

Liaison Interpreting Theory and Practice (Level 6, 30 Credits)

[MCLIT]

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

These regulations apply to the Liaison Interpreting Theory and Practice Micro-credential (Level 6, 30 credits) [Ref: 4409-1].

These regulations come into effect from **Semester 2, 2022**.

1. Ngā Ture Hei Whakaurunga | Admission Requirements

Admission Requirements comply with Unitec's Admission Requirements Guidelines.

To be eligible for admission to this Micro-credential, all applicants must meet the following:

- a. Requirements for general admission
- b. English language requirements

1.1 Whakaurunga Whānui | General Admission

To be admitted to this programme all applicants must meet the following requirements:

- Must be 18 years of age on the date of the commencement of this micro-credential scheme
- Must have a minimum of four years of secondary education or equivalent.
- Must have a comprehensive knowledge of NZ government departments, agencies and community organisations that use interpreters, particularly in health and legal settings.
- Must have familiarity with Interpreting NZ's Code of Ethics
- Provide evidence of an excellent/native proficiency in a language other than English (LOTE)

Knowledge of departments, agencies and community organisations and the Code of Ethics can be demonstrated by:

- Concurrent enrolment in or previous completion of Liaison Interpreting Contexts (Micro-credential) or equivalent higher-level study
- Relevant work experience

Proficiency in LOTE (Language other than English)

In order to demonstrate proficiency in a Language other than English, an applicant must

- Have completed high school study in a mother tongue or LOTE as the language of instruction AND/OR
- Have a degree in a mother tongue or LOTE as a major AND/OR
- Be able to provide evidence or proof of oral and written language proficiency in a Mother tongue or LOTE in the form of 2 reference letters from their community or someone of standing from an educational institution who speaks their language. These letters will be subject to verification.

1.2 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 the equivalence of 10 credits at NCEA Level 2 in English (5 in Reading, 5 in Writing).

- Any domestic applicant for whom English, Māori or NZ Sign is not their first language who cannot provide evidence of the above must provide evidence using the following:
 - successful study at NZQA Level 5 or above in English medium, OR
 - an equivalent described in [NZQA Rules](#).
- All International applicants must provide evidence that they have the necessary English language proficiency required for the Programme using an equivalent described in [NZQA Rules](#) and on the Unitec [English Language Requirements for International Students](#) Web-page

2. Paearu Kōwhiri Tukanga |

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>Selection Criteria & Process</p> <p><i>Selection Criteria and Processes comply with Unitec's Admission Requirements Guidelines.</i></p>	<ul style="list-style-type: none"> Applicants who meet the listed criteria and who apply before the enrolment cap is reached will be the preferred candidates <p>2.2 Tukanga Kōwhiri Selection Process</p> <p>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 for the Award of the Programme</p> <p><i>Requirements comply with Unitec's Programme Completion and Awards Policy and associated procedure.</i></p>	<p>3.1 Whakaemi Tūtukitanga Credit Accumulation</p> <p>To be awarded the Liaison Interpreting Theory and Practice micro-credential a student must successfully complete a minimum of 30 credits in the pattern set out in Table 1 from the courses set out in Table 2.</p> <p>Table 1: Credit Requirements for Liaison Interpreting Theory and Practice micro-credential</p> <table border="1" data-bbox="357 748 1198 869"> <thead> <tr> <th>Level</th> <th>Compulsory Credits</th> <th>Elective Credits</th> <th>Total Credits</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>30</td> <td>0</td> <td>30</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>3.1.1 Additional Award Requirements</p> <p>None</p>	Level	Compulsory Credits	Elective Credits	Total Credits	6	30	0	30										
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<p>Table 2: Course Details – Liaison Interpreting Theory and Practice micro--credential</p> <table border="1" data-bbox="134 1099 1465 1285"> <thead> <tr> <th>Course No</th> <th>Course Name</th> <th>Credits</th> <th>Pre-requisites</th> <th>Co-requisites</th> <th>Restrictions</th> </tr> </thead> <tbody> <tr> <td colspan="6">Level 6</td> </tr> <tr> <td>LSLI MC6002</td> <td>Liaison Interpreting Theory and Practice</td> <td>30</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Course No	Course Name	Credits	Pre-requisites	Co-requisites	Restrictions	Level 6						LSLI MC6002	Liaison Interpreting Theory and Practice	30			
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	<p>3.2 Mahi Waehanga Pāhekoheko Integrated and Work-based components</p> <p>N/A</p> <p>3.3 Mahi Akoranga A Wāhanga Course Load per Semester</p> <p>The normal full-time course load is 30 credits per semester.</p> <p>3.4 Whakaurunga Takiwā Enrolment Periods</p> <p>The normal enrolment period is 16 weeks (part-time study). Students who are prevented by ill health, or other cause, from completing the scheme/credential requirements within the maximum period of enrolment, the relevant academic authority may approve suspension of enrolment for up to a maximum of 16 weeks. The maximum period to complete this Scheme/Credential is 32 weeks.</p>																		
<p>4. Tūtukitanga Whakamihhi Credit Recognition</p> <p><i>Credit Recognition complies with Unitec's Assessment,</i></p>	<p>4.1 Whakawhiti Tūtukitanga Cross Credit</p> <p>Cross-credits are not available for this programme.</p> <p>4.2 Aromatawai Tōmua Assessment of Prior Learning (APL)</p> <p>Assessment of Prior Learning is available for this programme. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Procedure.</p>																		

<p><i>Moderation and Grades Policy and associated procedure.</i></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 Assessment in this credential is competency based. Students must achieve all the outcomes in order to pass the course.</p> <p>5.2 Ākoranga Taumata Course grades Course grades will be determined according to the following criteria. Participants must achieve all the outcomes in order to pass competency-based assessment.</p> <p>Table 3 Competency based 3-point assessment system</p> <table border="1" data-bbox="368 613 995 824"> <thead> <tr> <th>Grade</th> <th>Meaning</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>Merit Pass</td> <td>Credits Earned</td> </tr> <tr> <td>P</td> <td>Pass</td> <td>Credits Earned</td> </tr> <tr> <td>NC</td> <td>Not Yet Competent</td> <td>No Credits Earned</td> </tr> </tbody> </table> <p>Students will be awarded a Merit Pass for the credential if they have achieved 85% of the criteria in the Oral Exam and in one other assessment</p>	Grade	Meaning	Result	M	Merit Pass	Credits Earned	P	Pass	Credits Earned	NC	Not Yet Competent	No Credits Earned						
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	<p>5.3 Paearu Taumata Grade Criteria Students may be awarded one of the following grades for a course:</p> <p>Table 4: Grade Criteria</p> <table border="1" data-bbox="357 1077 1385 1933"> <thead> <tr> <th>Grade</th> <th>Meaning</th> <th>Criteria</th> </tr> </thead> <tbody> <tr> <td>CR</td> <td>Credit Recognition</td> <td>The student has applied for and been awarded a credit recognition from another qualification</td> </tr> <tr> <td>DEF</td> <td>Deferred</td> <td>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.</td> </tr> <tr> <td>DNC</td> <td>Did not Complete</td> <td>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.</td> </tr> <tr> <td>W</td> <td>Withdrawn</td> <td>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.</td> </tr> <tr> <td>#</td> <td>Estimated Grade</td> <td>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.</td> </tr> </tbody> </table>	Grade	Meaning	Criteria	CR	Credit Recognition	The student has applied for and been awarded a credit recognition from another qualification	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.	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.
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<p>6. Aromatawai Mahinga </p>	<p>6.1 Ākoranga Aromatawai Course Assessment</p>																		

<p>Assessment Procedures</p> <p><i>Assessment Procedures comply with Unitec's Assessment Moderation and Grades Policy and associated procedure.</i></p>	<p>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.</p> <p>Students must attempt all compulsory assessment activities in order to pass and receive credit for any course. 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.</p> <p>6.2 Aromatawai I Roto I Te Reo Assessment in Te Reo</p> <p>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.</p> <ul style="list-style-type: none"> • An exception for this credential is the final Oral exam in which students are assessed on their ability to interpret between English and their first language (LOTE). <p>6.3 Tāpaetanga Tōmuri Submission and late submission of work</p> <ol style="list-style-type: none"> 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 assessment 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 assessment. If the assessment is compulsory, then the participants will receive a Did Not Complete (DNC) grade for the entire course. <p>6.4 Whakamātautau Anō Resubmission or Reassessment</p> <p>A student may apply to undertake a resubmission/reassessment for a failed assessment within 5 days of receiving their marked assessment.</p> <p>The following conditions apply:</p> <ol style="list-style-type: none"> a. Only one resubmission of each failed assessment event. b. A resit of the Final Written and Oral Interpreting Exams is permitted if the student achieved a mark of no more than 5 marks below the pass grade. c. Any approved resubmission/reassessment will be carried out within a specified time period as agreed with the relevant academic authority. d. In all cases for resubmission, the original marked assessment will accompany resubmitted assessment. If resubmitted work is not accompanied by the original marked assignment, the resubmitted work will not be marked and the original grade will stand. e. The maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade. f. Assessments that are handed in late are not eligible for resubmission or reassessment. g. A resit for the Oral exam will incur a fee to cover the cost of an external interpreter. h. Learners are eligible for a resit if they achieve a mark of 55-59% (inclusive) for the oral component of the exam. i. A resit must be applied for within fifteen working days from the date when students receive course grades. <p>6.5 Āhuatanga Aromatawai Motuhake Affected Performance Consideration</p> <p>A student may apply for Affected Performance Consideration (APC) if:</p> <ul style="list-style-type: none"> • 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
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	<ul style="list-style-type: none"> The student’s preparation for, or performance in an examination or any summative assessment has been seriously impaired due to circumstances beyond their control <p>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.</p> <p>6.6 Pāhi Rāhui Restricted Pass There are no restricted passes available in this Credential</p> <p>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. 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 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> <ol style="list-style-type: none"> 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. 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. 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. 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 All formal examinations in this Micro-credential are governed by the Unitec Examinations Regulations.</p> <p>6.10 Tono Pira Appeals 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 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. ‘Assessment Standards’ are quality assured ‘unit’ and ‘achievement’ standards. Unit standards are developed by industry training organisations and by NZQA. The Ministry of Education is the only developer of achievement standards, which are derived from the achievement objectives of the New Zealand Curriculum and Te Marautanga o Aotearoa. Collectively, the developers of assessment standards are known as standard-setting bodies (SSBs).
<p>8 Āhuatanga Tauwhirowhiro Ritenga Transitional Arrangements</p>	<p>There are no transitional arrangements currently active for this Micro-credential</p>
<p>9. Regulation Version Control</p>	

<i>Ver No.</i>	<i>Approved by</i>	<i>Effective from</i>	<i>Description of change</i>
<i>1</i>	<i>NZQA 20/05/2021</i>	<i>2021-Sem2</i>	<i>New Credential</i>
<i>1.1</i>	<i>AAC 22/06/2021</i>	<i>2021-Sem2</i>	<i>Clarification of information for students regarding English language requirements.</i>
<i>1.2</i>	<i>AAC 30/3/22</i>	<i>2022-Sem2</i>	<i>Clarification of eligibility for resit of oral and written exams</i>
<i>1.3</i>	<i>AACSC 17-19/9/22</i>	<i>2022-Sem2</i>	<i>Addition of Points G-I to Section 6.4 to further clarify resit requirements</i>