

Appendix 1: Unitec NZCEP Programme Regulations

Programme Regulations are the legally binding contractual obligations of staff and enrolled Learners. 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 below Programme Regulations comply with the requirements of the New Zealand Certificate in Electrical Pre-Trade (Level 3) Programme Regulations and Unitec Academic Statute and associated Policy and Procedure.

New Zealand Certificate in Electrical Pre-Trade (Level 3) [NZCEP]

To be read in conjunction with the Academic Statute and associated Policy and Procedures.

These programme regulations apply to the New Zealand Certificate in Electrical Pre-Trade (Level 3) programme, which leads to the award of New Zealand Certificate in Electrical Pre-Trade (Level 3) qualification, (120 Credits) [4316-1].

These regulations come into effect from **Semester 1, 2022**.

1. Ngā Ture Hei Whakaurunga | Admission Requirements

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 or exceed the following requirements:

- have achieved the NCEA (Level 1) with Mathematics and English subjects;
- or equivalent knowledge and skills.

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

There are no programme specific requirements.

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 the equivalence of NCEA (Level 1) English.

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 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](#).

<p>2. Paearu Kōwhiri Tukanga Selection Criteria & Process</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"> Applicants with high levels of achievement in NCEA Level 1 English, Maths, and Physics or General Science will be preferred candidates for entry to the Programme. Applicants with low levels of achievement in NCEA Level 1 English, Maths, and Physics or General Science may be required to undertake a pre-entry diagnostic analysis to identify any extra support an applicant may require to enter the programme. <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, further information may be required from the applicant to allow an enrolment decision to be made. This may involve an interview or assessment (face-to-face or electronic). 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>3.1 Whakaemi Tūtukitanga Credit Accumulation To be awarded the New Zealand Certificate in Electrical Pre-Trade (Level 3), a learner must successfully complete a minimum of 121 credits in the pattern set out in Table 1 from the courses set out in Table 2.</p> <p>Table 1: Credit Requirements for New Zealand Certificate in Electrical Pre-Trade (Level 3)</p> <table border="1" data-bbox="336 875 1193 999"> <thead> <tr> <th>Level</th> <th>Compulsory Credits</th> <th>Elective Credits</th> <th>Total Credits</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>121</td> <td></td> <td>121</td> </tr> <tr> <td></td> <td></td> <td></td> <td>121</td> </tr> </tbody> </table> <p>3.1.1 Capstone Assessment Learners must complete a final closed-book examination (CE3009 Capstone Assessment) to measure their understanding and competency gained towards the end of the qualification. These examinations are set and moderated by the Standard Setting Body (or Workforce Development Council) to prepare trainees for further training and assessments leading to relevant EWRB registration classes.</p>	Level	Compulsory Credits	Elective Credits	Total Credits	3	121		121				121																																																						
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<p>** Capstone Assessment Unit Standard 32619 will be awarded following successful completion of ENCE3009.</p>																																																																			
	<p>3.2 Mahi Waehanga Pāhekoheko Integrated and Work-based components There are no formal integrated or work-based components in this programme</p> <p>3.3 Mahi Akoranga I 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</p>																																																																		

	<p>The normal enrolment period is one year (full-time study) or two years (part-time study). Learners 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 six months.</p> <p>The maximum period to complete this Programme is three years.</p>												
<p>4. Tūtukitanga Whakamihi Credit Recognition</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> <ol style="list-style-type: none"> 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. The credit recognition may be: <ol style="list-style-type: none"> 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. Cross credits will not be given for the final closed-book examination (capstone assessment). <p>4.2 Aromatawai Tōmua Assessment of Prior Learning (APL)</p> <p>Assessment of Prior Learning is available for all courses in this programme. APL decisions will be made on a case-by-case basis under the Unitec Assessment of Prior Learning Procedure. APL will not be granted for the final closed-book examination (capstone assessment).</p>												
<p>5. Waeture Aromatawai Assessment Regulations</p>	<p>5.1 Paparahi Aromatawai Assessment Basis</p> <p>Assessment in this programme is competency based. Learners must achieve all the outcomes in competency-based assessment in order to pass that course.</p> <p>In order to achieve a passing grade for the capstone assessment all learners must achieve at least 60% in the final closed-book examination.</p> <p>5.2 Ākoranga Taumata Course grades</p> <p>Learners must achieve all the outcomes in order to pass competency-based assessment. Course grades will be determined using the following grading systems.</p> <p>Table 3: Competency based assessment system</p> <table border="1" data-bbox="363 1267 991 1384"> <thead> <tr> <th>Grade</th> <th>Meaning</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>C</td> <td>Achieved Pass</td> <td>Credits Earned</td> </tr> <tr> <td>NC</td> <td>Not Yet Competent</td> <td>No Credits Earned</td> </tr> </tbody> </table>	Grade	Meaning	Result	C	Achieved Pass	Credits Earned	NC	Not Yet Competent	No Credits Earned			
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	<p>5.3 Paearu Taumata Grade Criteria</p> <p>Learners may also be awarded one of the following grades for a course:</p> <p>Table 4: Grade Criteria</p> <table border="1" data-bbox="352 1487 1382 1951"> <thead> <tr> <th>Grade</th> <th>Meaning</th> <th>Criteria</th> </tr> </thead> <tbody> <tr> <td>CR</td> <td>Credit Recognition</td> <td>The Learner has applied for and been awarded a credit recognition from another qualification</td> </tr> <tr> <td>DEF</td> <td>Deferred</td> <td>The Learner has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, any Deferred Grade remaining on a Learner's record beyond a duration equal to that of the original course will be changed to the grade to which the Learner 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 Learner 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> </tbody> </table>	Grade	Meaning	Criteria	CR	Credit Recognition	The Learner has applied for and been awarded a credit recognition from another qualification	DEF	Deferred	The Learner has approval to complete a Course Assessment beyond the schedule date. Unless an exception has been approved, any Deferred Grade remaining on a Learner's record beyond a duration equal to that of the original course will be changed to the grade to which the Learner would otherwise be entitled. No Credits earned.	DNC	Did not Complete	The grade DNC (Did Not Complete) is recorded if a Learner has either withdrawn after 75% of the scheduled Course duration; or not attempted a compulsory item of Assessment within a Course. No Credits earned.
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	<p>W Withdrawn</p>	<p>The Learner 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.</p>
	<p># Estimated Grade</p>	<p>If any portion of Summative Assessment has been estimated, the final grade will be an estimated grade and annotated “#” on the Learner’s Academic Record.</p>
<p>6. Aromatawai Mahinga Assessment Procedures</p>	<p>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.</p> <p>6.2 Aromatawai I Roto I Te Reo Assessment in Te Reo All learners 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> <p>6.3 Tāpaetanga Tōmuri Submission and late submission of work Submission dates for all summative assessment work will be notified at the commencement of each course.</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 student’s assignment mark, up to five (5) days, inclusive of weekends. c. 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. d. 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. e. There are no provisions for late submission/extension of the final examination. <p>6.4 Whakamātautau Anō Resubmission or Reassessment A Learner may be granted permission to undertake:</p> <ol style="list-style-type: none"> a. a resubmission/reassessment for a failed assessment item within a course with the following conditions: <ol style="list-style-type: none"> i. an application for a resubmission/reassessment must be made within 5 days of receiving their marked assessment; ii. two resubmissions per course for uncontrolled assessment; iii. only one resubmission for a controlled assessment; iv. any approved resubmission/reassessment will be carried out within a specified time period as agreed with the relevant academic authority; v. the maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade; vi. written assessments that are handed in late are not eligible for resubmission or reassessment. <p>Or</p> <ol style="list-style-type: none"> b. a reassessment for a failed course if they gained a mark of 45% or more in that course with the following conditions: <ol style="list-style-type: none"> i. permission is granted on the recommendation of the relevant academic committee; ii. any reassessment will be developed to reflect the learning outcomes of the course and their respective weightings; iii. only one opportunity to undertake a reassessment of a course; iv. the reassessment must be taken within one month of the course end date; v. a learner passing the reassessment will gain the minimum grade available as a pass in the course; 	

	<p>6.5 Āhutatanga Aromatawai Motuhake Affected Performance Consideration Where learner performance in an assessment is negatively affected by a circumstance or situation which the learner could not have reasonably prevented, the learner may apply for Affected Performance Consideration (APC) if:</p> <ol style="list-style-type: none"> The learner 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 learner’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 learner according to provider guidelines.</p> <p>6.7 Tuaruatanga Repeating Courses Learners 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, learners 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> <p>Learners 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 learner 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 learner 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 Learners can re-enrol in further courses will be based on a learner’s likelihood of succeeding in further study and will be made by the relevant Academic Programme Manager When calculating the 12-month period in a. above, Unitec reserves the right to include any relevant time spent by the Learner studying at another tertiary institution. A Learner 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 learner in writing of their decision, and the reasons for such decision, and any orders made. <p>6.9 Examination Regulations Learners must complete a final closed-book examination (capstone assessment) to measure their understanding and competency gained towards the end of the qualification. These examinations are set and moderated by the Standard Setting Body (or Workforce Development Council) to prepare trainees for further training and assessments leading to relevant EWRB registration classes.</p> <p>6.10 Tono Pīra Appeals Learners may appeal the decisions made under these regulations in accordance with the Learner 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 is maintained by the Provider 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).

8 Āhutatanga Tauwhirowhiro Ritenga | Transitional Arrangements

This qualification replaces the New Zealand Certificate in Electrical Engineering Theory (Level 3) [Ref:2387]

The last date for entry into the replaced programme is 30 March 2022.

The last date for assessment to take place for the replaced qualification is 30 March 2023.

Candidates who have not completed the replaced programme by 30 March 2023 will be given credit recognition towards the New Zealand Certificate in Electrical Pre-trade (Level 3) [Ref:4316] on a case by case basis.

For students who have passed some of the Unitec NZCEE courses, the following table lists the courses that must be completed to enable credit towards the new NZCEP courses.

Transition matrix

NZCEP Course	NZCEE courses that must be passed to allow credits to be transferred.
3001	3101
3002	3102
3003	3101, 3102, 3103
3004	3103, 3104
3005	3103, 3106
3006	3103, 3105, 3107
3007	No credit can be given as 3007 contains learning outcomes not in NZCEE
3008	3101, 3104, 3108

From the table it can be seen that completing the first semester's courses in the NZCEE equated directly to the first semester of the new NZCEP. Part time students traditionally complete 2 courses per semester, starting with 3101 and 3102. Therefore, a student who has completed either one or two semesters in the NZCEE will be credited with the equivalent in the NZCEP. Part time students who have completed the first six courses in the NZCEE are eligible to have the first five courses in the NZCEP credited.

Students who may have failed one of the NZCEE's first semester's courses may take the associated NZCEP course as an equivalent as the learning outcomes are similar enough to still meet the graduate outcomes. Students who may have failed one or more of the second semester courses will have their results and cross credits assessed on a case-by-case basis as there are considerable differences in the learning outcomes between the two programme's second semester courses.

9. Regulation Version Control

Ver No.	Approved by	Date of Change	Effective from	Description of change
1	NZQA	02/11/2021	2022-Sem1	New programme accreditation approved
2	NZQA	14/07/2022	2022-Sem2	Addition of Unit Standard 32619 Applying 2-point CBA Grading System