

VALLEY EDUCATION AND TRAINING PROGRAMME REGULATIONS



1 PROGRAMME DETAILS

1.2 Programme title

Health and Wellbeing (Level 2)

1.3 Programme code

TBA

1.4 Level of programme

2

1.5 Effective date

These Programme Regulations are effective from January 2017.

1.6 Programme Version

1

1.7 Credits

41

1.8 NZSCED Subject Classification

090511

1.9 Course Fees

There are neither course fees nor compulsory course costs. Tertiary Education Commission (TEC) Student Achievement Component Competitive Levels 1 & 2 funding provision eligibility applies.

1.10 Qualification

If all requirements of Clause 4.1 are met, students may be able to gain the following New Zealand Certificate:

Code	Qualification	Level	Version	Minimum Credits
2469	New Zealand Certificate in Health and Wellbeing	2	1	40

2. Programme Length and Delivery Modes

This programme will be delivered on the following basis, according to the mode of delivery:

Programme	Health and Wellbeing	
Delivery Methods	Face to Face classroom Work Experience	
Type of Study	Full time	
Course Length:		
Total weeks:	15 weeks	
Recess	1 week	
Teaching weeks	14 weeks	
Average hours per week:		
Classroom – face to face	19	
Work Experience	10	
Self-directed learning	1	
Total hours per week	30	
Total course hours	420	
Total Credits (min)	41	
Start Date	6 March 2017	
End Date	23 June 2017	

3 PROGRAMME AIMS AND OBJECTIVES

3.1 Aim

The aim of Health and Wellbeing Level 2 is to provide those without formal qualifications or healthcare-related work experience with entry-level training that develops fundamental client-centred skills and knowledge for healthcare support workers. This programme is intended to provide the health and wellbeing sector confidence entry level employees are safe to work in an entry level health and wellbeing setting.

3.2 Content

Holders of this qualification have the following skills and knowledge relevant to the health and wellbeing sectors:

- Relationships with colleagues and/or team, culturally appropriate communication
- Working within a role, relevant legislation and codes, policies and procedures
- Culturally safe support and basic tikanga practices
- Awareness of the bicultural partnership of Aotearoa New Zealand
- Risks and changes relevant to a person, context and role may be physical, mental, emotional and/or environment
- Communicating with confidence and giving and following instructions
- Using the client's preferred method of communication
- Using work language and terminology with verbal and written reports

In addition to fulfilling the mandatory conditions this qualification offers a range of Level 2 standards and one Level 3 standard in four specified domains, which can be selected to match the particular requirements of support workers' roles and responsibilities, and those of their workplaces that have been identified as relevant within the health and wellbeing support sector.

3.3 Graduate Profiles:

Graduates of this qualification will be able to:

1. Work within the responsibilities and boundaries of their role
2. Perform entry-level person-centred tasks and functions in a health or wellbeing setting
3. Recognise and report risks and/or changes in a person and/or family/whānau.
4. Communicate to support a person's health or wellbeing

3.4 Education Pathways:

This qualification provides a pathway for people to progress from secondary education, new learners wanting to work in a health or wellbeing related service or those wanting to re-enter the workforce in a health or wellbeing setting.

Graduates may progress to the New Zealand Certificate in Health and Wellbeing (Level 3) with strands in Health Assistance, New born Hearing Screening, Orderly Services, Support Work, Vision Hearing Screening and Whānau, Kin and Foster Care [Ref: 2470].

3.5 Employment Pathways:

Graduates of this qualification will have the skills and knowledge required to work safely and effectively in entry-level positions in the health or wellbeing sectors:

- a) Applying service plan requirements to meet the needs of consumers
- b) Maintaining a safe and secure environment
- c) The role of a support worker
- d) Consumer's rights in a health or disability setting.

Learners awarded this qualification may be employed in support workers' roles and the range of unit standards within this qualification relate to the variety of workplaces.

4 PROGRAMME STRUCTURE

4.1 Schedule of courses offered

Course Code	Course Name	Level	Credits
Health & Wellbeing, Level 2			
Compulsory			
NZHW2.001	Being a Support Worker	2	6
NZHW2.002	Working Safely	2	17
NZHW2.003	Workplace Communication	2	5
NZHW2.004	Personal Care & Support	2	13

4.2 Schedule of unit standards leading to the New Zealand Certificate in Health and Wellbeing (Level 2)

Course Unit No.	Course and Unit Standard Title Descriptions	Level	Credits	Version
Compulsory – Must complete all courses				
<i>Graduate Profile 1 – Work within the responsibilities and boundaries of their role</i>				
NZHW2.001	Being a Support Worker	2	6	
23451	Describe the role of a support worker in a health or wellbeing setting	2	5	3
23686	Describe a person's rights in a health or wellbeing setting	2	1	3
<i>Graduate Profile 2 – Perform entry-level person-centred tasks and functions in a health or wellbeing setting</i>				
<i>Graduate Profile 3 – Recognise and report risks and/or changes in a person and/or family/whanau</i>				
NZHW2.002	Working Safely	2	17	
28517	Recognise and report risks and changes for a person in a health or wellbeing setting	2	5	1
28519	Maintain a safe and secure environment for people and support workers in a health or wellbeing setting	2	6	1
20826	Describe infection control requirements in a health or wellbeing setting	2	3	4
23452	Describe the principles for moving equipment and people in a health or wellbeing setting	2	3	5
<i>Graduate Profile 4 – Communicate to support a person's health or wellbeing</i>				
NZHW2.003	Workplace Communication	2	5	
28518	Interact with people to provide support in a health or wellbeing setting	2	5	1

Course Unit No.	Course and Unit Standard Title Descriptions	Level	Credits	Version
<i>Graduate Profile 2 – Perform entry-level person-centred tasks and functions in a health or wellbeing setting</i>				
<i>Graduate Profile 4 – Communicate to support a person’s health or wellbeing</i>				
NZHW2.004	Personal Care & Support	2	13	
23386	Support a person to meet personal care needs in a health or wellbeing setting	3	5	4
28548	Support a person’s wellbeing and quality of life in a health or wellbeing setting	2	3	1
28529	Identify the impact of culture on support in a health or wellbeing setting	2	5	1

Programme Structure	
Compulsory	41
Total Credits to achieve the Health and Wellbeing programme	41

4.3 Prerequisites

There are no prerequisites for the programme.

4.4 Substitution, Cross Credit, Recognition

This qualification contained standards that had expired or been replaced by other standards. For the purposes of this qualification people who have gained credit for the expiring or replaced standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
20824	23686

4.5 Programme length

This is a 15 week full time programme of study (excluding holiday weeks).

4.6 Time limits for completion of the programme

15 teaching weeks with one week of recess. Students are able to apply for a five week extension should this be required. Approval must be given by the Executive Director

Entry Point

4.6.1 It is preferable that students enter the programme as per the intake dates

Exit Point

4.6.2 After 15 weeks teaching weeks.

5 REQUIREMENTS FOR AWARD OF QUALIFICATIONS

5.1 Course credit values available

Students must achieve 40 credits to be awarded the New Zealand Certificate in Health and Wellbeing (Level 2).

5.2 Attendance criteria

Students are expected to attend all theory, possible practical training days and assessment days as scheduled in order to enable competencies to be developed and demonstrated.

Tutors will inform students during the enrolment process of their expectations about attendance and the implications if they are not met. Theory components of this programme are delivered during class contact time, attendance is compulsory.

5.3 Work Placement and Experience Components

A minimum of 80 hours of work experience will apply to this programme to meet the competency of demonstrating practical skills in a Health and Wellbeing setting.

Responsibilities of all parties to the Work Placement and a schedule of learning requirements are detailed in the Valley Education and Training Workplace Contract. This contract is signed by a representative of VETEL and the Work Placement Provider.

Suitable work placement options may include:

- Work placements at Health and Wellbeing Setting with whom a VETEL Training Workplace Contract has been signed.
- Work placement completed within a student's existing network or part-time employment, following approval by VETEL.

5.4 Practical Skills Development

Work experience applies where a student is placed in a work environment to gain relevant skills, knowledge and experience.

Formative assessment of any practical unit standards will start from the moment students are shown practical tasks as recorded in the Students Practical Log Book.

5.5 Time limits for completion of the programme

It is expected that students will complete this programme within 16 weeks. Students are required to complete this programme within one year of the date of first enrolment or must have completed this programme of study before 31 December in the year of enrolment. It is not intended that there will be programme extensions after this date.

6 ENTRY AND SELECTION CRITERIA

Applicants are required to meet the following entry criteria:

- Be a domestic student
- Be at least 18 prior to the commencement of the programme
- Be physically and mentally able to perform the role of caregiver
- Undertake health screening and be cleared to work in a healthcare setting

- Have no criminal record. Applicants are required to complete a NZ Police Vetting Service Request and Consent Form prior to enrolment.
- Students are required to be placed in the healthcare sector that enables them to meet the required workplace learning hours (approximately 10 hours per week). Workplace is required to enable the practical components of this programme to be achieved

6.1 Selection criteria

Entry to the programme will be in order of receipt of completed enrolments. Applicants should have a desire to work in the health and wellbeing sectors.

All applicants will be required to attend a formal interview with the Course Administrator and/or Tutor. Where there are more applicants than places available, a waiting list will be kept or learners will be referred onto other programme with VETEL or any other training provider.

6.2 StudyLink – Student Allowance 18+

Students aged 18 and over, enrolling on this Fees Free programme of study may test their eligibility for the StudyLink student allowance.

7 RECOGNITION/ASSESSMENT OF PRIOR LEARNING (RPL/APL)

7.1 Provisions for advising prospective applicants (APL)

Opportunities for Assessment of Prior Learning are advised in the Student Handbook and VETEL's Quality Management System: Procedure Assessment of Prior Learning.

Assessment of prior learning will only be granted to students who demonstrate that they have met the required performance criteria. Students may be required to undertake an assessment (theory and/or practical) to determine their level of competency. A completed APL application form must be submitted to VETEL administration staff, Tutor or delegated equivalent in the first instance.

7.2 Provisions for application and consideration (RPL)

A Record of Achievement is required for cross credit or credit transfer arrangements. These will be uploaded directly from the student's NZQA Record of Achievement into the VETEL Student Management System (SMS).

No learner will be required to repeat material and/or assessments they have completed previously.

8 ASSESSMENT REQUIREMENTS

8.1 Assessment method

The assessment contained within this programme is competency based. This qualification will be delivered face to face with supported self-directed learning. A minimum of 80 hours will be required to be completed in an approval Health and Wellbeing workplace – a practical log book will be kept by each student to show progression through the programme and competency for all practical elements.

8.2 Requirements for submission/return of assessed work

Assessments must be submitted on the due date and be completed by the individual seeking credit for that work. Under normal circumstances assessed work will be handed back within two weeks of the due date.

8.3 Departures from prescribed assessment

Students with disabilities or recognised conditions of impairment may receive assistance during assessment. In negotiated circumstances, with the prior approval of the Manager, students may be able to complete an assessment in Te Reo Maori, or in sign language.

8.4 Reassessments and resubmissions

Students are required to meet all the performance criteria in order to demonstrate competency in each element of a unit standard. Should a learner not meet all the criteria, they will be given the opportunity for a reassessment of the particular area in which they did not demonstrate competency.

Reassessment may be undertaken by students in accordance with VETEL's Assessment Policy.

8.5 Appeal of assessments

Students may lodge an appeal in accordance with VETEL Policy and Procedure Academic Appeals.

8.6 Grades

The following competency-based grades will be used:

Grade	Legend	Definition
A	Achieved	Able to follow and complete all instructions given by the assessor or assessment tool. The assessor must make the final judgment
NA	Not Achieved	Failed to achieve competency standards
RPL	Recognition of Prior Learning	Formally acknowledges the value of a trainee's prior learning, whether formal or informal, by assessing the prior learning of the purpose of considering the grading of credit towards a unit of learning, course or programme in which a trainee wishes to enrol
CC	Cross Credit	Application towards one qualification of credit gained for another qualification with the same provider
CT / APP	Credit Transfer Accredited by Another Provider	Application towards one qualification of credit gained for another qualification with a different provider
RCC	Recognition of Current Competency	To obtain RCC for the practical unit standards, the candidate must provide evidence that all competencies have been satisfactorily met

8.7 Results

Recording and reporting of results is in accordance with VETEL's Policy and Procedure Reporting and Certification.

8.8 Weighting of course work and final examinations to final grades

Coursework comprises 100% of the final result.

8.9 Assessment Schedule

Month	Theory	Practical <i>These unit standards are practical and run for the duration indicated</i>
Jan		
Feb		
March	23451	28519 28517 28518
April	23686	23386 28548
May	20826	28529
June	23452	

9 HEALTH AND SAFETY

9.1 Requirements and responsibilities

Students must comply with any health and safety requirements for specific courses as detailed in the Student Handbook which includes the Student Code of Conduct. This is in addition to health and safety requirements for VETEL delivery sites and for work experience/work placement sites as are detailed in:

- VETEL Student Code of Conduct
- VETEL Policy and Procedure Health and Safety (applying to delivery on the VETEL campus only)
- Valley Education and Training Policy and Procedure Health and Safety Policy.
- Valley Education and Training Policy and Procedure On-job Assessment and/or Work Experience Policy
- Valley Education and Training Health and Safety Management System and Health and Safety Staff User Manuals for VETEL Campuses and while visits are being used for practical demonstrations and course work.
- OSH Manuals and Requirements of Work Placement and Work Sites.

10 TRANSITION ARRANGEMENTS

10.1 Description of any transition arrangements

There are no transition arrangements for this programme.

11 MONITORING AND MODERATION

11.1 Provisions for external monitor

External moderation will be attended to by VETEL staff as required by the relevant ITO, or other SSB (e.g. NZQA or Careerforce).

11.2 Moderation Plan

Internal moderation is completed as per VETEL's Moderation Policy. External moderation is carried out in accordance with the relevant Consent and Moderation Requirements (CMRs) [0024] v8 and in conjunction with VETEL's external moderation requirements in respect of those CMRs or NZQA moderation requirements.

12 OTHER REQUIREMENTS OF THE PROGRAMME

12.1 Special requirements

There are no special requirements for this programme.

12.2 Exceptions to programme regulations

The Academic Board will consider exceptions to the Programme Regulations where unforeseen circumstances suggest that students might be disadvantaged by existing Regulations.