

New Zealand Certificate in Study and Career Preparation (Level 3) Nursing and Health Studies

School of Health and Counselling Programme Guide 2022

Course of study and programme specific completion requirements.

This programme guide (PG1 H and C) provides you with specific programme information and course summaries for the NZ Certificate in Study and Career Preparation (Level 3) Nursing and Health Studies.

The latest online version of this programme guide (PG1 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 Study and Career Preparation Nursing and Health Studies

LEVEL 3 NZ2863

Method of study	Full-time or Part-time
Qualification	NZ Certificate
Duration	19 weeks (fulltime) One year (part time)
Start dates	February and July
Credits	60
Cost (2022 Fees)	Click here to see a list of domestic course fees

ABOUT THE PROGRAMME

To study the New Zealand Certificate in Study and Career Preparation (Level 3) Nursing and Health Studies you will need to:

Complete all the following courses (total of 60 credits)

141.320 Mathematics in Practice (15 credits) +

161.306 Pathway Project (30 credits)

181.336 Communication in Practice (15 credits)

To be awarded the NZ Certificate in Study and Career Preparation (Level 3) Nursing and Health Studies you need to successfully complete a total of:

60 credits at Level 3

All compulsory courses

ENTRY REQUIREMENTS

Open entry for Domestic students

There are no academic requirements that need to be met to enter this programme.

International students: English Language Entry Requirements

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/>

International students will generally be required to provide evidence of English language proficiency, for this programme an IELTS General or Academic score of 5 with no band score lower than 5 is required. Equivalent acceptable evidence can be seen at the following NZQA link: <https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>

+Students will need to provide their own scientific calculator (details to be provided in the first week)

COURSE SUMMARIES

141.320 Mathematics in Practice

You will develop and expand your knowledge and understanding of numeracy through real-world learning experiences, in order to meet the varied demands of your personal life, study and intended career destination

161.306 Pathway Project

You will develop and expand your knowledge and understanding of Science through real-world learning experiences. It will also enable you to progressively apply, consolidate and demonstrate the skills and knowledge developed in Science, Numeracy and Literacy in order to meet the varied demands of your personal life, study and intended career destination.

181.336 Communication in Practice

You will develop and expand your knowledge and understanding of literacy through real-world learning experiences, in order to meet the varied demands of your personal life, study and intended career destination.

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.

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.