

Programme Regulations for:

Primary Care Practice Assistance 4 (Te Mahi Āwhina Tuatahi 4)

Leading to the New Zealand Certificate in Health and Wellbeing (Primary Care Practice Assistance) (Level 4)

Wintec code:	HS1603	MoE:	NZ2990
Level:	4	Credits:	120
Owner:	Centre for Health and Social Practice	Effective Date:	January 2020

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:
- Based on NZ high school achievement (secondary school study):
 - 40 credits at NCEA Level 2; including 10 Literacy credits at NCEA Level 2; and 10 Numeracy credits at NCEA Level 1; or
 - a recognised equivalent; **or**
 - 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; **or**
 - 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 Candidates are required to have:
- reached at least 18 years of age as of 1 January in the year of enrolment; **and**
 - a minimum of one year of post-secondary school experience working with people.
- 1.3 **Selection Criteria**
- 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;
 - A Formal Interview
 - Referee Checks
 - A Police Vet Check
 - 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arising from the full safety checking process may result in the candidate/student being precluded/declined entry or withdrawn from the programme of study.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 to be working (paid or voluntarily) for at least 12.5 hours a week in a primary care practice setting by the start of the programme.
- c) Candidates are required to provide the names of two character referees from people of standing in their community attesting to their suitability for working in health care.
- d) Candidates are required in their application to indicate whether they have been convicted of, or are being prosecuted for, a criminal offence. Candidates should be aware that some types of criminal conviction may prevent them from accessing workplace experience, and completing the programme.
- e) Candidates must hold a current First Aid Certificate upon commencing the programme.
- f) Candidates may be required to attend an interview.

1.4 English Language Requirements

Candidates who have English as a second language are required to have an International English Language Test System (IELTS) score of 6.0, with a minimum band score of 6.0 in listening and speaking and a minimum band score of 5.5 in writing and reading; 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 Primary Care Practice Assistance 4 (Te Mahi Āwhina Tuatahi 4) programme shall to the satisfaction of the Academic Board follow a programme of study for a period of normally not less than one semester.
- 3.2 Each candidate's programme will comprise all modules as listed in Section 6 of these regulations, totalling 120 credits.

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 of this programme will be eligible for the award of the New Zealand Certificate in Health and Wellbeing (Primary Care Practice Assistance) (Level 4).

6. Schedule of Modules

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

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Module Code	Module Name	Level	Credits	Pre-Requisites	Co-Requisites	Assessment Standard
COMC401	You and the Primary Healthcare System	4	15		COMC402	N/A
COMC402	Infection Control Principles and Application in Primary Care	4	15		COMC401	N/A
COMC403	Administration and Quality Systems	4	15	COMC401	COMC404	N/A
COMC404	Clinical Tasks in Primary Care	4	15	COMC402	COMC403	N/A
COMC405	Administration and Quality Systems in Practice	4	15	COMC403	COMC406	N/A
COMC406	Primary Care and the Primary Care Practice Assistant	4	15	COMC404	COMC405	N/A
COMC407	The Primary Care Practice Assistant in Context 1	4	15	COMC405	COMC408	N/A
COMC408	The Primary Care Practice Assistant in Context 2	4	15	COMC406	COMC407	N/A