VALLEY EDUCATION AND TRAINING
PROGRAMME REGULATIONS

1   PROGRAMME DETAILS

1.1   Programme title
Jump Start - Introduction to Employment and Continued Learning

1.2   Programme code
TBA

1.3   Level of programme
1

1.4   Version
2

1.5   Effective date
These Programme Regulations are effective from June 2017.

1.6   Credits
62

1.7   NZSCED Subject Classification
120199

1.8   Qualification

If all requirements of Clause 4.2 are met, students are able to gain the following New Zealand Certificate.

Code	Qualification	Level	Version	Minimum Credits
2861	New Zealand Certificate in Foundation Skills (Level 1)	1	1	60

1.9   Funding
This programme and qualifications will be approved via our TEC Investment Plan for funding. Student criteria for this funding and all TEC's Conditions of Funding will be met.

2. Programme Length and Delivery Modes

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

Programme	Jump Start
Delivery Methods	Face to Face
Type of Study	Full time
Course Length:	
Total weeks	20 weeks
Recess	No Recess
Teaching weeks	20 weeks
Average hours per week:	31
Classroom – face to face	29
Self-directed learning	-
Work Experience	2 (40 hours total)
Total hours per week	31
Total course hours	620
Total Credits (min)	62
Start Date	1 May 2017

3 PROGRAMME AIMS AND OBJECTIVES

3.2 Strategic Purpose Statement

The main aim of this programme is to provide those without any formal qualifications to gain confidence, motivation, core foundation and computer skills to continue higher level education or employment in entry level positions and to be successful in their chosen path.

3.3 Graduate Profiles:
Graduates of this programme will be able to:

- understand self-management strategies to organise personal life, maintain well-being and continue learning

- interact positively with people from their own and other cultures, both individually and in group environments including work and community

- reflect on progress towards achieving personal and career goals

- organise, interpret, and communicate information using basic literacy and numeracy skills in relevant contexts.

3.4 Education Pathways:
Holders of this qualification will be able to progress to study or training in industry or sector-focused qualifications at NZQF level 2, and/or the NCEA (Level 2) [Ref: 0973] and/or New Zealand Certificate in Foundation Skills (Level 2) [Ref: 2862].

Some graduates may be able to progress directly to study or training at NZQF Level 3.

3.5 Employment Pathways:
A graduate will be able to participate effectively in their whānau and wider community, and work in structured entry-level roles.

4 PROGRAMME STRUCTURE

4.1 Schedule of courses offered

Course Code	Course Name	Level	Credits
New Zealand Certificate in Foundation Skills (Level 1)			
Compulsory - Must complete all courses			
NZCFS1.001	Organising your personal life	1	8
NZCFS1.002	Maintain personal well-being	1	3
NZCFS1.003	Strategies for continued learning	2	5
NZCFS1.004	Work in a New Workplace	2	6
NZCFS1.005	Diversity in the Workplace	2	2
NZCFS1.006	Community Services	1	2
NZCFS1.007	Team Work	2	3
NZCFS1.008	Interviews	2	2
NZCFS1.009	Plan and Reflect on Personal Goals	2	6
NZCFS1.010	Literacy	1	10
NZCFS1.011	Numeracy	1	10
NZCFS1.012	Introduction to Computers using Specified Information	1	5
		Total Credits	**62**

4.2 Schedule of courses including units standards and New Zealand Certificate requirements

Code	Title	Level	Version	NZQA Credits
QUALIFICATION – New Zealand Certificate in Foundation Skills (Level 1)				
COMPULSORY *(must complete **all** courses)*				
Graduate Profile 1 – Understand self-management strategies to organise personal life, maintain well-being and continue learning				
NZCFS1.001	**Organising your Personal Life**	**1**		**8**
12349	Demonstrate knowledge of time management	2	5	3
4249	Describe care and timeliness as an employee	1	7	3
IES762	Describe ways of managing and organising own day to day activities	1	-	2
NZCFS1.002	**Maintain Personal Well-being**	**1**		**3**
496	Manage personal wellbeing	1	9	3
NZCFS1.003	**Strategies for Continued Learning**	**2**		**5**
7117	Produce a plan to enhance own learning	2	5	2
7118	Manage own learning programme	2	5	3
Graduate Profile 2 – Interact positively with people for their own and other cultures, both individually and in group environments including work and community				
NZFS1.004	**Work in a New Workplace**	**1**		**6**
543	Work in a new workplace	1	7	3
10780	Complete a work experience placement	2	4	3
NZFS1.005	**Diversity in the Workplace**	**2**		**2**
377	Demonstrate knowledge of diversity in the workplace	2	7	2
NZFS1.006	**Community Services**	**1**		**2**
526	Describe community services	1	6	2
NZFS1.007	**Team Work**	**2**		**3**
9677	Participate in a team or group which has an objective	2	9	3
NZFS1.008	**Interviews**	**2**		**2**
1294	Be interviewed in a formal interview	2	6	2
Graduate Profile 3 – Reflect on progress towards achieving personal and career goals				

Code	Title	Level	Version	NZQA Credits
NZFS1.009	**Plan and Reflect on Personal Goals**	**2**		**6**
10781	Produce a plan for own future direction	2	5	3
IES764	Reflect on progress towards personal and career goals	2	-	3
Graduate Profile 4 – *Organise, interpret, and communicate information using basic literacy and numeracy skills in relevant contexts*				
NZFS1.010	**Literacy**	**1**		**10**
26622	Write to communicate ideas for a purpose and audience	1	3	4
26624	Read texts with understanding	1	3	3
26625	Actively participate in spoken interactions	1	4	3
NZFS1.011	**Numeracy**	**1**		**10**
26623	Use numbers to solve problems	1	3	4
26626	Interpret statistical information for a purpose	1	3	3
26627	Use measurement to solve problems	1	3	3
NZFS1.012	**Introduction to Computers using Specified Information**	**1**		**5**
24709	Produce a balanced budget to manage personal finances	1	4	3
24871	Complete workplace forms	2	3	2
			Total credits	62

4.3 Prerequisites

There are no prerequisites for the programme.

4.4 Programme length

This is a 20 week full time programme of study.

4.5 Time limits for completion of the programme

It is expected that students will complete this programme at 20 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.

Entry Point

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

Exit Point

4.6.2   After 20 weeks teaching weeks.

5 REQUIREMENTS FOR AWARD OF QUALIFICATIONS

5.1 Course credit values and levels to be obtained

Credits to achieve the New Zealand Certificate in Foundation Skills (Level 1)

The New Zealand Certificate in Foundation Skills will be awarded to students who have gained 100% competency in all courses, totalling 62 credits.

Students will also gain credits towards the National Certificate of Educational Achievement (NCEA) (Level 1) Ref: 0928

5.2 Attendance criteria

It is a requirement students 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.

If students do not ring or text in stating reason, they will be marked absent. The procedure for absences is:

- After first absence; student will be reminded of attendance criteria
- After second absence; student will be given a verbal warning from Tutor/s
- After third absence; student will be given a written warning from Management
- After fourth absence; student will be withdrawn

5.3 Work Placement and Experience Components

Work experience will apply to this programme to meet the competency of demonstrating practical skills for course NZCFS1.004 – Work in a Workplace.

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 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.

5.4.1 **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.

6 ENTRY AND SELECTION CRITERIA

6.1.1 Entry Criteria

- Age 16 years at the time of commencing study
- Low or no previous qualification at level 1 or level 2
- NZ Citizen, permanent resident or refugee status

6.1.2 English language

Applicants whose first language is not English, or who come from a country where the language of instruction in schools or other teaching institutions is not English, are required to provide evidence of having passed such a test of English language as is detailed in Policy and Procedure English Language Proficiency.

6.1 Selection criteria

Entry to the programme will be in order of receipt of completed enrolments. Applicants should have a desire to pathway onto further study or start a career.

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

Assessment is mainly through written assessments, with some observation of practical skills. All assessments for the programme are competency based. Students' skills and knowledge are assessed against NZQF standards and two modules.

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
May	12349 4249 IES762	
June	9677 496 10781	
July	IES764 1294 377	
Aug	7117 7118 582	543 10780
Sept	24709 24871	

Note: The 266 Literacy and Numeracy series will be assessed throughout the 20 weeks

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)

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 and in conjunction with VETEL's external moderation requirements in respect of those CMRs or NZQA moderation requirements.

11.3 Consistency

VETEL acknowledges its accountability to participate in a scheduled consistency process, led by NZQA, along with the qualification developer.

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.