

### New Zealand Certificate in Study and Career Preparation (Level 3)

<b>MOE Code</b>	NZ2863	<b>Level</b>	3	<b>Duration</b>	1 semester (full-time)	<b>Version</b>	1
<b>Delivery</b>	Full-time, Intramural. Part-time option available				<b>Intakes</b>	Semesters 1 and 2	
<b>Strategic purpose</b>	This qualification is for people intending to pursue focused development in the skills, capabilities, knowledge and attributes needed to succeed at NZQF Level 4 or above, within the context of a field of study or career pathway.						
<b>Graduate profile</b>	Graduates of this qualification will be able to: <ul style="list-style-type: none"> <li>• identify and apply knowledge obtained from a variety of specialised sources relevant to their chosen field(s)</li> <li>• manage own learning and work effectively as an individual and as a team-member to achieve relevant goals</li> <li>• solve problems and communicate clearly using a range of appropriate media</li> <li>• evaluate opportunities and develop plans for study and career pathways relevant to their chosen field(s).</li> </ul>						
<b>Education pathway</b>	This qualification builds on broad qualifications at NZQF Levels 1 and/or 2, including the National Certificate of Educational Achievement (NCEA) Levels 1 [Ref: 0928] and/or 2 [Ref: 0973]. Holders of this qualification will be able to progress to further study or training related to the context of their study, at NZQF Level 4 and above, including the New Zealand Certificate in Study and Career Preparation (L4). Graduates of this certificate may have enhanced opportunities in employment and professions associated with the context of their programme.						
<b>Employment pathway</b>	Graduates of this certificate may have enhanced opportunities in employment and professions associated with the context of their programme.						
<b>Award(s)</b>	New Zealand Certificate in Career and Study Preparation (Level 3)						
<b>Completion requirements</b>	60 credits, as listed in Programme Structure. <i>This programme has been accredited by NZQA. As it does not contain assessment standards from the NZQF, credits are not reported to NZQA.</i>						
<b>Credits towards other qualifications</b>	Some courses in this programme of study may be available for cross credit to New Zealand Certificate in Career and Study Preparation (Level 4) [Ref # 2860]						
<b>Entry requirements</b>	Refer to Generic Entry Requirements listed on Page 29.						
<b>Selection information</b>	All applicants will be interviewed and where applicants exceed available places selection will be based on evidence of interest, motivation, desired industry attributes and academic achievement.						
<b>Credit recognition</b>	Credit from Recognition of Prior Learning, Credit Transfer and Unit Standard Transfer (if applicable) will be in accordance with the policy <i>Credit Recognition (05.004)</i> .						
<b>Time limit for completion</b>	2 academic years from initial enrolment						

#### Programme structure

A list of courses available in the current academic year is available from the Pathway Manager

Code	Title	Credits	Level
<b>Compulsory courses</b>			
3509.3001	Skills for Academic Study	15	3
<b>Elective courses (select three) – see suggested pathways</b>			
3509.3002	Te Papa Whakatipu (Te Reo)	15	2
3509.3003	Making Sense of Calculations	15	2
3509.3004	Career and Study Skills	15	3
3509.3005	An Introduction to the Human Body	15	3
3509.3006	Measurements and Algebra	15	3
3509.3007	Introduction to Nutrition	15	3
3509.3008	Fitness Training and Coaching Practice	15	3
3509.3009	Te One Haumako	15	3
3509.3010	Work Placement	15	3
3509.3011	Essential Trade Skills	15	3
3509.3012	Trades Projects 1	15	3
3509.3013	Trades Projects 2	15	3
3509.3014	Mastering Calculations	15	3
3509.4015	Health and Interpersonal Relationships in Aotearoa/New Zealand	15	4
3509.4016	Algebraic Mathematics	15	4
3509.4017	Engineering Physics	15	4
3509.3018	Engineering Practice	15	3

#### Course prescriptors

Title	Code	Credits	Level
<b>Skills for Academic Study</b>	<b>3509.3001</b>	<b>15</b>	<b>3</b>
Aim: To enable students to develop and apply a range of academic and self-management skills for tertiary study and career pathways.			
<b>Te Papa Whakatipu</b>	<b>3509.3002</b>	<b>15</b>	<b>2</b>
Aim: To enable students to use spoken and written Te Reo in routine everyday tasks in a supported environment			
<b>Making Sense of Calculations</b>	<b>3509.3003</b>	<b>15</b>	<b>2</b>
Aim: To enable students to develop confidence with using strategies for solving problems which involve numbers, measurements and data without using a calculator.			
<b>Career and Study Skills</b>	<b>3509.3004</b>	<b>15</b>	<b>3</b>
Aim: To enable students to develop and apply a range of skills for furthering study and career options.			
<b>An Introduction to the Human Body</b>	<b>3509.3005</b>	<b>15</b>	<b>3</b>
Aim: To enable students to develop the basic concepts of organisation, structure and function of the human body.			
<b>Measurements and Algebra</b>	<b>3509.3006</b>	<b>15</b>	<b>3</b>
Aim: To enable students to develop introductory strategies for numeric calculations, algebra, and measurement and trigonometry for their proposed field of study, e.g. science, engineering, medical imaging.			
<b>Introduction to Nutrition</b>	<b>3509.3007</b>	<b>15</b>	<b>3</b>
Aim: To enable students to develop basic concepts of nutrition as it relates to sport and wellness.			
<b>Fitness Training and Coaching Practice</b>	<b>3509.3008</b>	<b>15</b>	<b>3</b>
Aim: To enable students to gain skills and knowledge in planning and delivering coaching and training sessions to individuals and groups.			
<b>Te One Haumako</b>	<b>3509.3009</b>	<b>15</b>	<b>3</b>
Aim: To enable students to use spoken and written Te Reo in routine everyday tasks in a supported environment.			
<b>Work Placement</b>	<b>3509.3010</b>	<b>15</b>	<b>3</b>
Aim: To enable students to apply practical skills and knowledge through engaging in authentic work experience opportunities. <i>Includes 80 hours work experience</i>			
<b>Essential Trade Skills</b>	<b>3509.3011</b>	<b>15</b>	<b>3</b>
Aim: To enable students to understand the core concepts and skills required for employment in a trades-based profession.			

Title	Code	Credits	Level
<b>Trades Projects 1</b>	<b>3509.3012</b>	<b>15</b>	<b>3</b>
Aim: To enable students to complete basic projects in a trades environment.			
<b>Trades Projects 2</b>	<b>3509.3013</b>	<b>15</b>	<b>3</b>
Aim: To enable students to build on previously acquired skills and complete projects in a trades environment.			
<b>Mastering Calculations</b>	<b>3509.3014</b>	<b>15</b>	<b>3</b>
Aim: To enable students to acquire numeracy skills for calculations for their proposed field of study, e.g. nursing, midwifery, nutrition, sports, other health related careers and trades.			
<i>Pre-requisite: 3509.3003 Making Sense of Calculations</i>			
<b>Health and Interpersonal Relationships in Aotearoa/New Zealand</b>	<b>3509.4015</b>	<b>15</b>	<b>4</b>
Aim: To enable the student to understand introductory communication skills and explore contemporary issues that influence health and social service provision.			
<b>Algebraic Mathematics</b>	<b>3509.4016</b>	<b>15</b>	<b>4</b>
Aim: To enable students to acquire skills in algebra, trigonometry, graphing and calculus to solve problems in health related sciences and engineering.			
<b>Engineering Physics</b>	<b>3509.4017</b>	<b>15</b>	<b>4</b>
Aim: To enable students to become familiar with a range of physics concepts required for study in engineering.			
<b>Engineering Practice</b>	<b>3509.3018</b>	<b>15</b>	<b>3</b>
Aim: To develop an understanding of the skills involved in safely using engineering workshop machines and equipment and to develop an awareness of common manufacturing processes.			

### Suggested pathways:

Course Code	Title / description	Pre-requisites	Co-requisites	Credit	Level	Tutor Directed hours	Self-Directed Hours	Total Hours
<b>Compulsory all pathways</b>								
3001	Skills for Academic Study L3	Nil	Nil	15	3	65	85	150
<b>Pathway for Construction /Architecture</b>								
3003	Making Sense of Calculations	Nil	Nil	15	2	65	85	150
3006	Measurements and Algebra	Nil	Nil	15	3	65	85	150
3017	Engineering Physics	Nil	Nil	15	4	65	85	150
<b>Pathway for Engineering (leading to the Level 4 NZ Certificate in Study and Career Preparation – Engineering Pathway)</b>								
3004	Career and Study skills	Nil	Nil	15	3	65	85	150
3006	Measurements and Algebra	Nil	Nil	15	3	65	85	150
3018	Engineering Practice	Nil	Nil	15	3	90	60	150
<b>Pathway for Engineering (leading to NZ Diploma in Engineering)</b>								
3004	Career and Study skills	Nil	Nil	15	3	65	85	150
3016	Algebraic Mathematics	Nil	Nil	15	4	65	85	150
3018	Engineering Practice	Nil	Nil	15	3	65	85	150
<b>Pathway for Animal Care/Veterinary Nursing</b>								
3003	Making Sense of Calculations	Nil	Nil	15	2	65	85	150
Plus two courses from below:								
3004	Career and Study skills	Nil	Nil	15	3	65	85	150
3005	An Introduction to the Human Body	Nil	Nil	15	3	65	85	150
3014	Mastering Calculations	3003	Nil	15	3	65	85	150
<b>Pathway for Health</b>								
3003	Making Sense of Calculations	Nil	Nil	15	2	65	85	150
Plus two courses from below:								
3005	An Introduction to the Human Body	Nil	Nil	15	3	65	85	150
3007	Introduction to Nutrition	Nil	Nil	15	3	65	85	150
3014	Mastering Calculations	3003	Nil	15	3	65	85	150
3015	Health and Interpersonal Relationships in Aotearoa NZ	Nil	Nil	15	4	65	85	150
<b>Pathway for Sports, Wellness and Nutrition (select three courses)</b>								
3003	Making Sense of Calculations	Nil	Nil	15	2	65	85	150
3005	An Introduction to the Human Body	Nil	Nil	15	3	65	85	150
3007	Introduction to Nutrition	Nil	Nil	15	3	65	85	150
3008	Fitness and Coaching Practice	Nil	Nil	15	3	65	85	150
3009	Te One Haumako	Nil	Nil	15	3	65	85	150
3014	Mastering Calculations	3003	Nil	15	3	65	85	150
<b>Pathway for Vocational Training</b>								
3004	Career and Study skills	Nil	Nil	15	3	65	85	150
3010	Work Placement (includes 80 hours work experience)	Nil	Nil	15	3	100	50	150
3003	Making Sense of Calculations	Nil	Nil	15	2	65	85	150
3014	Mastering Calculations	3003	Nil	15	3	65	85	150
<b>Pathway for Trades</b>								
3011	Essential Trade Skills	Nil	Nil	15	3	65	85	150
3012	Trades Projects 1	Nil	Nil	15	3	65	85	150
3013	Trades Projects 2	Nil	Nil	15	3	65	85	150