

Better Start Literacy Approach Micro-credentials Application Guide

A step-by-step guide to applying for Better Start Literacy Approach Micro-credential courses at UC



Expected time frame: Steps 1-6 may take approximately 15-20 minutes to complete online.

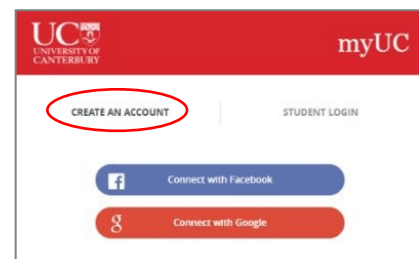
Before you start: Your Principal will need to sign and stamp a photocopy of your birth certificate or the photo page of your passport, and confirm in writing that they have sighted the original. If your name is different from your name at birth (e.g. you have married) you will also need this done for a document that shows both the old name and the new name (e.g. a marriage certificate). You will need to scan and upload these verified documents as part of the online application process in myUC – see Step 4 below.

1. Log in to myUC

Go to myuc.canterbury.ac.nz and create an account using your school email address. *Don't use the 'Connect with Facebook' or 'Connect with Google' options.*

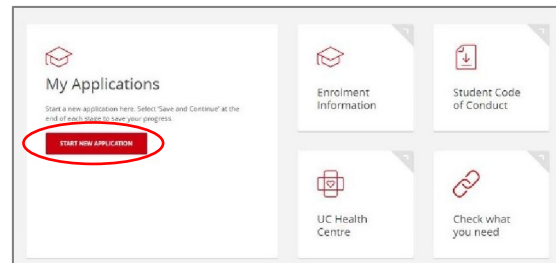
If you already have a myUC account, log in using your myUC login details.

If you've forgotten your myUC login details or you're having problems logging in, call 0800 827 748.



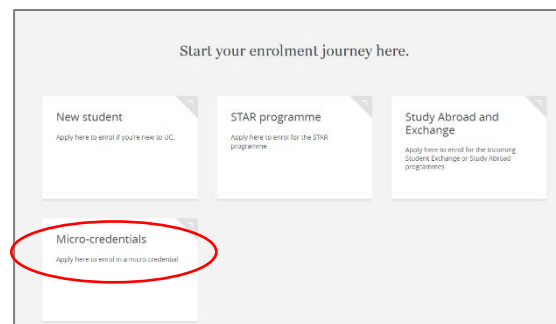
2. Start new application

Select 'Start new Application' under My Applications in myUC.



3. Select Micro-credentials

Select the 'Micro-credentials' button and then the year you are applying for (2022).



4. Apply to Enrol (Stage One)

Personal details

Provide your personal details.

Upload a scan of your identity documents (e.g. passport, birth certificate, and marriage certificate if necessary) that have been verified by your Principal with a school stamp and signature.

Note: if you get a 'Resolve Account – Awaiting Student ID creation' message, refer to the Better Start Literacy Approach Micro-credentials Troubleshooting Guide.

University Entrance

Provide information on your secondary/high school education.

Qualification Selection

Select the 'Better Start Literacy Approach' Qualification from the dropdown menu.

Better Start Literacy Approach

Select your role (facilitator, teacher, or teacher aide), and provide names of the people and school(s) you work with.

Student Declaration

Read the Student Declaration and check the tick box to agree to the terms. Agree to the additional micro-credentials consent information. (Note that the survey is optional.)

Click on 'Complete Stage One'

Upload a copy of the information page from your current passport, birth certificate or citizenship certificate. *

Please note that while you are supplying an electronic version in this application, you may be required to provide a certified copy in person due to name changes, your secondary qualification, etc. More information on this is available [here](#)

Please check that your files are:

- Less than 10MB in size
- At least 300 dpi and a clear scanned image
- Documents with multiple pages combined into a single file
- Full colour (preferred)
- PDF (preferred), but we also accept .doc, .docx, .jpg and .png files

Identity document Upload

Complete Stage One

By selecting Complete Stage One you will not be able to go back and make any changes to this stage.

If you need any assistance, contact the Contact Centre on 0800 VARSITY (827 748), International +64 3 389 4999, or email enrol@canterbury.ac.nz

How happy are you with the application process so far?

Please rate your experience

★ ★ ★ ★ ★

Cancel COMPLETE STAGE ONE

5. Additional Application Details (Stage Two)

Provide your permanent address, and emergency contact details. Answer the questions on your ethnicity, learning needs, and level of study you have completed. (MOE requires this information to be collected for all tertiary students in NZ.) Click on 'Complete Stage Two'.

6. Course Selection (Stage Three)

Search for all 'MCED' courses and select the appropriate 23-X2 course by clicking on the "+" icon:

Facilitators MCED601-23X2

Teachers MCED602-23X2

Teacher-Aides MCED101-23X2

Course ID	Level	Points	Button
MCED101-23X2 (E)	100 LEVEL	5 points	+
MCED601-23X2 (E)	POSTGRADUATE	7.5 points	+
MCED602-23X2 (E)	POSTGRADUATE	5 points	+

Click on 'Save courses', then on 'Save and Continue' and then 'Complete Application'.

This completes the application process. Once UC has checked and processed your application and MOE have confirmed you are eligible for funding, you will receive an email (to the email address you used to create your myUC account) confirming that you are enrolled.

If you have MOE funding your Enrolment Agreement will be accepted on your behalf and you will not need to accept it in myUC.

If you do not have MOE funding and intend on self-funding, you will need to accept your Enrolment Agreement in myUC and pay the course fee to complete your enrolment.