution for the purposes of a practicum placement.</p> <p>Applicants must provide a completed self-declaration of medical condition(s), if any, that may prevent full participation in the programme and/or prevent registration with a regulatory authority (as applicable).</p> <p>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 a minimum of 12 credits at NCEA Level 1 in English or equivalent.</p> <p>Any applicant for whom English, Māori or NZ Sign is not their first language may also be required to provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by an equivalent as described in NZQA Rules and on the Unitec English Language Requirements for International Students Web-page.</p> <p>This programme is not available for International Students.</p>
<p>2. Paearu Kōwhiri Tukanga Selection Criteria & Process</p> <p><i>Selection Criteria and Processes comply with Unitec's Admission Requirements Guidelines.</i></p>	<p>2.1 Paearu Kōwhiri Selection Criteria 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"> - Commitment to working with mental health and addiction clients. - Desire to work in mental health - Sound communication skills - Committed to client empowerment and self determination - Sense of maturity - Integrity and reliability - An awareness of and a sensibility to diversity - A commitment to tertiary study - Evidence of ability to academically achieve in a level 4 programme - Personal/family experience of mental ill health - Cultural experience - Recommendation from employer <p>Applicants who meet the maximum number of listed criteria will be the preferred candidates</p> <p>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 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>3. Ngā Ture Hei Whakawhiwhi Tohu Mātauranga Requirements</p>	<p>3.1 Whakaemi Tūtukitanga Credit Accumulation To be awarded the New Zealand Certificate in Health and Wellbeing (Social and Community Services) Level 4, a student must successfully complete a minimum of 120 credits in the pattern set out in Table 1 from the courses set out in Table 2 including a specialist strand.</p>

for the Award of the Programme	Table 1: Credit Requirements for New Zealand Certificate in Health and Wellbeing (Social and Community Services)				
	Level	Compulsory Credits	Elective Credits	Total Credits	
	4	70	50	120	
				120	
Requirements comply with Unitec’s Programme Completion and Awards Policy and associated procedure.					
Table 2: Course Details – New Zealand Certificate in Health and Wellbeing (Social and Community Services)					
Compulsory courses are shown in bold and Elective courses in <i>italics</i> .					
Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 4					
HCSP4401	Introduction to the Health and Wellbeing Sector	10			
HCSP4402	Knowledge for Practice	15			
HCSP4403	Working with People	15			
HCSP4404	Te Ao Hauora Māori	15			
HCSP4405	Contemporary Issues in Health and Wellbeing	15			
And two courses (50 credits) chosen from one of the following strands					
Mental Health and Addiction Support Strand					
HCSP4406	Mental Health and Addiction Support Practicum A	20	HCSP4401		
HCSP4407	Mental Health and Addiction Support Practicum B	30		HCSP4406	
Whānau, Community and Social Services Strand					
HCSP4411	Social Services Practicum A	20	HCSP4401		
HCSP4412	Social Services Practicum B	30		HCSP4411	
Community Health Work strand					
HCSP4421	Community Health Work Practicum A	20	HCSP4401		
HCSP4422	Community Health Work Practicum B	30		HCSP4421	
3.2 Mahi Waehanga Pāhekoheko Integrated and Work-based components					
All students must comply with the Work Based Learning: Internship/Industry Placement requirements for specific courses, as defined in the Student On-line Handbook.					
A minimum of 200 work integrated learning hours is required.					
3.2.1 Work integrated learning					
This programme is designed for support services students who have access to workplace practicum experiences. Large aspects of the programme are set in an authentic work-based environment where through reflection and feedback, students will reflect on and evaluate their practice to develop self-improvement goals					
3.2.2 Work-based learning					
This will be delivered through short focused placements that will support the embedding of knowledge and skills developed on the programme. Often this will take place at the student’s existing workplace, or at a placement organised by the programme staff. Students will be supported by an onsite supervisor or mentor, and a Unitec member of staff responsible for monitoring and supporting the placement to ensure that knowledge and skills are applied appropriately.					

	<p>3.3 Mahi Akoranga A Wāhanga Course Load per Semester</p> <p>The normal full-time course load is 60 credits per semester, or 75 credits with the approval of the relevant academic authority.</p> <p>3.4 Whakaurunga Takiwā Enrolment Periods</p> <p>The normal enrolment period is two semesters (full-time study) or four 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.</p> <p>The maximum period to complete this Programme is four years.</p>																																																
<p>4. Tūtukitanga Whakamihi Credit Recognition</p> <p><i>Credit Recognition complies with Unitec’s Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p>4.1 Whakawhiti Tūtukitanga Cross Credit</p> <p>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.</p> <p>a. 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.</p> <p>b. The credit recognition may be:</p> <p>i. specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; or</p> <p>ii. 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.</p> <p>4.2 Aromatawai Tōmua Assessment of Prior Learning (APL)</p> <p>Assessment of Prior Learning is available for all courses in this programme with the exception of practicum courses. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Procedure.</p> <p>4.3 Ngā whakawhitinga Credit Transfer</p> <p>There are no credit transfer arrangements for this programme.</p>																																																
<p>5. Waeture Aromatawai Assessment Regulations</p> <p><i>Assessment Regulations comply with Unitec’s Assessment, Moderation and Grades Policy and associated procedure.</i></p>	<p>5.1 Paparahi Aromatawai Assessment Basis</p> <p>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.</p> <p>5.2 Ākoranga Taumata Course grades</p> <p>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.</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> <p>5.3 Paearu Taumata Grade Criteria</p> <p>Students may be awarded one of the following grades for a course:</p> <p>Table 4: Grade Criteria</p>	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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	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 <i>Assessment Procedures comply with Unitec's Assessment Moderation and Grades Policy and associated procedure.</i>	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. Assessment in this programme is achievement based using an 11-point grading. To pass and receive credit for any course, students must attempt all compulsory assessment activities, achieve a minimum of 50%, and meet all learning outcomes. 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 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. 6.3 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 participants assignment mark, up to five (5) days, inclusive of weekends.
- c. Applications for extensions must be made by according to procedure noted in Student Handbooks and course documentation.
- 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 assignment will be accepted five (5) days (inclusive of weekends) after the due date. If the assessment is not compulsory, the participants will receive a 'zero' grade for that assignment. If the assignment is compulsory, then the participants will receive a Did Not Complete (DNC) grade for the entire course.

6.4 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.

The following conditions apply:

- a. only one resubmission of each failed assessment event.
- b. Any approved resubmission/reassessment 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.

6.5 Āhuatanga Aromatawai Motuhake | Affected Performance Consideration

A student may apply for Affected Performance Consideration (APC) if:

- 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
- The student's preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control

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.

6.6 Pāhi Rāhui | Restricted Pass

A restricted pass may be awarded in a course which was narrowly failed and where there is ample evidence that marginal failure is compensated by good overall performance.

- a. A restricted pass is awarded at the discretion of the relevant academic authority and may not be applied for directly by a student.
- b. The relevant academic authority may, at their discretion, use a restricted pass to:
 - set conditions for future performance in other courses
 - prevent a student from using a restricted pass to meet the prerequisite requirements of another course.
- c. A student may decline the award of a restricted pass by notifying the relevant academic authority in writing not later than 20 working days from notification of the results.

6.7 Tuaruatanga | Repeating Courses

Students who are repeating a Level 1–8 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 should 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>Students may enrol and repeat a course that they have failed only once. Permission to enrol for a third time is governed by Exclusion provisions below.</p> <p>6.8 Whakakorenga Exclusions</p> <p>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> <ul style="list-style-type: none"> d. 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. e. 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. f. 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. g. The relevant Academic Authority will advise the Student in writing of their decision, and the reasons for such decision, and any orders made. <p>6.9 Examination Regulations</p> <p>All formal examinations in this programme are governed by the Unitec Examinations Regulations;</p> <p>6.10 Tono Pira Appeals</p> <p>Students may appeal the decisions made under these regulations in accordance with the Student Appeal Procedure.</p>
<p>7. Whakaritenga Whānui General Provisions</p>	<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> <ul style="list-style-type: none"> • All current and previously enrolled students yet to complete the current programme will be contacted in writing and advised of their options during Semester Two 2018. • All transition students will undergo a mapping exercise resulting in an individual learning plan. • Transition arrangements adhere to the principle that no student will be disadvantaged by this transition.