

## 1 PROGRAMME DETAILS

### 1.1 Programme title

Introduction to Business Administration and Computers

### 1.2 Programme code

TBA

### 1.3 Level of programme

2

### 1.4 Version

1

### 1.5 Effective date

These Programme Regulations are effective from January 2018.

### 1.6 Credits

40

### 1.7 NZSCED Subject Classification

020117

### 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
2591	New Zealand Certificate in Computing (User Fundamentals)	2	1	40

### 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:

<b>Programme</b>	Introduction Business Administration and Computers
<b>Delivery Methods</b>	Face to Face
<b>Type of Study</b>	Full time
<b>Course Length:</b>	
Total weeks	15 weeks
Recess	-
Teaching weeks	15 weeks
<b>Average hours per week:</b>	27
Classroom – face to face	27
Self-directed learning	-
Work Experience	-
Total hours per week	27
<b>Total course hours</b>	405
<b>Total Credits (min)</b>	40
Start Date	5 February 2018

## 3 PROGRAMME AIMS AND OBJECTIVES

### 3.2 Strategic Purpose Statement

The main aim of this programme is to provide those with no formal qualifications in computers an entry level programme where they will be able to perform a range of basic computer and administration tasks independently. This programme would allow students to progress to higher levels of study and / or begin entry level positions in the information technology industry.

### 3.3 Graduate Profiles:

Graduates of this programme will be able to:

- Use the main features, functions and settings of common digital devices and software to create, access, organise, present and store information and data relevant to the context.
- Use internet and common digital devices and software to connect with other users and devices.
- Demonstrate knowledge of the types and purpose of common computing hardware, software and terminology to assist with choosing the right tool for the task.

- Recognise basic security risks and compliance requirements when using digital devices and software, and identify procedures and solutions to implement basic security in a home, work, or study context.
- Trouble-shoot and fix simple or routine computing and connectivity problems.

### **3.4 Education Pathways:**

This qualification provides a pathway into a range of higher level qualifications. This may include further study in a variety of areas at Level 3 or higher, such as the:

- New Zealand Certificate in Computing (Intermediate User) (Level 3)
- New Zealand Certificate in Business (Administration and Technology) (Level 3)
- New Zealand Certificate in Information Technology Essentials (Level 4)

### **3.5 Employment Pathways:**

This qualification may assist graduates to obtain entry-level positions in a range of industries.

## 4 PROGRAMME STRUCTURE

### 4.1 Summary courses offered

Course Code	Course Name	Level	Credit	GPO 1	GPO 2	GPO 3	GPO 4	GPO 5
<b>New Zealand Certificate in Computing (User Fundamentals) Level 2</b>								
<b>Compulsory - Must complete all courses</b>								
NZCC2.001	Word Processing	2	4	4				
NZCC2.002	Spreadsheets and Presentations	2	5	5				
NZCC2.003	Manage Files and Folders	2	2	2				
NZCC2.004	Digital Images	2	3	3				
NZCC2.005	Desktop Publishing	2	3	3				
NZCC2.006	Database Application	2	3	3				
NZCC2.007	Digital Devices	2	10		10			
NZCC2.008	Digital Tools	2				5		
NZCC2.009	Basic Security	2					3	
NZCC2.010	Troubleshoot	2						2
<b>Minimum credits to achieve Graduate Profile Outcomes</b>								
<i>GPO 1 – Use the main features, functions and settings of common digital devices and software to create, access, organise, present and store information and data relevant to the context.</i>				20				
<i>GPO 2 – Use internet and common digital devices and software to connect with other users and devices.</i>					10			
<i>GPO 3 – Demonstrate knowledge of the types and purpose of common computing hardware, software and terminology to assist with choosing the right tool for the task.</i>						5		
<i>GPO 4 – Recognise basic security risks and compliance requirements when using digital devices and software, and identify procedures and solutions to implement basic security in a home, work, or study context.</i>							3	
<i>GPO 5 - Trouble-shoot and fix simple or routine computing and connectivity problems.</i>								2
<b>Total Credits</b>			<b>40</b>	<b>40</b>				

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

Code	Title	Level	Version	NZQA Credits
<b>QUALIFICATION – New Zealand Certificate in Computing (User Fundamentals) Level 2</b>				
<b>COMPULSORY</b> (must complete <b>all</b> courses)				
<i>Graduate Profile 1 – Use the main features, functions and settings of common digital devices and software to create, access, organise, present and store information and data relevant to the context.</i>				
<b>NZCC2.001</b>	<b>Word Processing</b>	<b>2</b>		<b>4</b>
29769	Use the main features and functions of a word processing application for a purpose	2	1	3
16678	Key in text at 25 words per minutes (wpm)	2	4	1
<b>NZCC2.002</b>	<b>Spreadsheets and Presentations</b>	<b>2</b>		<b>5</b>
29770	Use the main features and functions of a spreadsheet application for a purpose	2	1	3
29771	Use the main features and functions of a presentation application for a purpose	2	1	2
<b>NZCC2.003</b>	<b>Manage Files and Folders</b>	<b>2</b>		<b>2</b>
29772	Manage files and folders using digital devices	2	1	2
<b>NZCC2.004</b>	<b>Digital Images</b>	<b>2</b>		<b>3</b>
29773	Produce digital images for a range of digital media	2	1	3
<b>NZCC2.005</b>	<b>Desktop Publishing</b>	<b>2</b>		<b>3</b>
29774	Use the main features and functions of a desktop publishing application to create documents	2	1	3
<b>NZCC2.006</b>	<b>Database Application</b>	<b>2</b>		<b>3</b>
29777	Use the main features and functions of a database application to create and test a database	2	1	3
<i>Graduate Profile 2 – Use internet and common digital devices and software to connect with other users and devices.</i>				
<b>NZCC2.007</b>	<b>Digital Devices</b>	<b>2</b>		<b>10</b>
29780	Configure and use contemporary and emerging digital devices	2	1	3
29781	Use the internet and common digital devices and software to gather information and connect with other uses and devices	2	1	7
<i>Graduate Profile 3 – Demonstrate knowledge of the types and purpose of common computing hardware, software and terminology to assist with choosing the right tool for the task.</i>				
<b>NZCC2.008</b>	<b>Digital Tools</b>	<b>2</b>		<b>5</b>

Code	Title	Level	Version	NZQA Credits
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes	2	1	5
<i>Graduate Profile 4 - Recognise basic security risks and compliance requirements when using digital devices and software, and identify procedures and solutions to implement basic security in a home, work, or study context.</i>				
<b>NZCC2.009</b>	<b>Basic Security</b>	<b>2</b>		<b>3</b>
29783	Implement basic security when using digital devices and software	2	1	3
<i>Graduate Profile 5 - Trouble-shoot and fix simple or routine computing and connectivity problems.</i>				
<b>NZCC2.010</b>	<b>Troubleshoot</b>	<b>2</b>		<b>2</b>
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	2	1	2
<b>Total credits</b>				<b>40</b>

### 4.3 Prerequisites

There are no prerequisites for the programme.

### 4.4 Programme length

This is a 15 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 15 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

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

#### Exit Point

4.5.2 After 15 weeks teaching weeks.

## 5 REQUIREMENTS FOR AWARD OF QUALIFICATIONS

### 5.1 Course credit values and levels to be obtained

The New Zealand Certificate in Computers (User Fundamentals) Level 2 will be awarded to students who have gained 100% competency in all courses, totalling 40 credits.

### 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 does not apply to this programme.

## **6 ENTRY AND SELECTION CRITERIA**

### **6.1.1 Entry Criteria**

- Age 16 years at the time of commencing study
- Low qualifications – e.g. No prior Level 2 qualification
- 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 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 QMS: Recognition 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.

### **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 Assessment Policy.

### **8.5 Appeal of assessments**

Students may lodge an appeal in accordance with Vetel Policy and Procedure Assessment 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 Policy and Procedure Reporting and Awarding Certificates.

## 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
Feb	26769, 29770, 29771
March	29774, 29773, 29772, 29777
April	29780, 29781, 29782
May	29783, 29784, 16678

# 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
- Vetel and Training Policy and Procedure on Education Outside the Classroom
- Vetel 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 Assessment and 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.