



New Zealand Certificate in Health and Wellbeing (Level 3) with strands in Health Assistance or Support Work

School of Health and Counselling Programme Guide 2022

Course of study and programme specific completion requirements.

This programme guide (PG3 H and C) provides you with specific programme information and course summaries for the New Zealand Certificate in Health and Wellbeing (Level 3) with strands Health Assistance or Support Work.

The latest online version of this programme guide (PG3 H and C) and timetable is available online

<https://www.manukau.ac.nz/HandC-programme-guides-and-timetables>

For this programme, classes are scheduled and delivered both onsite and online. We therefore recommend for onsite learning you bring your own laptop. Internet access and a device are required for online study off campus. Please see page 4 for recommended minimum specifications.

PROGRAMME OFFERED:

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If you require information about the progress of your enrolment contact:

Ask Me!  Student Services Centre 0800626252 enquiries@manukau.ac.nz

If you require help planning your course of study contact:

Ask Me!  Student Services Centre 0800626252 enquiries@manukau.ac.nz

Some programmes require you to refer to this information during the academic year. We recommend that you file this document for safe keeping.

SCHOOL OF HEALTH AND COUNSELLING

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New Zealand Certificate in Health and Wellbeing with strands in Health Assistance or Support Work

LEVEL 3 NZ2470

Method of study	Full-time
Qualification	NZ Certificate
Duration	20 weeks (full-time)
Start dates	February and July
Credits	70
Cost (2022 Fees)	Free [^]

[^]As part of the government's Targeted Training and Apprenticeships Fund (TTAF) to rebuild New Zealand's economy, this programme is now free[^]. For terms and conditions, more information, and other programmes covered by this scheme, [click here](#).

ABOUT THE PROGRAMME

To study the New Zealand Certificate in Health and Wellbeing (Level 3) you will need to complete the five below courses from your chosen strand (70 credits):

Healthcare Assistant Strand

- 724.301 Caring within a health or wellbeing setting (10 credits)
- 724.302 Supporting a safe environment for the health assistant (15 credits)
- 724.303 Socio-cultural awareness and safety for the health assistant (5 credits)
- 724.304 Functional individual client needs for the health assistant (20 credits)
- 724.305 Communication for the health assistant (20 credits)

Support work strand

- 724.301 Caring within a health or wellbeing setting (10 credits)
- 724.306 Supporting a safe environment for the support worker (15 credits)
- 724.307 Socio-cultural awareness and safety for the support worker (5 credits)
- 724.308 Functional individual client needs for the support worker (20 credits)
- 724.309 Communication for the support worker (20 credits)

To be awarded the New Zealand Certificate in Health and Wellbeing (Level 3) you need to successfully complete a total of:

70 credits at Level 3

All compulsory courses

ENTRY REQUIREMENTS

General

Be 17 years of age or older.

Academic

Applicants must meet the following criteria for admission into the programme:

NCEA Level 1 or equivalent DAS Unit Standards.

For applicants 20 years of age and over there are no minimum academic requirements;

And

Can demonstrate equivalent knowledge/capability through relevant work experience with the approval of the Industry Manager;

Or

Have successfully completed a New Zealand Certificate in Foundation Skills (Level 2) or equivalent.

Interviews

Applicants are required to attend an interview to determine their suitability for the programme. During the interview the applicant will be assessed against the requirements of the Faculty's policy for students accessing placements in the health context in terms of their suitability for placement in either the health assistance or support worker role. At interview the suitability of students to work with vulnerable populations will also be addressed to establish the students' suitability. Vulnerable Children's Act will also be addressed during the interview process.

English Language entry requirements

Applicants must have sufficient competence in the English language to undertake this programme which is taught and assessed in English. Any applicant whose first language is not English will be required to provide evidence of their English language competency as follows:

English language requirements for applicants for whom English is a second language:

Applicants for whom English is a second language (including international applicants) for the minimum English language requirements refer to the requirements set out in the NZQF Programme and Accreditation Rules <https://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/english-international-students/>

Regulatory or other requirements

This programmes includes a minimum of 100 hours of work experience. Workplace can be embedded throughout the programme where a student is in a workplace environment.

Or will be scheduled throughout the programme to ensure student has the necessary practicum experience to meet competence.

Students will be required to undergo initial and ongoing checks to ensure they are a fit and proper person to provide support in the health and wellbeing sectors.

Applicants of this programme will need to undergo police vetting and VCA checking.

Immune status requirements as per industry needs.

This programme adheres to and is consistent with the Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations 1996, the Privacy Act

1993, the Health and Safety in Employment Act 1992, and any other legislative or contractual requirements to which the industry or role is subject.

Provisional Entry

Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success. Students who have not attained the age of 20 years and do not hold the required minimum entry requirements for a programme may also be eligible to enrol in exceptional circumstances. Such decisions will be made by the Director/Head of School.

COURSE SUMMARIES

Healthcare assistant strand

724.301 Caring within a health or wellbeing setting

You will demonstrate knowledge of ethical and legal frameworks which underpin person-centred support and care for clients.

724.302 Supporting a safe environment for the health assistant

This course allows you to demonstrate knowledge of maintaining safe work practices while providing person-centred care.

724.303 Socio-cultural awareness and safety for the health assistant

You will demonstrate knowledge of socio-cultural dynamics to ensure culturally safe practices when delivering person-centred care.

724.304 Functional individual client needs for the health assistant

You will be able to demonstrate knowledge of impact on functional ability on an individual in order to provide person-centred care.

724.305 Communication for the health assistant

You will be able to demonstrate effective communication strategies to manage challenging behaviour within a health or wellbeing setting.

Support work strand

724.301 Caring within a health or wellbeing setting

You will demonstrate knowledge of ethical and legal frameworks which underpin person-centred support and care for clients.

724.306 Supporting a safe environment for the support worker

This course allows you to demonstrate knowledge of maintaining safety when providing person-centred care.

724.307 Socio-cultural awareness and safety for the support worker

You will demonstrate knowledge of socio-cultural dynamics to ensure safety when delivering person-centred care.

724.308 Functional individual client needs for the support worker

You will be able to demonstrate knowledge of impact on functional ability on an individual in order to provide person-centred care.

724.309 Communication for the support worker

You will be able to demonstrate effective communication strategies to manage challenging behaviour within a health or wellbeing setting.

BRING YOUR OWN DEVICE (BYOD)

As technology and wireless internet become more accessible, Bring Your Own Device (BYOD) is a standard feature of secondary and tertiary education. MIT Manukau campus offers free wireless and has been designed to support BYOD.

So, what does this mean for you as a student at MIT Manukau campus?

- Easy access to the Internet. If you are on campus you can use your wireless device to connect to the Internet
- Portability. Having your own wireless device means you do not have to wait to use a computer on campus. You can use your wireless device in class e.g. taking notes or looking up references
- Our teaching is increasingly making use of technology. Most teaching course material is already online.
- Many textbooks now come as e-books, which means that instead of buying a book you buy the online version and download it to your wireless device. There are numerous advantages such as you do not have to carry heavy textbooks around. Often the online book versions are interactive and provide additional resources such as question banks etc.
- You need to word process documents such as assignments and a wireless device could be used. There are differences between laptops, notebooks, iPads, tablets and Smartphones so please make sure you understand them before you buy. If you already have one please bring it to orientation and class.

If you decide to purchase a new laptop

If you do not currently own a laptop or are thinking of buying a new one, we recommend you purchase one with the following specifications, to future proof your needs and ensure a great experience;

- Windows 10 (or Mac OS 10.x Yosemite or higher)
- i3 dual core or equivalent processor
- 4GB RAM (at least 8GB for all IT programmes)
- 320GB or greater hard drive
- Wireless capability 802.11n dual band
- At least a 13-inch screen
- Up-to-date antivirus software

If you currently own a laptop

Be sure that it has these minimum specifications or above, to use at MIT Manukau campus. The minimum specifications are;

- A 10-inch screen or larger
- 4GB RAM (at least 8GB for all IT programmes)
- 50GB free space minimum
- Windows v7.0 or higher (XP will not work)
- Apple Mac 10.6 (Leopard) or higher
- Wireless capability 802.11n dual band
- CPU meets vendor OS minimum requirements

What about software?

Most prescribed software required for your programme of study will be channeled via the BYOD portal called Citrix. This means you don't have to purchase and install them onto your device provided you **have access to the internet**.

Whilst onsite, you will connect to MIT's WIFI network. Once offsite, you will need to access your home network in order to access Citrix.

Please note however, some software used in the specialist labs i.e. networking and multi-media labs are not available on Citrix. These applications are only available on the specialist lab computers.

Microsoft 365

In addition to Citrix, MIT provides Microsoft Office to every student **free of charge while you are enrolled as a student**. This means the latest version of the full Office productivity suite including Word, Excel, PowerPoint, OneNote is available for you to download onto your Windows, Mac or iPad (allowing you to use these applications on or off line).

You can install Microsoft Office on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!).

Financing options

Most students will find they already own a laptop that is suitable for study at MIT Manukau.

For those that need to purchase a new laptop, there are a number of ways to finance it.

- Students can use the Studylink annual course materials allowance to purchase their device if they have an approved student loan. Please visit www.studylink.govt.nz
- A number of retailers; i3 direct, Cyclone online, PB Technologies and Noel Leeming offer special deals, discounts and financing options.

Laptops for loan +

Laptops are available to borrow for up to four hours please visit <https://library.manukau.ac.nz/laptops>

They may be borrowed from the MIT Manukau Library during Library opening hours.

- you must present your student ID card to borrow laptops
- Laptops are issued for up to four hours at a time
- Borrowers are responsible for the replacement cost of the laptop if it is damaged, lost or stolen.
- Laptops must be returned the day they are issued

+please note numbers are limited

GRADE TABLE

P	Pass
F	Fail
W	Withdrawn
NC	Did not complete the course

TE ARA ORANGA (TAO)

If you are of Māori or Pasifika descent then you also have access to Te Ara Oranga while studying this programme. Te Ara Oranga will support you to succeed in a way that suits your needs and you will get connected with industry, opening doors to your health career pathway. Register with Te Ara Oranga by filling out an application form online. If you need assistance with your application or if you would prefer a paper form email the TAO team tearaoranga@manukau.ac.nz Their hours online are 7am – 7pm Monday to Friday.

COVID-10 PUBLIC HEALTH RESPONSE (VACCINATIONS) ORDER 2021

In accordance with the COVID-19 Public Health Response (Vaccinations) Order 2021, Covid vaccinations are mandatory for workers in the healthcare and education sector. Placement is a compulsory component of MIT's healthcare and education programmes. To go on placement in these sectors, students will need to be fully vaccinated and provide proof of vaccination to MIT. Students that hold a medical exemption that prevents them from being vaccinated are permitted to work in the healthcare and education sectors, but will have limited placement opportunities. Students that are not vaccinated, or that do not wish to share their vaccination status with MIT, will not be able to go on placement in the healthcare and education sectors and, accordingly, will not be able to complete their programme. If you hold a medical exemption, or if you are unable or unwilling to provide proof of vaccination to MIT, we encourage you to contact us to discuss our options.

NOTE: Every effort is made to ensure that this Programme Guide is correct at the time of printing. However, the School of Health and Counselling reserves the right to make any changes that may be necessary.