

# Programme Regulations for:

## New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) [2992-2]

with strands in: Mental Health and Addiction Support  
Whānau, Community and Social Services

<b>Wintec code:</b>	HS1801	<b>MoE:</b>	NZ2992
<b>Level:</b>	4	<b>Credits:</b>	120
<b>Owner:</b>	Centre for Education and Foundation Pathways	<b>Effective Date:</b>	January 2025

These regulations should be read in conjunction with the Institute's Academic Regulations.

### Transition Arrangements

- There is an underpinning principle in the application of these transition regulations, that no existing student will be disadvantaged by these arrangements.
- Version 1 of the New Zealand Certificate in Health and Wellbeing (Social and Community) (Level 4) [2992-1] expires on 31 December 2025. The last date for assessment for this version is 31 December 2025.
- Students enrolled in the 2024 mid-year intake will complete the current approved modules towards version 1 of the qualification, with the requirement that they complete the qualification by July 2025 when current modules will cease to be offered.
- From July 2025 any students who have failed modules prior to this date will be assessed as per the matrix (e).
- The matrix below will be used to assess and compare modules and achievement of learning outcomes/completion of requirements.

[2992-2] Module to be credited/re-assigned	[2992-1] Modules completed
<ul style="list-style-type: none"><li>COMC409B Introduction to the Health and Wellbeing Sector [15 credits]</li></ul>	<ul style="list-style-type: none"><li>COMC409 Introduction to the Health and Wellbeing Sector [10 credits]</li></ul> AND <ul style="list-style-type: none"><li>Completion of additional exercise to meet all learning outcomes</li></ul> OR <ul style="list-style-type: none"><li>COMC414/COMC416 Practicum 1 (5 credits reassigned from this module)</li></ul>
<ul style="list-style-type: none"><li>COMC410B Theory for Practice [15 credits]</li></ul>	<ul style="list-style-type: none"><li>COMC410 Preparing for Practice [15 credits]</li></ul>
<ul style="list-style-type: none"><li>COMC411 Te Ao Hauora Māori [15 credits]</li></ul>	<ul style="list-style-type: none"><li>COMC411 Te Ao Hauora Māori [15 credits]</li></ul>
<ul style="list-style-type: none"><li>COMC412B Societal Influences in Health and Wellbeing [15 credits]</li></ul>	<ul style="list-style-type: none"><li>COMC412 Contemporary Issues in Health and Wellbeing [15 credits]</li></ul>
<ul style="list-style-type: none"><li>COMC413B Working with Tangata [15 credits]</li></ul>	<ul style="list-style-type: none"><li>COMC413 Working with People [15 credits]</li></ul>
<ul style="list-style-type: none"><li>COMC414B Mental Health and Addiction Support Practicum 1 [15 credits] [50 hours placement]</li></ul>	<ul style="list-style-type: none"><li>COMC414 Mental Health and Addiction Support Practicum 1 [20 credits] [80 hours placement]</li></ul>

NOTE:

# Programme Regulations for:

	<ul style="list-style-type: none"> <li>30 surplus/remaining placement hours will be recognised towards COMC415B Practicum 2 placement hour requirement</li> </ul>
<ul style="list-style-type: none"> <li>COMC415B Mental Health and Addiction Support Practicum 2 [30 credits] [150 hours placement]</li> </ul>	<ul style="list-style-type: none"> <li>COMC415 Mental Health and Addiction Support Practicum 2 [30 credits] [120 hours placement]</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>COMC414 Practicum 1 (30 surplus hours will be re-allocated from this module)</li> </ul>
<ul style="list-style-type: none"> <li>COMC416B Whānau, Community and Social Services Practicum 1 [15 credits] [50 hours placement]</li> </ul>	<p>NOTE:</p> <ul style="list-style-type: none"> <li>COMC416 Social Services Practicum 1 [20 credits] [80 hours placement]</li> <li>30 surplus/remaining placement hours will be recognised towards COMC417B Practicum 2 placement hour requirement</li> </ul>
<ul style="list-style-type: none"> <li>COMC417B Whānau, Community and Social Services Practicum 2 [30 credits] [150 hours placement]</li> </ul>	<ul style="list-style-type: none"> <li>COMC417 Social Services Practicum 2 [30 credits] [120 hours placement]</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>COMC416 Practicum 1 (30 surplus hours will be re-allocated from this module)</li> </ul>

## 1. Admission and Entry

1.1. Candidates can gain entry to this programme by meeting one of the following criteria:

- a) Based on NZ high school achievement (secondary school study):
  - 40 credits at NCEA Level 1 including 10 Literacy credits and 10 Numeracy credits; or
  - a recognised equivalent; **or**
- b) Based on study completed at a NZ tertiary institution
  - A relevant qualification at NZQF Level 3; or
  - A recognised equivalent qualification; or
  - Equivalent knowledge, skills and experience
- c) Based on Discretionary Entrance

Applicants who do not meet any of the entry options stated above, and think they have what it takes to complete this programme, can apply for 'Discretionary Entrance'. The application is based on the applicant's ability to demonstrate a likelihood to succeed in the programme. The decision is at the discretion of the Head of School/Centre Director or their delegate. The ability to progress into further study depends on how successful the applicant is within the programme they apply and are accepted into under 'Discretionary Entrance'.

## 1.2. Selection Criteria

a. All candidates are required to:

- i) complete the standard Wintec application form
- ii) complete a self-declaration of criminal convictions
- iii) complete a self-declaration of mental or physical condition

Candidates may also be required to provide additional information and/or attend an interview in order for their application to be assessed.

- b) Candidates for the online cohort are required to be working (paid or voluntarily) for at least 12 hours a week in a health or wellbeing organisation.

# Programme Regulations for:

- c) Employees and volunteers working in the health and wellbeing sectors are required to undergo initial and ongoing checks to ensure they are a fit and proper person to provide support and are required to undergo the following checks:
- Police checks,
  - Two references,
  - Checks against Children’s Act 2014,
  - Checks against any other relevant legislation.
- d) Candidates are required to disclose whether they have been convicted of a criminal offence and police vetting will be carried out on all candidates. By signing the police vetting form candidates are consenting to the police vetting process being carried out. Candidates should be aware that some types of criminal conviction may limit their ability to secure practicum placements, and thus to complete the programme requirements. When determining whether an applicant’s criminal convictions impact on their ability to meet the requirements of the practicum component, the “severity, recency, age at offending and pattern of offending are taken into consideration”. Persons who are convicted of ‘specified offences’ will not be accepted onto any programme that requires that Person to work in an organisation providing a regulated service.

Applicants must declare any pending or new convictions arising at any stage throughout the entire enrolment period. A conviction or failure to declare a conviction may also result in the student being immediately withdrawn from the programme.

Any unsatisfactory result arising from the full safety checking process may result in the candidate being declined entry or withdrawn from the programme of study.

- e) Candidates are required in their applications to indicate whether they have had a physical or mental condition that is likely to impact on their participation on the programme. Candidates should be aware that some types of physical or mental conditions may prevent them from participating in elements of the programme or in the candidate being declined entry or withdrawn from the programme of study.

## 1.3. Practicum Requirement

- a) Candidates wanting to use their workplace for the placement component of the programme may do so at the discretion of the Programme Co-ordinator. Workplaces will be checked for suitability in relation to the programme. Candidates will be required to provide a letter from their manager/employer confirming the support of the workplace/agency and availability of a supervisor for their studies.
- b) Where candidates transfer from on-campus to online learning, the availability of a supervisor to meet the work placement criteria will be required.

## 1.4. English Language Requirements

# Programme Regulations for:

Candidates who have English as a second language are required to have an academic International English Language Test System (IELTS) score of 5.5, with no individual band score lower than 5.0; or equivalent.

## 2. Transfer of Credit

2.1 100% transfer of credit is available for this programme (both formal transfer of credit and recognition of prior learning).

## 3. Programme Requirements

3.1 Every candidate for the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) programme shall to the satisfaction of the Academic Board follow a programme of study for a period of normally not less than one year.

3.2 Each candidate's programme will comprise of modules as specified in Section 6 of these regulations, totalling 120 credits, as follows:

- a) Candidates for the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) programme, **Mental Health and Addiction Support** strand, are required to complete the core compulsory modules in Group A and the Mental Health and Addiction Support compulsory modules in Group B.
- b) Candidates for the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) programme, **Whānau, Community and Social Services** strand, are required to complete the core compulsory modules in Group A and the Social Services compulsory modules in Group C.
- c) .

## 4. Completion of the Programme

4.1 A candidate may take up to two years to complete this programme, unless an extension is granted by special permission of the Centre Director, or designated equivalent.

## 5. Award of the Qualification

5.1 Candidates who successfully complete the requirements as specified in clause 3.2a) of these regulations will be eligible for the award of the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) [2992-2] with strand in Mental Health and Addiction Support.

5.2 Candidates who successfully complete the requirements as specified in clause 3.2b) of these regulations will be eligible for the award of the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) [2992-2] with strand in Whānau, Community and Social Services.

## 6. Schedule of Modules

*Note: no value in the pre/co-requisite columns means there are no pre/co-requisites for that module.*

### Group A: Core compulsory modules

Module Code	Module Name	Level	Credits	Pre-Requisites	Co-Requisites	Assessment Standard
COMC409 B	Introduction to the Health and Wellbeing Sector	4	15			N/A
COMC410 B	Theory for Practice	4	15			N/A
COMC411	Te Ao Hauora Māori	4	15			N/A
COMC412 B	Societal Influences in Health and Wellbeing	4	15			N/A
COMC413 B	Working with Tangata	4	15			N/A

# Programme Regulations for:

## Group B: Mental Health and Addiction Support strand compulsory modules

COMC414 B	Mental Health and Addiction Support Practicum 1	4	15			N/A
COMC415 B	Mental Health and Addiction Support Practicum 2	4	30			N/A

## Group C: Whānau, Community and Social Services strand compulsory modules

COMC416 B	Whānau, Community and Social Services Practicum 1	4	15			N/A
COMC417 B	Whānau, Community and Social Services Practicum 2	4	30			N/A