

# Programme Regulations for:

## New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4)

with strands in: Mental Health and Addiction Support  
Social Services  
Community Facilitation  
Community Health Work

<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 2022

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

### 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 2; 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) In order to comply with the provisions of the Vulnerable Children's Act, 2014 and Child Protection Policies for all '*specified organisations*' providing a '*regulated service*', all candidates/students will be subjected to safety checks. These will include but are not limited to;
  - i. A Formal Interview
  - ii. Referee Checks
  - iii. A Police Vet Check
  - iv. A Risk Assessment

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Any unsatisfactory result arising from the full safety checking process may result in the candidate/student being precluded/declined entry or withdrawn from the programme of study. Furthermore, students must declare any pending or new convictions arising during 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 A conviction or failure to declare a conviction may also result in the student being immediately withdrawn from the programme. 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.

- b) 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 and that indication of any condition will allow the opportunity for appropriate support to be provided.
- c) Candidates wanting to use their workplace for the placement component of the programme are required to include a letter from their manager/employer confirming the support of the workplace/agency for their studies. Workplaces will be checked for suitability in relation to the programme.

## 1.3. English Language Requirements

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, **Social Services** strand, are required to complete the core compulsory modules in Group A and the Social Services compulsory modules in Group C.
  - c) Candidates for the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) programme, **Community Facilitation** strand, are required to complete the core compulsory modules in Group A and the Community Facilitation compulsory modules in Group D.
  - d) Candidates for the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) programme, **Community Health Work** strand, are required to complete the core compulsory modules in Group A and the Community Health Work compulsory modules in Group E.

## 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.

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## 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) 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) with strand in Social Services.
- 5.3 Candidates who successfully complete the requirements as specified in clause 3.2c) of these regulations will be eligible for the award of the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strand in Community Facilitation.
- 5.4 Candidates who successfully complete the requirements as specified in clause 3.2d) of these regulations will be eligible for the award of the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strand in Community Health Work.

## 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	Introduction to the Health and Wellbeing Sector	4	10			N/A
COMC410	Preparing for Practice	4	15			N/A
COMC411	Te Ao Hauora Māori	4	15			N/A
COMC412	Contemporary Issues in Health and Wellbeing	4	15			N/A
COMC413	Working with People	4	15			N/A

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

COMC414	Mental Health and Addiction Support Practicum 1	4	20			N/A
COMC415	Mental Health and Addiction Support Practicum 2	4	30			N/A

### Group C: Social Services strand compulsory modules

COMC416	Social Services Practicum 1	4	20			N/A
COMC417	Social Services Practicum 2	4	30			N/A

### Group D: Community Facilitation strand compulsory modules

COMC418	Community Facilitation Practicum 1	4	20			N/A
COMC419	Community Facilitation Practicum 2	4	30			N/A

### Group E: Community Health Work strand compulsory modules

COMC420	Community Health Work Practicum 1	4	20			N/A
COMC421	Community Health Work Practicum 2	4	30			N/A