Board of Studies for UC Opportunity

Certificate in Adult Teaching (CertAT)

Note: The General Course and Examination Regulations of the university govern all awards and all students. They cover many issues including Admission, Limitation of Entry, Excessive Course Load and the Waiving of Regulations.

The Programme for this Certificate

1. Qualifications required to enrol in the Certificate

(a) Candidates must satisfy the admission requirements of the University.

(b) Every candidate for the Certificate shall have been approved as a candidate by the Chair of the Board of Studies for UC Opportunity.

2. Structure of the Certificate

The CertAT comprises a total of 60 points at level 6 on the Register of Quality Assured Qualifications. The course of study for the Certificate shall consist of:

(a) compulsory courses as specified in Group A of the Schedule to this Certificate; and

(b) two optional courses selected from Group B of the Schedule to this Certificate.

3. Part-time Enrolment

The Certificate may be completed on a full-time or part-time basis.

4. Duration of the Course

Other than in exceptional circumstances approved by the Chair of the Board of Studies for UC Opportunity, the maximum time from first enrolment will be five years, including the years in which any courses were completed for which transfer of credit is sought (see Regulation 6, below).

5. Repeating of Courses

Should a candidate fail any course, the candidate may re-enrol in that course only with the approval of the Chair of the Board of Studies for UC Opportunity.

6. Transfer of Earlier Credit

Transfer of earlier credit must meet the Specified Credit Transfer requirements and will be considered on a case by case basis.

Schedule to the Regulations for the Certificate in Adult Teaching

Note: Not all courses will necessarily be offered in any one year. The course codes listed currently reflect NZQA Register level conventions. These codes are provisional and are subject to change.

Group A (Compulsory courses)

PDAT 652 Facilitating Groups of Adult Learners

PDAT 653 Leadership for Adult Learning

PDAT 659 Professional Practice Project, Adult Education and Training

Group B (Optional courses)

PDAT 655 Designing Courses for Adult Learners

PDAT 656 Assessment in Adult Teaching and Learning

PDAT 657 Working with Groups

Award Regulations

Certificate in English for Tertiary Studies (CertEnglishTertStudies)

1. Purpose of the Certificate

The Certificate in English for Tertiary Studies is a pre-entry qualification designed to prepare non-native English speakers for successful integration into mainstream undergraduate and graduate degree programmes.

2. Certificate Programme

The Certificate comprises a programme of study in academic English Language and Study Skills specifically for the context of New Zealand tertiary study.

3. Admission Requirements

A candidate who wishes to enrol for a Certificate in English for Tertiary Studies must:

(a) pass an English language proficiency test organised and carried out by staff of Bridging Programmes;

(b) be approved as a candidate by the Chair of the Board of Studies for UC Opportunity.

4. Permission to Repeat Courses

A student may attempt a course no more than three times, and after failing a course twice the student must obtain the permission of the Programme Manager before enrolling in the course for a third and final time.

5. Requirements for Award of Certificate

To qualify for award of the certificate, the candidate must:

(a) complete to a satisfactory level such written, oral, practical and other work as the Programme Manager of the Certificate in English for Tertiary Studies may require;

(b) pass ESOL 001 and ESOL 002 or ESOL 003;

(c) attain a grade of C or better in both courses.

Note: The candidate may not proceed to Part 2 of the Certificate course (ESOL 002 or 003) until all requirements of Part 1 (ESOL 001) have been demonstrated to have been met. The Manager of the Bridging Programmes shall give reasonable notice of these requirements in writing.

6. Application for Entrance to Degree Programmes

Upon qualifying for the award of the Certificate, the candidate may apply to the Registrar for admission into relevant courses of study for degree programmes as approved by the Academic Board.

Schedule to the Regulations for the Certificate in English for Tertiary Studies (CertEnglishTertStudies)

Course Code	Course Title	Pts	09	P/C/R/RP/EQ
ESOL 001	Core Academic Skills	60	E1 E2 E3	P: Subject to approval of the Programme Manager.
ESOL 002	Advanced English for Undergraduate Study	60	E1 E2 E3	P: Subject to approval of the Programme Manager.
ESOL 003	Advanced English for Postgraduate Study	60	E1 E2 E3	P: Subject to approval of the Programme Manager.

Award Regulations

Certificate in Foundation Studies (CertFounStudies)

1. Purpose of the Certificate

The Certificate in Foundation Studies is a pre-entry qualification and is designed to prepare international persons, New Zealand permanent residents, or New Zealand citizens from non-English speaking backgrounds for admission into relevant courses of study for degree programmes as approved by the Academic Board.

2. Certificate Programme

The Certificate in Foundation Studies comprises two compulsory courses:

> FOUN 040 Foundation English Language
> FOUN 041 Academic Communication

In their **first term** students take

> FOUN 040 Foundation English Language

> and one course from:

> FOUN 042 The World of Science
> FOUN 043 The World of Business

> FOUN 044 Introduction to the Humanities and the Social Sciences

> and one other course from:

> FOUN 045 Statistics: Data and Probability
> FOUN 046 Mathematics Level One
> FOUN 047 Mathematics Level Two

> or an approved course from the Certificate in University Preparation course schedule.

In their **second term** students take:

> FOUN 041 Academic Communication

> and three courses from:

> FOUN 045 Statistics: Data and Probability
> FOUN 046 Mathematics Level One
> FOUN 047 Mathematics Level Two
> FOUN 060 Physics
> FOUN 062 Chemistry
> FOUN 064 Accounting
> FOUN 065 Economics
> FOUN 068 Strategic Management and Marketing

> or one or more approved courses from the Certificate in University Preparation course schedule.

3. Admission Requirements

A candidate who wishes to enrol for a Certificate in Foundation Studies must:

(a) have normally attained the level of mathematics and/or statistics, and either science, commerce or liberal arts education equivalent to that attained in Year 12 in a New Zealand secondary school;

(b) be proficient in the English Language at the level of an IELTS score of 5.5 or a TOEFL paper-based score of 520 and TWE 4.0 (approximately) or TOEFL computer-based score of 190 and TWE 4.0 (approximately) or equivalent.

4. Requirements for Credit

To qualify for the award of the Certificate, the candidate must:

(a) complete such oral, practical, written and other work that the Programme Manager may require;

(b) pass five courses including FOUN 040 and FOUN 041, and one of FOUN 042, FOUN 043, FOUN 044;

(c) attain a grade average of C or better across the full programme.

5. Recognition of Prior Learning

Where a candidate has completed courses or gained experience that is deemed by the Board of Studies to be equivalent they may be permitted with the approval of the Programme Manager to take substitute courses either from the Certificate of Foundation Studies schedule or at 100-level from the Science, Commerce or Arts schedules with the relevant Head of Department's permission. Such 100-level courses will normally be taken as Certificates of Proficiency.

6. Permission to Repeat Courses

A student may attempt a course no more than three times, and after failing a course twice the student must obtain the permission of the Programme Manager before enrolling in the course for a third and final time.

7. Application for Entrance to Degree Programmes

Upon qualifying for the award of the Certificate in Foundation Studies, the candidate may apply for admission into relevant courses of study for degree programmes as approved by the Academic Board.

Note: Standard and relevance of previous study and standard of credit in the Certificate will be the main criteria for approval.

Award Regulations

Schedule to the Regulations for the Certificate in Foundation Studies

Course Code	Course Title	Pts	09	P/C/R/RP/EQ
FOUN 040	Foundation English Language	25	F1 F2 F3	P: Subject to approval of the Programme Manager. R: FOUN 001
FOUN 041	Academic Communication	15	F1 F2 F3	P: Subject to approval of the Programme Manager. R: FOUN 001
FOUN 042	The World of Science	20	F1 F2 F3	P: Subject to approval of the Programme Manager R: FOUN 004, FOUN 005, FOUN 012
FOUN 043	The World of Business	20	F1 F2 F3	P: Subject to approval of the Programme Manager. R: FOUN 006, FOUN 007
FOUN 044	Introduction to the Humanities and Social Sciences	20	F1 F2 F3	P: Subject to approval of the Programme Manager. R: FOUN 013, FOUN 014
FOUN 045	Statistics: Data and Probability	15	F1 F2 F3	P: Subject to approval of the Programme Manager.
FOUN 046	Mathematics Level One	15	F1 F2 F3	P: Subject to approval of the Programme Manager. R: FOUN 003, PREP 009
FOUN 047	Mathematics Level Two	15	F1 F2 F3	P: FOUN 046 or equivalent. Subject to approval of the Programme Manager. R: FOUN 003
FOUN 060	Physics	15	F1 F2 F3	P: Subject to approval of the Programme Manager. Students enrolling in this course need a high level of ability in Mathematics. C: FOUN 047 R: FOUN 004
FOUN 062	Chemistry	15	F1 F2 F3	P: Subject to approval of the Programme Manager R: FOUN 005
FOUN 063	Biology	15	NO	P: Subject to approval of the Programme Manager. R: FOUN 012
FOUN 064	Accounting	15	F1 F2 F3	P: Subject to approval of the Programme Manager. R: FOUN 007
FOUN 065	Economics	15	F1 F2 F3	P: Subject to approval of the Programme Manager. R: FOUN 006, PREP 012
FOUN 066	Special Topic	15	F1 S1 F2 S2 F3	P: Subject to approval of the Programme Manager
FOUN 067	Special Topic	30	W	P: Subject to approval of the Programme Manager.
FOUN 068	Strategic Management and Marketing	15	F1 F2 F3	P: Subject to approval of the Programme Manager

The following courses from the Certificate of University Preparation are offered as electives in the Certificate in Foundation Studies.

Course Code	Course Title	Pts	09	P/C/R/RP/EQ
PREP 002	Literary Studies - Writers and Contexts	15	P1	P: Subject to approval of the Head of Department. R: PREP 022
PREP 004	Individuals in Society	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 024
PREP 005	Statistics	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 025
PREP 006	The Treaty of Waitangi	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 026
PREP 007	Pacific Peoples and Cultures	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 027
PREP 008	Information and Communication Technology for Tertiary Study	15	P1 P2 P3	P: Subject to approval of the Programme Manager. R: PREP 028
PREP 009	Mathematics	15	P1 P2 P3	P: Subject to approval of the Programme Manager. R: PREP 029
PREP 011	Biology	15	P1 P2 P3	P: Subject to approval of the Programme Manager. R: PREP 031, FOUN 063
PREP 013	Film Studies	15	P2 P3	P: Subject to approval of the Programme Manager R: PREP 033
PREP 014	Environmental Studies	15	P1 P2 P3	P: Subject to approval of the Programme Manager.
PREP 015	History: Understanding the 1960s	15	P1 P2	P: Subject to approval of the Programme Manager.

Certificate in University Preparation (CUP)

1. Purpose of the Certificate
The purpose of this programme is to provide an alternative pathway for entry into the University of Canterbury undergraduate programmes for domestic students who do not meet the minimum academic requirement for admission, and for returning adult students.

2. Certificate Programme
The Certificate in University Preparation comprises one compulsory course PREP 001, and three courses selected from the Schedule to the Regulations for the Certificate in University Preparation.

3. Admission Requirements
A candidate who wishes to enrol for the Certificate in University Preparation must be a New Zealand or Australian citizen or permanent resident who demonstrates English language proficiency and either:

(a) have been out of the secondary school system for a minimum of at least one school term and reached the age of 18 years at course commencement in the year the programme commences; or

(b) have applied to enrol at a New Zealand university or have been out of a secondary school for at least one term;

and attained a minimum of one 'C' pass in the University Bursaries Examination or 14 credits at NCEA Level 3 in at least one subject or equivalent, or

(c) from 2005 have gained the following NCEA credits:

i. 14 NZQA approved credits in Level 1 Numeracy;

ii. 8 NZQA approved credits in Level 2 Literacy (4 credits must be in reading and 4 credits must be in writing. This may be gained in Maori equivalent courses);

iii. 14 credits at Level 3 in at least one subject or equivalent on the approved list.

Note: Year 12 applicants who have been out of school for less than one school term, including those who have left school at the end of the previous year, may be considered, normally subject to the support of their former school principal. Year 13 applicants who apply during the course of their Year 13 year may also be considered, normally subject to the support of their former school principal.

4. Requirements for Credit

To qualify for the award of the Certificate, the candidate must:

(a) complete such oral, practical, written and other work as the Programme Manager may require; and

(b) pass three of the four courses undertaken, including PREP 001; and

(c) attain a minimum of C grade average or better across the full programme.

5. Permission to Repeat Courses

A student may attempt a course no more than three times, and after failing a course twice the student must obtain the permission of the Programme Manager before enrolling in the course for a third and final time.

5. Application for Entrance to Degree Programmes

Upon qualifying for the award of the Certificate, the candidate may apply to the Registrar for admission into a course of study for degree programmes as approved by the Academic Board.

Schedule to the Regulations for the Certificate in University Preparation (CUP)

Course Code	Course Title	Pts	09	P/C/R/RP/EQ
FOUN 060	Physics	15	F1 F2 F3	P: Subject to approval of the Programme Manager. Students enrolling in this course need a high level of ability in Mathematics. C: FOUN 047 R: FOUN 004
FOUN 064	Accounting	15	F1 F2 F3	P: Subject to approval of the Programme Manager. R: FOUN 007
FOUN 065	Economics	15	F1 F2 F3	P: Subject to approval of the Programme Manager. R: FOUN 006, PREP 012
FOUN 068	Strategic Management and Marketing	15	F1 F2 F3	P: Subject to approval of the Programme Manager
PREP 001	Academic Communication and Study Skills	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 021
PREP 002	Literary Studies - Writers and Contexts	15	P1	P: Subject to approval of the Head of Department. R: PREP 022
PREP 004	Individuals in Society	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 024
PREP 005	Statistics	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 025
PREP 006	The Treaty of Waitangi	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 026

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PREP 007	Pacific Peoples and Cultures	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 027
PREP 008	Information and Communication Technology for Tertiary Study	15	P1 P2 P3	P: Subject to approval of the Programme Manager. R: PREP 028
PREP 009	Mathematics	15	P1 P2 P3	P: Subject to approval of the Programme Manager. R: PREP 029
PREP 010	Chemistry	15	P1 P2 P3	P: Subject to approval of the Programme Manager. R: PREP 030
PREP 011	Biology	15	P1 P2 P3	P: Subject to approval of the Programme Manager. R: PREP 031, FOUN 063
PREP 013	Film Studies	15	P2 P3	P: Subject to approval of the Programme Manager R: PREP 033
PREP 014	Environmental Studies	15	P1 P2 P3	P: Subject to approval of the Programme Manager.
PREP 015	History: Understanding the 1960s	15	P1 P2	P: Subject to approval of the Programme Manager.
PREP 016	Invitation to Law	15	SU1 P3	P: Subject to approval of the Programme Manager.
PREP 017	Special Topic	15	P1 X P2 S2 P3	P: Subject to approval of the Programme Manager.
PREP 018	Introduction to Educational Studies	15	P1 P2 P3	P: Subject to Approval of the Programme Manager R: EDSL 404

Diploma in Adult Teaching and Learning (DipATL)

Note: The General Course and Examination Regulations of the University govern all awards and all students. They cover many issues including Admission, Limitation of Entry, Excessive Course Load and the Waiving of Regulations.

The Programme for this Qualification

1. Qualifications required to enrol in the Diploma

(a) Candidates must satisfy the admission requirements of this University

(b) Every candidate for the Diploma shall have been approved as a candidate by the Qualifications Coordinator.

2. The Structure of the Programme

The DipATL comprises a minimum of 120 points. Candidates complete six compulsory courses.

3. Part-time Enrolment

The Diploma may be completed on a full-time or part-time basis.

4. Duration of the Course

Other than in exceptional circumstances approved by the Qualifications Coordinator, the maximum elapsed time from first enrolment will be four years, including the years in which any courses were completed for which transfer of credit is sought (see regulation 6, below).

5. Repeating of Courses

Should a candidate fail any course, the candidate may re-enrol in that course only with the approval of the Qualifications Coordinator.

6. Credit from the former Diploma in Adult Teaching and Learning

Students enrolled in the Diploma of Adult Teaching and Learning prior to the end of 2007 will complete the Diploma under the new regulations. Courses completed under the old regulations will be recognised as contributing to the qualification. A personal course of study will be prescribed by the Qualifications Coordinator consistent with the current regulations.

7. Transfer of earlier credit from the former Certificate in Adult Teaching

Up to 40 points from a completed or incomplete Certificate in Adult Teaching may be cross-credited towards the Diploma in Adult Teaching and Learning.

Schedule to the Regulations for the Diploma in Adult Teaching and Learning (DipATL)

Note: Not all courses will necessarily be offered in any one year. The course codes listed currently reflect NZQA Register level conventions. These codes are provisional and are subject to change.

ADTL 581 Core Skills and Knowledge for Adult Teaching

ADTL 682 Facilitating Adult Learning in Groups

ADTL 783 Course Design, Assessment and Evaluation

ADTL 784 Enhancing Performance as an Adult Educator

ADTL 785 Adult Development, Learning and Transitions

ADTL 786 Professional Practice Project