

# Board of Studies for UC Opportunity

## Award: Certificate in Adult Literacy Tuition (CertALT)

*Note: The General Course and Examination Regulations of the university govern all awards and all students. They cover many issues including Admission, Limitation of Entry, Excessive Course Load and the Waiving of Regulations.*

### The Programme for this Award

#### 1. Qualifications required to enrol in the Certificate

- Candidates must satisfy the admission requirements of the University.
- Every candidate for the Certificate shall have been approved as a candidate by the Chair of the Board of Studies for UC Opportunity.

#### 2. Structure of the Certificate

The CertALT comprises a total of 60 points at level 6 on the Register of Quality Assured Qualifications. The course of study for the Certificate shall consist of:

- compulsory courses as specified in Group A of the Schedule to the Regulations for this Certificate, and
- one course selected from Group B of the Schedule to the Regulations for this Certificate, and

- three courses selected from Group C of the Schedule to the Regulations for the Certificate in Adult Literacy Tuition; or two courses selected from Group C of the Schedule to the Regulations for the Certificate in Adult Literacy Tuition and one course selected from Group B of the Schedule to the Regulations for the Certificate in Adult Teaching.

#### 3. Part-time Enrolment

The Certificate may be completed on a full-time or part-time basis.

#### 4. Duration of the Course

Other than in exceptional circumstances approved by the Dean of Education, the maximum time from first enrolment will be five years, including the years in which any courses were completed for which transfer of credit is sought (see Regulation 6, below).

#### 5. Repeating of Courses

Should a candidate fail any course, the candidate may re-enrol in that course only with the approval of the Dean of Education.

#### 6. Transfer of Earlier Credit

Transfer of earlier credit must meet the Specified Credit Transfer requirements and will be considered on a case by case basis.

## Schedule to the Regulations for the Certificate in Adult Literacy Tuition

*Note: Not all courses will necessarily be offered in any one year. The course codes listed currently reflect NZQA Register level conventions. These codes are provisional and are subject to change.*

### Group A (Compulsory courses)

- PDAT 601 Context and Theory of Adult Literacy
- PDAT 602 Practice Portfolio

### Group B

- PDAT 651 Core Skills for Adult Educators and Trainers
- PDAT 652 Facilitating Groups of Adult Learners

### Group C

- PDAT 610 Workplace Literacy
- PDAT 611 Supporting Family Literacy
- PDAT 612 Designing Literacy Resources
- PDAT 613 Adult Literacy Assessment Practices

## Award: Certificate in Adult Teaching (CertAT)

*Note: The General Course and Examination Regulations of the university govern all awards and all students. They cover many issues including Admission, Limitation of Entry, Excessive Course Load and the Waiving of Regulations.*

### *The Programme for this Award*

#### **1. Qualifications required to enrol in the Certificate**

- (a) Candidates must satisfy the admission requirements of the University.
- (b) Every candidate for the Certificate shall have been approved as a candidate by the Chair of the Board of Studies for UC Opportunity.

#### **2. Structure of the Certificate**

The CertAT comprises a total of 60 points at level 6 on the Register of Quality Assured Qualifications. The course of study for the Certificate shall consist of:

- (a) compulsory courses as specified in Group A of the Schedule to this Certificate; and

- (b) two optional courses selected from Group B of the Schedule to this Certificate.

#### **3. Part-time Enrolment**

The Certificate may be completed on a full-time or part-time basis.

#### **4. Duration of the Course**

Other than in exceptional circumstances approved by the Dean of Education, the maximum time from first enrolment will be five years, including the years in which any courses were completed for which transfer of credit is sought (see Regulation 6, below).

#### **5. Repeating of Courses**

Should a candidate fail any course, the candidate may re-enrol in that course only with the approval of the Dean of Education.

#### **6. Transfer of Earlier Credit**

Transfer of earlier credit must meet the Specified Credit Transfer requirements and will be considered on a case by case basis.

## Schedule to the Regulations for the Certificate in Adult Teaching

*Note: Not all courses will necessarily be offered in any one year. The course codes listed currently reflect NZQA Register level conventions. These codes are provisional and are subject to change.*

### **Group A (Compulsory courses)**

- PDAT 651 Core Skills for Adult Educators and Trainers
- PDAT 652 Facilitating Groups of Adult Learners
- PDAT 653 Leadership for Adult Learning
- PDAT 659 Professional Practice Project, Adult Education and Training

### **Group B (Optional courses)**

- PDAT 654 Supporting Workplace Learning
- PDAT 655 Designing Courses for Adult Learners
- PDAT 656 Assessment in Adult Teaching and Learning
- PDAT 657 Working with Groups
- PDAT 658 Information and Communication Technology for Beginners

# Certificate in English for Tertiary Studies (CertEnglishTertStudies)

## 1. Purpose of the Certificate

The Certificate in English for Tertiary Studies is a pre-entry qualification designed to prepare non-native English speakers for successful integration into mainstream undergraduate and graduate degree programmes.

## 2. Certificate Programme

The Certificate comprises a programme of study in academic English Language and Study Skills specifically for the context of New Zealand tertiary study.

## 3. Admission Requirements

A candidate who wishes to enrol for a Certificate in English for Tertiary Studies must:

- pass an English language proficiency test organised and carried out by staff of Bridging Programmes;
- be approved as a candidate by the Chair of the Board of Studies for UC Opportunity.

## 4. Requirements for Award of Certificate

To qualify for award of the certificate, the candidate must:

- complete to a satisfactory level such written, oral, practical and other work as the Programme Manager of the Certificate in English for Tertiary Studies may require;
- pass ESOL 001 and ESOL 002 or ESOL 003;
- attain a grade of C or better in both courses.

*Note: The candidate may not proceed to Part 2 of the Certificate course (ESOL 002 or 003) until all requirements of Part 1 (ESOL 001) have been demonstrated to have been met. The Manager of the Bridging Programmes shall give reasonable notice of these requirements in writing.*

## 5. Application for Entrance to Degree Programmes

Upon qualifying for the award of the Certificate, the candidate may apply to the Registrar for admission into relevant courses of study for degree programmes as approved by the Academic Board.

## Schedule to the Regulations for the Certificate in English for Tertiary Studies (CertEnglishTertStudies)

Course Code	Course Title	Pts	07	P/C/R/RP/EQ
ESOL 001	Core Academic Skills	60	E1 E2 E3 E4	
ESOL 002	Advanced English for Undergraduate Study	60	E1 E2 E3 E4	P: (1) ESOL 001; (2) Subject to approval of the Programme Manager.
ESOL 003	Advanced English for Postgraduate Study	60	E1 E2 E3 E4	P: (1) ESOL 001; (2) Subject to approval of the Programme Manager.

# Certificate in Foundation Studies (CertFounStudies)

## 1. Purpose of the Certificate

The Certificate in Foundation Studies is a pre-entry qualification and is designed to prepare international persons, New Zealand permanent residents, or New Zealand citizens from non-English speaking backgrounds for admission into relevant courses of study for degree programmes as approved by the Academic Board.

## 2. Certificate Programme

The Certificate in Foundation Studies comprises two compulsory courses:

- FOUN 040 Foundation English Language
- FOUN 041 Academic Communication

In their first term students also choose one subject course from:

- FOUN 042 The World of Science
- FOUN 043 The World of Business
- FOUN 044 Introduction to the Humanities and Social Sciences

and one elective from:

- FOUN 045 Statistics - Data and Probability
- FOUN 046 Mathematics A
- FOUN 047 Mathematics B

or an approved course from the Certificate in University Preparation course schedule.

In their second term students choose two subject courses from:

- FOUN 060 Physics
- FOUN 062 Chemistry
- FOUN 063 Biology
- FOUN 064 Accounting
- FOUN 065 Economics

And one elective from:

- FOUN045 Statistics - Data and Probability
- FOUN 046 Mathematics A
- FOUN 047 Mathematics B

or approved courses from the Certificate in University Preparation schedule.

Alternatively, students can choose one subject course and two electives. Humanities/Social Science stream students should choose three electives.

## 3. Admission Requirements

A candidate who wishes to enrol for a Certificate in Foundation Studies must:

- (a) have normally attained NCEA level 1 or equivalent in numeracy. If the candidate has not attained this level then they will be required to undertake and pass FOUN045 Statistics – Data and Probability;
- (b) be proficient in the English Language at the level of an IELTS score of 5.5 or a TOEFL paper-based score of 520 and TWE 4.0 (approximately) or TOEFL computer-based score of 190 and TWE 4.0 (approximately) or equivalent.

## 4. Requirements for Credit

To qualify for the award of the Certificate, the candidate must:

- (a) complete such oral, practical, written and other work that the Programme Manager may require;
- (b) pass five courses including FOUN 040 and FOUN 041, and one of FOUN 042, FOUN 043, FOUN 044;
- (c) attain a grade average of C or better across the full programme.

## 5. Recognition of Prior Learning

Where a candidate has completed courses or gained experience that is deemed by the Board of Studies to be equivalent they may be permitted with the approval of the Programme Manager to take substitute courses either from the Certificate of Foundation Studies schedule or at 100-level from the Science, Commerce or Arts schedules with the relevant Head of Department's permission. Such 100-level courses will normally be taken as Certificates of Proficiency.

*Note: Graduate students will be expected to pass 120 points.*

## 6. Application for Entrance to Degree Programmes

Upon qualifying for the award of the Certificate in Foundation Studies, the candidate may apply for admission into relevant courses of study for degree programmes as approved by the Academic Board.

*Note: Standard and relevance of previous study and standard of credit in the Certificate will be the main criteria for approval.*

## Schedule to the Regulations for the Certificate in Foundation Studies

Course Code	Course Title	Pts	07	P/C/R/RP/EQ
FOUN 040	Foundation English Language	25	F1 F3 F5	R: FOUN 001
FOUN 041	Academic Communication	15	F2 F4	P: FOUN 040 R: FOUN 001
FOUN 042	The World of Science	20	F1 F2 F3 F4 F5	R: FOUN 004, FOUN 005, FOUN 012
FOUN 043	The World of Business	20	F1 F2 F3 F4 F5	R: FOUN 006, FOUN 007
FOUN 044	Introduction to the Humanities and Social Sciences	20	F1 F2 F3 F4 F5	R: FOUN 013, FOUN 014
FOUN 045	Statistics: Data and Probability	15	F1 F2 F3 F4 F5	
FOUN 046	Mathematics A	15	F1 F2 F3 F4 F5	R: FOUN 003
FOUN 047	Mathematics B	15	F1 F2 F3 F4 F5	P: FOUN 046 R: FOUN 003
FOUN 051	English Language and Study Skills	37	F1	P: Subject to approval of the Head of Department. R: FOUN 001 EQ: FOUN 001
FOUN 053	Mathematics	18	F1	P: Subject to approval of Head of Department R: FOUN 003 EQ: FOUN 003
FOUN 056	Economics	19	F1	P: Subject to approval of the Head of Department. R: FOUN 006 EQ: FOUN 006
FOUN 060	Physics	15	F1 F2 F3 F4 F5	P: FOUN 042 R: FOUN 004
FOUN 061	Statistics	18	F1	P: Subject to approval of the Head of Department. R: FOUN 011 EQ: FOUN 011

FOUN 062	Chemistry	15	F1 F2 F3 F4 F5	P: FOUN 042 R: FOUN 005
FOUN 063	Biology	15	F1 F2 F3 F4 F5	P: FOUN 042 R: FOUN 012
FOUN 064	Accounting	15	F1 F2 F3 F4 F5	P: FOUN 043 R: FOUN 007
FOUN 065	Economics	15	F1 F2 F3 F4 F5	P: FOUN 043 R: FOUN 006
FOUN 066	Special Topic	15	F1 F2 F3 F4 F5 F6	

The following courses from the Certificate of University Preparation are offered as electives in the Certificate in Foundation Studies.

Course Code	Course Title	Pts	07	P/C/R/ RP/EQ
PREP 002	Literary Studies - Writers and Contexts	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 022
PREP 004	Individuals in Society	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 024
PREP 005	Statistics	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 025
PREP 006	The Treaty of Waitangi	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 026
PREP 007	Pacific Peoples and Cultures	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 027
PREP 008	Information and Communication Technology for Tertiary Study	15	P1 P2 P3	R: PREP 028
PREP 009	Mathematics	15	P1 P2 P3	R: PREP 029
PREP 013	Film Studies	15	P1 P2 P3	R: PREP 033
PREP 014	Environmental Studies	15	P1 P2 P3	

PREP 015	History: Understanding the 1960s	15	P1 P2 P3	
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## Certificate in University Preparation (CUP)

### 1. Purpose of the Certificate

The purpose of this programme is to provide an alternative pathway for entry into the University of Canterbury undergraduate programmes for domestic students who do not meet the minimum academic requirement for admission, and for returning adult students.

### 2. Certificate Programme

The Certificate in University Preparation comprises one compulsory course PREP 001 Academic Communication and Studies Skills, and three courses chosen from the following:

- EDSL 404 Working in the Learning Environment
- PREP 002 Literary Studies – Writers and Contexts
- PREP 004 Individuals in Society
- PREP 005 Statistics
- PREP 006 The Treaty of Waitangi
- PREP 007 Pacific Peoples and Cultures
- PREP 008 Information and Communication Technology for Tertiary Study
- PREP 009 Mathematics
- PREP 010 Chemistry
- PREP 011 Biology
- PREP 012 Microeconomics
- PREP 013 Film Studies
- PREP 014 Environmental Studies
- PREP 015 History: Understanding the 1960s
- PREP 016 Invitation to Law
- PREP 017 Special Topic

### 3. Admission Requirements

A candidate who wishes to enrol for the Certificate in University Preparation must be a New Zealand or Australian citizen or permanent resident who demonstrates English language proficiency and either:

- (a) have been out of the secondary school system for a minimum of at least one school term and reached the age of 18 years at course commencement in the year the programme commences; or
- (b) have applied to enrol at a New Zealand university or have been out of a secondary school for at least one term; and attained a minimum of one 'C' pass in the University Bursaries Examination or 14 credits at NCEA Level 3 in at least one subject or equivalent, or
- (c) from 2005 have gained the following NCEA credits:
  - i. 14 NZQA approved credits in Level 1 Numeracy;
  - ii. 8 NZQA approved credits in Level 2 Literacy (4 credits must be in reading and 4 credits must be in writing. This may be gained in Maori equivalent courses);
  - iii. 14 credits at Level 3 in at least one subject or equivalent on the approved list.

*Note: Year 12 applicants who have been out of school for less than one school term, including those who have left school at the end of the previous year, may be considered, normally subject to the support of their former school principal. Year 13 applicants who apply during the course of their Year 13 year may also be considered, normally subject to the support of their former school principal.*

### 4. Requirements for Credit

To qualify for the award of the Certificate, the candidate must:

- (a) complete such oral, practical, written and other work as the Programme Manager may require; and
- (b) pass all four courses undertaken.

### 5. Application for Entrance to Degree Programmes

Upon qualifying for the award of the Certificate, the candidate may apply to the Registrar for admission into a course of study for degree programmes as approved by the Academic Board.

## Schedule to the Regulations for the Certificate in University Preparation (CUP)

Course Code	Course Title	Pts	07	P/C/R/RP/EQ
EDSL 404	Working in the Learning Environment	10	S2 X	
PREP 001	Academic Communication and Study Skills	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 021
PREP 002	Literary Studies - Writers and Contexts	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 022
PREP 004	Individuals in Society	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 024
PREP 005	Statistics	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 025
PREP 006	The Treaty of Waitangi	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 026
PREP 007	Pacific Peoples and Cultures	15	P1 P2 P3	P: Subject to approval of the Head of Department. R: PREP 027
PREP 008	Information and Communication Technology for Tertiary Study	15	P1 P2 P3	R: PREP 028
PREP 009	Mathematics	15	P1 P2 P3	R: PREP 029
PREP 010	Chemistry	15	P1 P2 P3	R: PREP 030
PREP 011	Biology	15	P1 P2 P3	R: PREP 031
PREP 012	Microeconomics	15	P1 P2 P3	R: PREP 032
PREP 013	Film Studies	15	P1 P2 P3	R: PREP 033
PREP 014	Environmental Studies	15	P1 P2 P3	
PREP 015	History: Understanding the 1960s	15	P1 P2 P3	
PREP 016	Invitation to Law	15	P3	
PREP 017	Special Topic	15	P1 P2 P3	

# Award: Diploma in Adult Teaching and Learning (DipATL)

*Note: The General Course and Examination Regulations of the university govern all awards and all students. They cover many issues including Admission, Limitation of Entry, Excessive Course Load and the Waiving of Regulations.*

## The Programme for this Award

### 1. Qualifications required to enrol in the Diploma

- (a) Candidates must
  - i. satisfy the admission requirements of the University, and
  - ii. are required to hold at least a Certificate in Adult Teaching, or the equivalent.
- (b) Every candidate for the Diploma shall have been approved as a candidate by the Chair of the Board of Studies for UC Opportunity.

### 2. The structure of the programme

The DipATL comprises at least 120 points at level 7 on the Register of Quality Assured Qualifications. The course of study for the Diploma shall consist of:

- (a) compulsory courses as specified in Group A of the Schedule to this Diploma; and

- (b) three optional courses selected from Group B of the Schedule to this Diploma.

### 3. Part-time Enrolment

The Diploma may be completed on a full-time or part-time basis.

### 4. Duration of the Course

Other than in exceptional circumstances approved by the Dean of Education, the maximum elapsed time from first enrolment will be seven years, including the years in which any courses were completed for which transfer of credit is sought (see Regulation 6, below).

### 5. Repeating of Courses

Should a candidate fail any course, the candidate may re-enrol in that course only with the approval of the Dean of Education.

### 6. Transfer of Earlier Credit

Transfer of earlier credit must meet the Specified Credit Transfer requirements and will be considered on a case by case basis.

## Schedule to the Regulations for the Diploma in Adult Teaching and Learning (DipATL)

*Note: Not all courses will necessarily be offered in any one year. The course codes listed currently reflect NZQA Register level conventions. These codes are provisional and are subject to change.*

### Group A (Compulsory courses)

- PDAT 721 Reflection and Self Assessment – Tools for Self Directed Learning
- PDAT 733 Introduction to Research in Adult Teaching and Learning Part 1
- PDAT 734 Introduction to Research in Adult Teaching and Learning Part 2
- PDAT 742 Quality in Adult Teaching and Learning Part 1
- PDAT 743 Quality in Adult Teaching and Learning Part 2
- PDAT 754 Critical Thinking and Professional Practice in Adult Education Part 1
- PDAT 755 Critical Thinking and Professional Practice in Adult Education Part 2
- PDAT 765 Special Topic

### Group B (Optional courses)

- PDAT 760 Adult Development, Life and Work Transitions
- PDAT 763 Adult Literacy
- PDAT 764 Workplace Learning
- PDAT 769 Multiple Intelligences in a Vocational Setting
- PDAT 773 Advanced Course Design
- PDAT 774 Teaching as a Performance
- PDAT 775 Coaching – Applied Principles and Practices